

**THE FISCAL
MANAGEMENT
MANUAL OF THE MID-
EASTERN ASSOCIATION
OF EDUCATIONAL
OPPORTUNITY
PROGRAM PERSONNEL**

Adopted April 1989
(Revised April 1990)
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Fiscal Management Manual

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Section I. Financial Management and Policies

The Executive Board¹, acting for the Mid-Eastern Association of Educational Opportunity Program Personnel², shall manage, supervise and control the business, property and affairs of the Association. It shall develop and recommend policies to the Association's membership, and manage and disburse the funds as approved by the membership.

The Treasurer shall be responsible for receiving and disbursing all monies of the Association. He or she shall keep adequate and appropriate records of such receipts and disbursements. He or she shall be ready whenever required to turn over to the Executive Board all monies, accounts records books, papers, vouchers, and other records pertaining to the office; and shall turn the same over to his or her elected/appointed successor on Oct. 1. The Treasurer shall submit a written report, using the same format, to the Board at each Executive Board meeting and an annual report to the membership during the Association's annual meeting that reflects the current balance and also line item expenditures and deposits as compared to the approved budget. The Treasurer will also

¹ The Officers of The Association, the President of each State/District Chapter, and the representative of each State/District Chapter shall constitute the Executive Board, as defined in the Constitution.

² Will be referred to as the Association.

submit by the 20th of each month, for the preceding month, a budget report to the Finance Committee to include the same items as above.

The Financial Affairs Committee shall be comprised of the Treasurer and four other members, including the Chairperson. The President, with the approval of the Executive Board, appoints the chairperson of the FA Committee. The Chairperson shall recommend the other committee members to also be approved by the President and Executive Board. The Chairperson of the Financial Affairs Committee shall serve for a term of three (3) years. All other members will serve three (3) year staggered terms for the purpose of continuity, except the Treasurer, who shall serve for the tenure of his/her office³. This committee shall provide guidance in matters pertaining to the fiscal operations of the Association. The President-Elect is also expected to attend all Financial Affairs Committee meetings.

The Executive Board and its Financial Affairs Committee shall be responsible for planning for the use of funds and for reviewing the expenditure of funds in order to ensure that monies are being spent in an efficient and effective manner. At all times they shall seek to retain the flexibility in financial management necessary to meet unexpected needs or take advantage of unexpected opportunities.

Section II. Budget

A. Preparation of an Annual Budget

The Financial Affairs Committee shall prepare an annual budget for the Association for approval at the annual business meeting. The budget shall divide income and expenditures related to different activities into line items as is necessary to meet contractual obligations.

In developing the Annual Budget, the Committee will consult with the President and other appropriate Executive Board members. The budget line items will be expressed in whole dollars. The Committee shall prepare a balanced budget.

B. Budget Modifications

Budget modification, may, from time to time, be recommended by the Financial Affairs Committee and approved by the Executive Board as required by changes in the association's financial position.

C. Committee Budgets

Each committee chairperson shall submit by November 1, an itemized committee budget to the President who will then submit to the Financial Affairs Chair for review and recommendations by Financial Affairs Committee. Once the Executive Board approves

³ MEAEOPP Constitution.

the committee budgets, the President will send an approval copy to the committee chairperson, the Chairperson of the Financial Affairs Committee and the Treasurer. The Treasurer shall monitor committee expenditures to assure that the committee's budget is not exceeded.

Section III. Financial Reports

The Treasurer shall submit quarterly financial reports to the Executive Board. The report shall include a balance sheet, and a functional breakdown of revenue and expenses. In addition, the Treasurer shall submit a monthly report, by the 20th of each month, to the Financial Affairs Committee that includes a listing of income and expenditures by category and line item along with variance between budget and actual year-to-date expenses.

A. Inquiries Concerning Financial Reports

MEAEOPP members and current and prospective funding agencies having questions concerning MEAEOPP's financial reports shall relay those questions to the President in writing. The President shall review the question with the Treasurer who will prepare a reply. All inquiries must be responded to within 30 days of the inquiry date. Replies to all such inquiries will go out with the Treasurer's signature with an approval line for the President's signature.

Section IV. Receipt and Disbursement of Funds

The receipt and disbursement of the Association's funds is the responsibility of the Treasurer.

A. Bank and/or Investment Accounts

No agreement to open any bank accounts in the Association's name or with Association funds shall be entered into without the specific approval of the Executive Board. No person shall open a bank account or use any existing account as a depository for Association funds without the specific approval of the Executive Board.

A1. All bank statements are to be electronically accessible to the President, Treasurer and Financial Affairs Chairperson.

A2. A decision concerning the disposition of any investment shall be made during the last official Executive Board meeting prior to the date of maturity.

B. Receipt of Funds

All money should be sent to the Treasurer within thirty (30) days of receipt; monies totaling \$500 or more should be sent certified mail. Anyone that receives monies must complete and submit the approved Income Itemization Form (*Attachment A*) to the Treasurer within 14 days of receipt.

B1. Deposits

The Treasurer in an account authorized by the Executive Board shall deposit monies received. Receipts shall be written at the time of the transaction. Monies shall be secured by regulations set forth by the bonding agency.

B2. Fiscal Safekeeping and Collections

When monies are required to be held by any member or members' designee, the individuals must accept responsibility for said funds and will be held personally liable for said funds. Payment must be made to the Association within 60 days of notification by Executive Board.

B3. Returned Checks

Checks are accepted by MEAEOPP subject to the maker's bank honoring demand for payment. If a check is not honored, it is the responsibility of the Treasurer, with support of the President and Financial Affairs Chairperson, to use all reasonable diligence to collect the amount due including the cost of the collection fee incurred by the Association. The owner of one returned check will not be allowed to write another personal check to MEAEOPP.

C. Disbursal of Funds

Signatures of the President, Treasurer and the Secretary shall be on file at the Association's bank. Pursuant to authorization, the Treasurer and President shall sign all checks drawn on MEAEOPP funds. If the President or Treasurer is unavailable or unable to perform this function, the Secretary shall serve as a second required signature. No disbursement shall be made except with presentation of a written invoice, with original receipts attached, or to meet an on-going contractual obligation evidenced by written documentation.

C1. Approval of Disbursements

The Treasurer, or his/her representative, shall make no payment without an inspection to determine that the cost is allowable and monies are available.

C2. Expenditures in Excess of Budget

The Treasurer at no time shall approve expenditures exceeding a budget category without approval from the Financial Chairperson and the President. If expenditures exceed a budget category beyond 10% the Executive Board must be notified by the Financial Affairs Chairperson for a vote to approve.

C3. Cash Advance/Reimbursement Forms

All cash advance requests will be made using the Cash Advance Form (*Attachment B*). When the cash advance is for travel, a Reimbursement Form (*Attachment C*) must be submitted at the conclusion of the trip, with receipts showing total expenditures or any funds to be returned.

C3.1. The Cash Advance Form will require fifteen (15) day notification to the Treasurer or as otherwise approved by the President or Treasurer; requests may be faxed with original to be provided.

a. Cash advances may not exceed the total qualified estimated expenses.

b. When the cash advance is for travel, a reimbursement form must be submitted at the conclusion of the trip, with receipts showing any additional funds expended or any funds to be returned.

c. An individual will not be eligible to receive another cash advance/reimbursement until any outstanding expenditure has been properly submitted.

C3.2. All reimbursements will require fifteen (15) day notification to the Treasurer or as otherwise approved by the President or Treasurer; requests may be faxed with original to be provided. Reimbursements will be processed by the Treasurer and mailed within 15 days of receipt of the Expenditure/Reimbursement Form and corresponding receipts.

C4. Restricted Accounts

Disbursements made on restricted accounts shall be made in accordance with MEAEOPP policy and in accordance with the terms and conditions of the donor or funding agency as well.

C5. Advancement of Funds

MEAEOPP advancement of funds for supported functions shall be upon Executive Board approval. Cash advances will be considered loans for the purpose of retrieving funds owed to the Association.

C6. Vendors

Shall be selected for their capability to serve the needs of MEAEOPP and its members in the most economical and efficient manner possible.

Vendors should be selected who honor tax exemption where applicable. Past performance and cooperation are important factors to be considered in the selection. Only vendors in compliance with the Equal Opportunity Act (Executive Order 1122246 amended) shall be utilized.

D. Cost or Price Quotations/Bids

D1. Three (3) written quotations shall be secured when purchases or services (hotel included) in question exceed \$1,000.

D2. The Treasurer shall review the purchasing patterns of the MEAEOPP Board on a quarterly basis and advise whether additional quotations shall be sought where the sum total of a given number of smaller purchases in one category is substantial.

E. Purchase, Lease or Rental of Equipment

E1. Prior to recommending the purchase, lease or rental agreement of equipment, the Treasurer or his/her representative and requester, shall examine the relative costs and benefits of the recommended and alternative equipment. He or she shall report his/her findings to the Executive Board. Such report shall indicate: 1) who retains title to the equipment, 2) who is responsible for the equipment in the event of theft or damage, 3) whether it would be advisable for the MEAEOPP Executive Board to insure the equipment and if policies in effect would be adequate, 4) what maintenance expenses can be anticipated for the equipment, and 5) what opportunities for lease/purchase of the equipment (including buy-back period) are available.

E2. Borrowed Equipment

The Association is not responsible for equipment borrowed by an individual(s) if damaged, lost or stolen.

Section V. Travel

The basic policy regarding travel expense reimbursement for the MEAEOPP Executive Board and others acting on behalf of MEAEOPP is that the individual traveler should neither gain nor lose personal funds as a result of travel assignments. Thus, each traveler is reimbursed for actual expenses incurred in connection with authorized travel on MEAEOPP business consistent with these policies and with any specific policies governing the grant or contract to which it is charged.

Requests for travel reimbursement should be submitted to the Treasurer within fifteen (15) days (determined by postmark) after incurring expenses or at a later time with approval of the President or Treasurer.”

A. Travel Authorization

A1. President’s Travel

All Presidential travel shall have a significant and demonstrable business purpose in the advocacy of equal opportunity. The Executive Board shall approve presidential travel with documentation to the Treasurer.

A2. Officers’ Travel

All travel of officers shall have a significant and demonstrable business purpose and shall be approved by the President with documentation to the Treasurer.

A3. Other Travel

All other travel shall have a significant and demonstrable business purpose and shall be approved by the Executive Board with documentation to the Treasurer.

B. Air and Rail Travel

Domestic air and rail travel are reimbursed on the basis of the actual costs of transportation used by the traveler. Coach should be utilized on all occasions. Special fares and discount rates must be used when possible.” The President-elect shall be responsible for making necessary travel arrangements for guest(s) with the President's and Financial Affairs Chairperson's approval.

C. Automobile Travel

When travel by private automobile is desirable to save time, to transport equipment, or to reduce the cost for a number of persons traveling to the same destination together, reimbursement shall be at the rate set annually by the U.S. General Services Administration (GSA) on the basis of standard highway mileage guides. This mileage allowance covers all transportation and operating costs. No reimbursement shall be made for the cost of repairs for mechanical failure of the vehicle, whether

they result from the traveler's act or acts of others. Ferry, bridge, tunnel, tolls, and reasonable parking charges are allowed in addition to the mileage allowance. The use of rental cars may be permitted by the individuals identified in "Section V-A" when such use results in savings of cost or time as approved by the President and Financial Affairs Chairperson.

D. Other Transportation

Transportation expenses to and from airports and railroad stations plus reasonable gratuities shall be reimbursed to the extent that such service is not included in rail or airfares. Taxi service should be used when hotel vans or shuttle services are not practical. This includes taxi service between hotels and railroad stations or airports; between appointments; and between hotels and temporary places of duty.

E. Lodging: Hotels and Motels

Authorized travelers/guests should use standard accommodations in first-class but not luxury hotels or motels. It is anticipated that if a traveler is attending a meeting, he/she shall stay at the hotel at which the meeting is held unless a lesser cost is obtained. Receipts must be submitted for lodging expenses related to the purpose of travel for reimbursement.

F. Meals

Expenses for meals not provided (including gratuities, taxes and service charges, etc., and excluding alcohol) for authorized travelers shall be reimbursed up to \$50.00 per day-with itemized receipts.

G. Miscellaneous Expenses

Other expenses associated with normal travel that shall be reimbursed include the following:

G1. Telephone

Telephone calls including those necessary to obtain transportation and hotel reservation, but not personal calls are an allowable cost. Receipts and/or supporting documents are required.

G2. Gratuity & Associated Cost

Baggage handling and storage, clerical charges (i.e., faxing, copying), postage for business related mail; locker and storage charges are reimbursable at the Treasurer and the President's discretion. Receipts shall be submitted when available.

G3. Travel Expenses Not Reimbursable

- a. Costs incurred by failure to cancel transportation or hotel reservations
- b. Fines for automobile violations or personal misconduct
- c. Lost or stolen tickets, cash, or property
- d. Travel accident insurance premiums
- e. Laundry and valet expenses
- f. Gifts or gratuities given to a host or hostess when traveler stays with such a party in lieu of commercial lodging
- g. Movies, spas, saunas, etc.
- h. Internet expenses
- i. Any other expenses not related to business

In case of a financial emergency while traveling, it is at the discretion of the President and Treasurer to disburse money.

Section VI. Contractual Services

A. Consultants

A consultant is an individual who is engaged to give professional advice or services for a fee,. The term includes paid ~~guest~~ lecturers and other paid speakers.

A1. Consultant Payments to Federal Employees

Consulting fees paid to a Federal employee shall not be charged to a Federal grant or contract or non-Federal share required by such grant contract.

A2. Volunteer Consultants

Volunteer consultants should not incur additional expenses as a result of working for or providing services for MEAEOPP. When additional expenses, approved by the President, are incurred, the Association will reimburse the volunteer consultant.

A3. Approval Requirements

All consulting agreements shall be in writing and signed by the President. Charges for consulting payments must be supported in the MEAEOPP

records by an invoice from the consultant and a copy of the written report, if appropriate.

A4. Consultant's Reports

The President will encourage the submission of written reports from the consultant except when in his/her judgment, a report is not feasible or would not be useful. Even then a statement of purpose and necessary approvals must be on file.

B. Contractual Agreements

The Executive Board shall approve all Contractual Agreements and indebtedness in the amount of \$500 or more to MEAEOPP prior to such agreement, contractual or indebtedness being committed to MEAEOPP by any Officer or member.