

**Guide to HFMA, Eastern Michigan**  
**Chapter Finances**

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## Cash and Check Receipts

### **Policy (see notes a and b)**

#### Member Meetings and Functions

Chapter administrative assistant shall be responsible for receiving pre-registrations and collection of amounts due for member meetings.

The chapter administrative assistant shall make a list of the pre-registrants with the following information:

- Name of registrant
- Employer
- Amount charged
- Amount paid
- Check Number
- Amount owed (A/R)

The administrative assistant will forward a copy of the pre-registration list to the on-site event registrars one day prior to the meeting.

The on-site event registrars will update the list for actual attendees (vs. no – shows) amounts collected on-site and for walk-in attendees.

The on-site registrars will forward checks cash/collected and the updated list to the administrative assistant within one week of the meeting. If cash collected is used to reimburse for expenses, the person requesting reimbursement shall get the approval of the president before “netting” expenses against cash collected.

The list shall be totaled and reconciled to the checks/cash received by the chapter administrative assistant and checks endorsed “for deposit only”, with a stamp identifying the bank account number. The administrative assistant shall forward the checks and a copy of the list to the chapter treasurer. The list shall also be forwarded electronically to the treasurer. The list and checks should be forwarded to the treasurer periodically before the meeting if collections are significant and within one week of the member meeting.

The chapter treasurer shall confirm that that the checks received reconcile to the registration listing. The treasurer shall then photocopy and deposit each check into the Chapter checking account.

The treasurer will review the attendance list and inform the administrative assistant and on-site registrars of amounts receivable, 30 and 90 days after the meeting. The administrative assistant will contact those attendees who have amounts outstanding.

The treasurer will record all deposits and receivables on the books as the information is received. The registration/attendance list shall be reconciled to the books each time deposit and receivable information is received.

The president must approve in writing write-off of outstanding receivables.

#### Receipts Other than Member Meetings and Functions

Checks/cash should be forwarded to the treasurer with explanation of the source of the receipt.

The treasurer shall prepare deposit slip, endorse check, copy the check and deposit the check. Treasurer shall record deposit on the books of the chapter.

#### **Procedure**

1. Forward checks and cash received for meeting registrations to Susan Stokes for reconciliation to meeting records. Forward all other checks/cash to Sara McGlynn or Susan Stokes with explanation of the source of the receipt.
2. If receipt different than budgeted and/or expected amount please explain.

#### **Check Requests and Cash Disbursements**

##### **Policy (see notes a. and b.)**

##### Member Meetings and Functions:

A budget shall be prepared for each member meeting or function. This budget shall be approved by the chapter president. The approved budget shall be forwarded to the chapter treasurer.

A chapter member cannot make commitments for the chapter unless the commitments are included in the budget, which has been approved by the president.

Requests for payment of expenses shall be forwarded to the chapter treasurer. If expenses submitted for payment are within the budget, the approved budget shall be authorization for payment.

If expenses submitted are not included on the approved budget, the expenditure must be approved by the president prior to payment.

##### Expenses other than for Member Meetings and Functions

All requests for payment for expenses not included on approved meeting/function budgets must be specifically approved by the chapter president.

President approval of budgets and expenditures may be in writing or via e-mail.

Original receipts must be turned in for reimbursement of expenses.

The signature of one officer is required on all checks of \$3,000 or less.

The signature of two officers is required on all checks greater than \$3,000.

### **Procedure for Check Request**

1. Obtain approval for expense per above policy
2. If payee is an individual or professional organization providing services (e.g., speaker or consultant) and payment amount is greater than \$600, have payee fill out a W-9 form or obtain name, address and social security number for 1099. (Expense reimbursement not subject to 1099 requirements.) Forward W-9 or tax ID information to assistant treasurer.
3. Gather invoices, receipts and/or other documentation
4. If required (not within approved budget), obtains president's approval of expense by having the president a) sign the documentation and forward to Sara McGlynn or b) approve the expense via e-mail. Copy Sara McGlynn on request for approval and approval e-mails.
5. Send all original invoices, receipts and other original documentation to Sara. A check will not be issued until original invoices etc. are received.
6. If approved, check will be mailed within 2-3 weeks.

### **Travel Reimbursement**

#### **Policy (see notes a. and b.)**

The Chapter will provide reasonable expenses and registration fees for the following meetings:

- Annual National Institute (ANI) for the President and President Elect.
- Leadership training conference (LTC) for the incoming President, President Elect, Secretary, and Treasurer, or alternate attendee as determined by the Board of Directors.
- Fall Presidents' Meeting for the Chapter President and President Elect.
- Prior approval by the Board of Directors is required for all travel, registration fees or related expenses for meetings other than those indicated above.

Reimbursement for travel expenditures will be as follows:

- Meals - Itemized receipts will be obtained for meals over \$25.
- Accommodations – Allowance will be at a single rate (or double rate if the same) at which the seminar or meeting is being held. Attendees should stay at the hotel where the seminar, meeting, or convention is being held. Detailed hotel statements are required for reimbursement. Lodging will be reimbursed for the night before the event. Lodging for the last day of the event will be reimbursed if transportation can not be made until the next day.

- Automobile transportation – Mileage for personal use of an automobile will be reimbursed at the IRS approved rate.
- Air or other Commercial transportation – Reimbursement will be limited to economy/coach fares. Registration should be as soon as possible to obtain the lowest possible fares.
- Taxi, Bus, or Shuttle Services –The most economical form of transportation should be utilized whenever possible. Intra-city transportation should be kept to a minimum.
- Tips/Gratuities – Reasonable tips/gratuities will be reimbursed.
- Registration fees – Registration fees will be reimbursed at the appropriate rate for the seminar, meeting, or convention.
- Miscellaneous Expenses – Other reasonable expenses may be reimbursed. These expenses must be itemized and may require an accompanying receipt.
- Reimbursement of expenses will be made at the conclusion of the seminar, meeting, or convention upon the attendee preparing a summary of the expenses with receipts attached.
- Attendee will submit the request for reimbursement to the Chapter President (or President Elect for the President) for approval, who will forward to the Treasurer for reimbursement.
- Reimbursement for expenses outside the travel policy will require Officers' Council approval and must meet a Chapter need.
- The Chapter will not pay for personal expenses such as haircuts, laundry, movies, souvenirs, etc.

## **Procedure**

1. Obtain approval for travel per above policy.
2. Secure hotel, airfare, meeting registration, etc. Reimbursement for these items can be requested prior to travel if desired. See approval process below.
3. Obtain receipts for expenses while traveling
4. Upon completion of travel, gather receipts and complete travel expense form (see attached).
5. Obtain approval of expenses.
  - a. e-mail. E-mail expense report and scanned invoices to assistant treasurer and president.
  - b. Mail – send expense report and receipts to president. President will indicate approval and forward to assistant treasurer for payment.
6. Once approved, check will be mailed within 2-3 week

## **Notes**

- a. Policy per Chapter Policies and Procedures document, revised April 2012. Available on the chapter website under “Chapter Documents”.
- b. All references to “treasurer” in policies refer to “assistant treasurer”