

CLASSIFIED EMPLOYEES' ASSOCIATION EXECUTIVE BOARD GUIDELINE

GUIDELINE #02: FISCAL MANAGEMENT

1. GENERAL

The Classified Employees' Association (CEA) Executive Board is responsible for management and fiscal duties specified in Article IV of the CEA Bylaws.

2. CONTROLS

The CEA Executive Board will exercise these responsibilities by:

- A. Appointing a Budget Committee to prepare a budget plan.
- B. Reviewing, revising and approving a budget plan.
- C. Monitoring expenses relative to the budget.
- D. Identifying specific members authorized to sign CEA checks.
- E. Commissioning an audit of the CEA Treasurer's books.
- F. Establishing per diem rates.
- G. Establishing expectations for members traveling at the expense of CEA.

3. SIGNATORIES

The CEA Executive Board will designate the President, Treasurer, Vice-Treasurer and one member-at-large as check signers.

4. PROCEDURES

- A. The Association President, the Treasurer and the Budget Committee will record, track and monitor all Association financial transactions according to generally accepted accounting procedures.
- B. The Association books will be audited each year and the results of the audit made available to the Executive Board upon receipt and to the general membership at the first General Membership meeting after the audit is completed and received by the Association.
- C. The Association will submit a tax return prepared by the auditors each year in a timely manner. As a non-profit organization, the Association does not normally owe taxes but is subject to significant penalty if the return is filed late.
- D. **ALL** revenue will be accounted for on the Revenue Accounting Form. When possible, revenue checks will be copied on the top of the form.
- E. **ALL** expenses will be accounted for on the Expense Accounting Form. When possible, checks written will be copied on the top of the form. Also, when one check pays expenses from multiple categories of expense, those expenses by category will be indicated on the form.

5. CREDIT CARDS

- A. The Association President and Vice-President are authorized credit cards.
- B. The Association President or Vice President are **not** authorized to use their cards for personal expenses.

- C. In the event that the Association President, or Vice President desire to put a personal expense on the CEA credit card, they must obtain approval from the three other members of the CEA Executive Committee (Treasurer, Secretary and Vice-Treasurer).
- D. Any personal expenses put on the CEA credit card must be reimbursed to CEA within 30 days. The three members of the CEA Executive Committee may approve an extension of this time frame for an additional 30 days. If additional time is needed to make the reimbursement, it must be approved by the entire CEA Executive Board.

Adopted as policy this 9th day of February, 2015.

Ernie Kirby, President

Chris Sawyer, Secretary

REVENUE ACCOUNTING FORM

TYPE OF REVENUE: **CASH** **CHECK** **CREDIT** **OTHER**

DATE OF REVENUE: _____ **CHECK #** _____

PERSON REPORTING REVENUE: _____

REVENUE RECEIVED FROM: _____

AMOUNT OF REVENUE BY CATEGORY:

EXPENSE ACCOUNTING FORM

TYPE OF EXPENSE: **CASH** **CHECK** **CREDIT** **OTHER**

DATE OF EXPENSE: _____ **CHECK #** _____

PERSON REPORTING EXPENSE: _____

PAYMENT MADE TO: _____

AMOUNT OF EXPENSE BY CATEGORY:
