

APIC-NC

Policy Number: 4.1
Category: Finance Committee
Subject: Chairperson Responsibilities
Revision Date: 9/18/05
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Policy:

1. The Treasurer chairs the Finance Committee.
2. Attend and participate in Board and General Membership meetings. Regular Board Meetings are held the evening before membership-at-large meetings at conferences. Transition Meetings are held as soon as possible after the election of new officers.
3. Select Finance Committee members (per policy) and submit their names to the Board for approval. Comply with policy regarding committee members and expenditures, preparation of budget and agenda items.
4. Compare previous years actual expenses with proposed budgets from each Committee Chairperson.
5. Develop and prepare the proposed annual budget by soliciting budgets from standing committees, incorporating board directives, anticipated income from dues and programs, and combining all data. This is presented to the Board for consideration at the Fall meeting.
6. Present a proposed budget for the upcoming year to President one month prior to Fall meeting so that copies can be sent to Board members for review.
7. Recommend financial policy changes to the Board (via the President) when necessary.
8. Review quarterly and annual report submitted by Treasurer for accuracy
9. Complete special assignments as directed by the Board
10. Submit documentation of expenses on Voucher form to the President within 30 days of expenditure. Utilize voucher form for expense reimbursements.
11. Travel over 25 miles roundtrip, will be reimbursed at the current state rate. Lodging will be covered if traveling exceeds 150 miles. Meals will be covered as necessary.

APIC-NC

Policy Number:

4.2

Category:

Finance Committee

Subject:

Committee Responsibilities

Revision Date:

9/18/05

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Policy:

1. Serve a term of one year.
2. Assist Chairperson in the development, preparation and review of the proposed budget.
3. Review quarterly and annual report submitted by the Treasurer.
4. Submit documentation of expenses on Voucher form to the President within 30 days of expenditure. Utilize voucher form for expense reimbursements.
5. Travel over 25 miles roundtrip, will be reimbursed at the current state rate. Lodging may be covered if traveling exceeds 150 miles. Meals may be covered as necessary.

4.3 APIC-NC Reimbursement Guidelines

| CATEGORY | REIMBURSEMENT |
|--|---|
| Non-APIC Member Speakers, Winter and Summer Meeting and Fall Conference | Travel expenses and honoraria, if requested. |
| Mileage: <div style="padding-left: 40px;">Committee Members & Chairs</div> <div style="padding-left: 40px;">Board Members</div> <div style="padding-left: 40px;">Speakers</div> | <p>Mileage per IRS current guidelines if trip > 25 miles for planning meetings (excludes education meetings unless requested by Board)</p> <p>Mileage per IRS current guidelines if trip > 25 miles for transition meeting or any other called Board meeting.</p> <p>Mileage per IRS current guidelines</p> |
| Registration Cancellations | <p>One-Day Program: 50% refund on or before the day of the conference.</p> <p>Fall Conference: 75% refund up to two weeks prior to conference 50% refund up to one week prior to conference No Refund one week or less prior to conference</p> <p>(Note: Deaths or extenuating circumstances will be dealt with on an individual basis)</p> |
| Awards: <ul style="list-style-type: none"> • President • APIC National Conference • APIC-NC Fall Conference • Practitioner of the Year • CBIC Scholarships • Eva Clontz CBIC Review Scholarship | <p>Gift / plaque – Total not to exceed \$125.00</p> <p>Registration for APIC National Conference. (Recipient selected from the Fall Conference registration roster.)</p> <p>Two \$300.00 scholarships awarded. (Recipients chosen from applications)</p> <p>Plaque and Fall Conference registration waived for the following year</p> <p>1 - Initial Certification Scholarship – Cost of exam – (Recipient chosen from applications)</p> <p>1- Recertification Scholarship – Cost of exam – (Recipient chosen from applications).</p> <p>\$100.00 scholarship awarded (Recipients chosen from applications)</p> |

4.3 APIC-NC Reimbursement Guidelines

| CATEGORY | REIMBURSEMENT |
|---|--|
| President | Registration <u>and</u> airfare for National APIC. Overnight accommodations for Board meetings (summer, winter, transition or any other called board meeting) and one meal, excluding fall conference. |
| President-Elect | Fall conference registration waived. Overnight accommodations for Board meetings (summer, winter, transition or any other called board meeting) and one meal, excluding fall conference. |
| Treasurer | Registration <u>or</u> airfare for National APIC, whichever is greater. Overnight accommodations for Board meetings (summer, winter, transition or any other called board meeting) and one meal, excluding fall conference. |
| Treasurer-Elect | Overnight accommodations for Board meetings (summer, winter, transition or any other called board meeting) and one meal, excluding fall conference. |
| Committee Chairs | Registration waived at winter and summer meetings. Overnight accommodations for Board meetings (summer, winter transition or any other called board meeting) and one meal, if requested to attend Board Meeting, excluding fall conference |
| Board Members | Registration waived at winter and summer meetings. Overnight accommodations for Board meetings (summer, winter transition or any other called board meeting) and one meal, excluding fall conference |
| Committee Operating Expenses | Refer to Budget for the particular committee. Overages should be approved by the Board |
| Host of the Winter & Summer Meeting | Registration waived |
| Education Committee Members | Registration waived, Winter & Summer meetings |
| Education Committee Chair | Registration waived winter and summer meeting. Overnight accommodation for winter and summer meeting if required, and one meal |
| Fall Program Committee Members | Registration waived. Mileage per IRS current guidelines if trip is > 25 miles for planning meeting. |
| APIC Member Speakers – One Day Conference | Registration waived. |
| APIC Member Speakers, Fall Conference | Registration waived. One night room provided. Travel expenses. |

APIC-NC Voucher

Instructions

1. Submit separate vouchers for Board Expenses and Committee Expenses
2. Committee Chairman must sign vouchers submitted by Committee members for payment.
3. President must sign vouchers submitted by Committee Chairman and Board Members for payment obtained. Attach receipts for all items.

Submitted by: _____ Date: _____

Make check payable to: (name) _____
(address) _____
(city/state/zip) _____

Special Billing (if Applicable) _____

Secretarial _____
Postal _____
Telephone _____
Photocopying _____

Other (describe) 1 _____
2 _____
3 _____

Travel: Enter Total from Attached Travel Receipts

Travel Expenses _____
Total Expenses _____
Advance Payment _____
Total Balance Due _____

Check One Board Expense _____
 Committee Expense _____
Name of Committee

Approved By: _____

Treasurer Use Only

Check # _____
Issued By: _____ Amount \$ _____
Balance Due \$ _____

