

**Georgia  
Association of  
Special  
Programs  
Personnel**

**FISCAL MANAGEMENT MANUAL**

**Proposed, January 2003**

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- I. INTRODUCTION – The Georgia Association of Special Programs Personnel (GASPP) has many responsibilities and must operate under its Constitution, By-Laws, policies, regulations and laws of the state and federal governments and other appropriate agencies. The President and the Treasurer or the Association will be bonded. Thus, the Finance Committee embraces the policy of conforming to all statutory and other official requirements. Concurrent with this policy, the Finance Committee by simplifying routine procedures that might otherwise become burdensome and time consuming is committed to reducing “red tape” and promoting business operations in all of its endeavors. The purpose of this Fiscal Management Manual is twofold: first, to provide statements of policies and procedures for general guidance in conducting fiscal affairs for the Association; and second, to provide specific instructions and guidelines for those members who are responsible for the preparation of forms and other materials involved in the fiscal affairs process.

This manual encompasses all fiscal activities of GASPP and it replaces all other manuals, memoranda, and other forms of transmitting fiscal policies. It clearly defines authority and distribution of fiscal responsibility and is a guide for appropriate evaluation.

## **II. STRUCTURE OF FINANCE COMMITTEE**

- A. The Treasurer is the chief fiscal officer for GASPP and has custody of all funds, securities and assets of the Association. The Treasurer’s duties are as follows: (1) Administers all accounting records and procedures and receives all funds for the Association; (2) Insures that all approved financial obligations/ expenditures of the Association are disbursed or paid in a timely manner in accordance with established GASPP guidelines; (3) Maintains appropriate and adequate fiscal records; (4) Serves on the Finance Committee, assist the Finance Committee in establishing an Annual Approved Budget and prepares annual reports; (5) Surrenders all monies, funds, securities, books, bank accounts, and other Association records to the new treasurer or president upon his/her resignation, termination, conclusion of his/her term of office or whichever comes first.
- B. The Assistant Treasurer will perform the duties of the Treasurer in the event of the Treasurer’s absence or in the event the Treasurer does not complete his/her term of office. The Assistant Treasurer serves as Membership Chairperson.
- C. The Finance Committee of the Georgia Association of Special Program Personnel, Inc (GASPP) shall consist of the following persons: The Committee Chairperson (appointed by the President), the Assistant

Treasurer, and three (3) other members of the Association selected by the Executive Board. The President and the Treasurer of the Association shall serve as ex-officio members of the Committee. The Finance Committee shall be responsible for budget maintenance, making recommendations, monitoring, and developing broad fiscal policies and procedures for the Association to include the following:

1. Creates financial operating procedures and systems for business functions for the Association that are consistent with standard audit practices.
2. Ensures that all GASPP accounting functions, systems, etc. are in full compliance with appropriate Association rules, regulations, by-laws as well as federal and state laws.
3. Duties:
  - A. The finance committee chairperson, appointed by the President, shall provide fiscal responsibility, leadership and vision to the Association. His/her relationship with the president is to be one based on fiduciary principle, while appointed by the President, his responsibility is to the membership of the Association.
  - B. The finance committee should perform the following duties:
    - I. Develops and recommends to the Association a balance budget at the fall meeting a balanced budget, which will include the annual projected budgets (Line items) of all committee chairpersons.
    - II. Monitors the annual budget.
    - III. Conducts a quarterly review of the financial records, bank statements, etc. of the Association.
    - IV. Reviews annual membership dues, conference fee assessments and makes recommendations to the Executive Board of the Association.
    - V. Prepares an annual budget report to be distributed at the fall meeting.

### III. BUDGET

#### D. Annual Budget Preparation

The Finance Committee shall prepare a proposed annual budget for the Executive Board's summer meeting. The approved budget for the fiscal year shall be presented to the Association at the Fall Conference meeting. The

budget shall divide income and expenditures related to different activities into separate budget categories as is necessary to meet obligations and to comply with standard accounting practices. The budget shall be developed using information from the Treasurer's report, requests of Association's officers and Committee chairpersons as well as GASPP's last audit report and strategic plan.

Each committee chair should submit an itemized budget to the President one month prior to the summer Executive Board meeting. The President will immediately submit the proposed budgets to the Finance Chair and the Treasurer.

At the Fall Conference and the Spring Conference the Treasurer should present to the membership a fiscal report showing revenues and expenditures for the year. The Finance Chair will also present any approved budget revisions at this time.

#### E. Report Periods

For the purpose of preparing financial reports the Association's accounting period is July 1 – June 30. For the purpose of collecting dues the Association's membership (individual and institutional) year is October 1 - September 30. These dates are congruent with the GASPP Constitution.

#### F. Basic Budget Items and Modifications

The GASPP budget is comprised of line items of expected expenditure of the Association. As required by changes in the Association's financial position or priorities, budget modifications may from time to time be necessary. The President in consultation with the Finance Chair may recommend budget revisions to the Finance Committee and the Executive Board.

### IV. ACCOUNTING PROCEDURES

#### A. Database

The GASPP budget shall be maintained in Microsoft EXCEL.

#### B. Account Numbers

In addition to recording the overall expenditures and revenues for GASPP, the Treasurer shall maintain an accounting for each of the. These records shall show all income and expenditures related to these events.

To facilitate the tracking of GASPP expenditures and revenue each line item above has been assigned a unique account number. This tracking system, which has been approved for use by the GASPP Executive Board, should be used by each GASPP officer and committee chair (or their designees) when submitting and/or requesting funds to/from the GASPP Treasurer and then forwarded to the GASPP Treasurer, i.e., major GASPP events, Scholars Bowl, TRIO day, etc.

**(NOTE: This procedure does not replace the use of itemized requests with receipts by voucher.)**

#### C. Reconciliation of Bank Statements

As part of the GASPP's system of checks and balances, all bank statements and monthly summary of fiscal transactions will be sent to the Treasurer. The Association's General Account and Scholarship Account bank statements will be reconciled by the Treasurer monthly. The Treasurer will also provide bank statements including cancelled checks (where necessary) to the Finance chair. The Treasurer will make a finance report to the Association at each of the two official GASPP meetings.

### V. FINANCIAL REPORTS

#### A. Treasurer and Finance Committee Report

1. Finance reports will be prepared and distributed at each regularly scheduled Executive Board Meeting. The Treasurer shall prepare and present a summary of all account transactions that reports on each budget line for the Association. The Finance committee's written report shall consist of a summary of the budget position of the Association.
- 2 Audits: A detailed itemized listing of all fiscal transactions with corresponding bank statements will be prepared by the Treasurer and the Finance chair and presented to an auditor at the end of each Presidential and Treasurer's term.

#### B. Inquiries Concerning Financial Reports

Board members and current prospective funding agencies having questions concerning GASPP's financial reports shall relay those questions to the President. The Treasurer, Finance Chair, and President shall review the questions and prepare a reply. All inquiries must be responded to within thirty (30) days of the inquiry date.

## VI. RECEIPT AND DISBURSEMENT OF GASPP FUNDS

### A. Bank Accounts

The GASPP Board has approved two types of accounts: checking/savings account for General funds and Scholarship Account (Money market/savings account). No person shall open any bank account or use any existing account as a depository for GASPP funds without specific approval by the Board.

1. Signatures – the signatures on the accounts shall be the President, the Treasurer, the Finance Chair and the assistant treasurer. Two signatures shall be required to withdraw funds from any account. The President's or Treasurer's signature MUST be on each check.
2. The President, Treasurer and Finance Chair shall have access to on-line viewing of said General Account.
3. The GASPP General Account shall serve as the primary account for the organization. This account shall be used for the general receipts and disbursement of GASPP funds.
4. The Scholarship Account shall be used for scholarship purposes and the interests will be used to make scholarship distributions. Funds in this account are therefore restricted from use save anything except to generate interests to fund scholarships. The signatures of President and the Treasurer shall be on this account.

B. Receipt of Funds – The Treasurer or his/her designee, authorized by the Board, shall deposit monies and account for money received. Receipts must be written at the time of the financial transaction. All money and checks received shall be for deposit only. Money for GASPP expenses should be paid by check not from cash on hand. In the event cash is received for membership or registrations, etc. all of it should be recorded, a receipt should be issued and the money should be deposited.

#### 1. Custody and Safekeeping of funds

- a. If monies are required to be held by staff or board members that person is responsible for said funds.
- b. Only the Treasurer or his/her designee (preferably members of the Finance or Membership



Committees) shall receive funds for the Association which includes conference registration fees and other funds. A receipt shall be given at the time the funds are presented.

2. Personal Checks – Individual personal checks will not be cashed.
  3. Insufficient Funds Checks – Checks are accepted by GASPP for official debts, etc. subject to the maker's bank honoring demand for payment. If a check is not honored, it is the responsibility of the Treasurer to use all reasonable diligence to collect the amount due including a \$10 processing fee charged by the Association. To clear this obligation, payment must be made by money order or cashier's check.
  4. Clearing Indebtedness – The GASPP Treasurer will initiate actions to collect funds owed to GASPP and to pay all bills owed by GASPP.
- C. Disbursal of Funds – Pursuant to payment authorizations, the Treasurer or President shall approve all general account vouchers. If the Treasurer or President is unavailable or is unable to perform this function, the Vice President may grant approval for payment.

No disbursement shall be made except with presentation of a GASPP Expense Claim Form (ECF) and one of the following: a written invoice, an attached original receipt(s), or the obligation must be to meet an on-going contractual obligation evidenced by written documentation. Moreover, the payment must be an approved budget item expenditure.

D. Approval of Disbursements

- i. General Account – Prior to payment, the budget line item account against which payment is to be made shall be affixed to the file copy of the invoice and signed by the appropriate committee chairperson. Upon payment, the date of payment and check number shall also be affixed to this file copy. The Treasurer shall make no payment without an inspection of an EFC. The Treasurer will determine that the cost is allowable and that the proper account number has been requested. All checks require two approved signatures. All EFC vouchers will require an appropriate approval.

At no time shall the Treasurer, or his/her representative, approve the disbursement of funds against a particular budget line item that causes expenditures in that account to exceed 110% of the annual budgeted amount for that line item without prior approval of the

Executive Board. Request for approval must be submitted in writing to the Finance Committee. The Finance Committee will make a recommendation to the Board.

- ii. Restricted Accounts – Disbursements made on restricted accounts shall be made in accordance with GASPP policy and in accordance with the terms and conditions of the donor or funding agency as well or monies specifically donated for scholarships.

E. Refunds – GASPP will issue registration refunds for Annual Conferences, Workshops, etc. according to the following guidelines:

1. Full refunds will be made if a written/faxed request is received by the registration chairperson at least 30 days prior to the first day of the event.
2. A refund, less 20% processing charge, will be made if written/faxed request is received by the registration chairperson less than 30 days but no more than 7 days prior to the event.
3. No refund will be made for requests received less than seven days prior to the event.
4. All refunds will be processed after the event.
5. Refund requests that affect discounted multiple registrations may cause loss of the discount(s) for that program/institution. Any such discount adjustment will be paid by the program/institution prior to refund or deducted from amount to be refunded.
6. Refund statements shall be included on all registration forms.
7. Any special refund policy exceptions to be made due to mitigating circumstances (without prior warning) shall be established by the Finance Committee and approved by the Executive Board.

VII. ANNUAL AUDIT OF FINANCIAL RECORDS – Financial records of GASPP shall be audited at the conclusion of the term of the Treasurer, at the end of a presidential term or bi-annually which ever comes first. The audit will be conducted according to generally accepted auditing standards and Government Auditing Standards and will include both restricted and non-restricted funds. During off years or if the Treasurer vacates office before the end of his/her term, the Finance Committee will review financial records.

VIII. SELECTION OF VENDORS - Vendors shall be selected for their credibility and capability to serve the needs of GASPP and its members in the most economical and efficient 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.

A. Minority Vendors – GASPP shall select firms or organizations operated or owned by minorities and/or women to the extent that this is feasible.

B. Quotes – Necessity of quotes shall be secured when purchases and services (hotel included) in question exceed \$1,000.

1. If the purchase in question exceeds \$1,000, three (3) written quotations shall be secured.
2. The Treasurer and Finance Chair shall review the purchasing patterns of the GASPP 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.

C. Sole Source – In instances where only one vendor can supply the goods or services sought in a timely fashion or of a quality required, a sole source purchase shall be required. If a sole source purchase is to be utilized, the Treasurer or requestor shall provide written documentation as to the reasons a particular vendor is to be utilized.

IX. TRAVEL – The basic policy regarding travel expense reimbursement for the GASPP Board and others acting on behalf of GASPP is that the individual traveler should neither gain nor lose personal funds as a result of travel assignments. Thus, each traveler is reimbursed for all expenses incurred in connection with authorized travel on GASPP business consistent with these policies and with any specific policies governing the grant or contract to which it is charged. Individuals are strongly encouraged to obtain travel funds from alternative sources before submitting request for reimbursements and to use the most economical mode of transportation. Reimbursement is normally paid for the most economical mode of transportation.

A. Travel Authorization

1. President's Travel – All presidential travel shall have a significant and demonstrable business purpose in the advocacy of GASPP and its goals and objectives.
2. Officers' Travel – All travel of other officers shall have a significant and demonstrable GASPP business purpose and shall be approved by the President with documentation to the Treasurer.
3. Other Travel – All other travel shall have a significant and demonstrable GASPP business purpose and shall be approved by the President with documentation to the Treasurer.

B. Air and Rail Travel – Domestic air and rail travel is reimbursed on the basis of the actual costs of transportation used by the traveler. Coach should be utilized on all occasions when it is possible to do so. However,

it is recognized that sometimes it may be necessary to use first class travel because of the lack of available space, time schedules, routing, cancellation of flights, etc. When first-class transportation is used for any reason a statement of its necessity must be submitted with the required reimbursement request. Special fares and discount rates must be used when practical. Exceptions must have prior approval by the GASPP President or his/her designee.

#### C. Automobile Travel

1. Private – 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 of twenty-nine (.29) cents per mile on the basis of standard highway mileage guides. This mileage allowance covers all transportation and operating costs. Official mileage information from AAA or Internet sources such as Tripquest.com will be used to determine actual mileage. Mileage will be paid from the claimant's institution to the meeting site. 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.
2. Automobile Rental – The use of rental cars may be authorized by the individual(s) identified above when such use results in savings of costs or time. Actual costs for the use of a rental car (including gas and insurance) will be paid in lieu of mileage rates. Receipts for gas should accompany rental car receipts upon request for reimbursement.

D. Other Transportation – Limousine service 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 air fares. Taxi fares, including gratuities, shall be reimbursed where public transportation or limousine service is not practical. This transportation includes taxi 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 for authorized travelers shall be reimbursed. Receipts will be necessary for those meals above pre-approved costs. Authorized association activities through committees, liaisons or tasks forces shall reimburse participants for reasonable meal costs.

Maximum meal costs shall not exceed \$40 per day for consultants and Board members. Expenses exceeding these amounts may be reimbursed if accompanied by a written, reasonable explanation. (If questionable, reasonableness of expense will be determined by the Finance Committee.)

- G. Travel Advances – NO TRAVEL ADVANCE WILL BE ISSUED UNTIL THE ADVANCE HAS BEEN APPROVED BY THE PRESIDENT AND ALL PRIOR ADVANCES CLEARED.

H. Miscellaneous Expenses

1. Other expenses associated with normal travel which shall be reimbursed, including the following: Ferry, Bridge, tunnel, and reasonable parking charges are allowed in addition to the mileage allowance.
2. Telephone expenses are only reimbursable for authorized GASPP business. Receipts and/or supporting documents are required.
3. Gratuities are reimbursable for meals and for baggage handling.
4. Travel expenses not normally reimbursable include the following:
  - 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. Personal phone calls;
  - i. Costs normally associated with attending the Annual conference that is reimbursable by other sources (travel, lodging, meals, etc.).

- I. Travel by the President, Officers or Representatives – Each officer is expected to pay their own cost to the fall and Spring Conference from their program budget. The costs of pre and post conference expenses will be paid by GASPP. All travel expenses for exploratory visits to conference sites and committee meetings must be pre-approved and submitted as part of the budget request by the committee chairperson. Moreover, it is expected that officers will car pool when possible. In extenuating circumstances, the President or other officers may request financial assistance from GASPP to attend the conference or committee meetings. This formal request shall be submitted to the Finance Committee and shall include the following information:

1. A brief justification for the request;
2. A specific requested amount for some GASPP fiscal period (October 1 – September 30);
3. A letter from the project director.

After reviewing the request, the Finance Committee shall make a recommendation to the Board.

## X. CONTRACTUAL SERVICES

A. Consultants – A consultant is an individual who is engaged to give professional advice or services for a fee; but not as an employee of GASPP. The term includes paid guests lecturers and other paid guest speakers.

1. Consultant Payments to Federal Employees – Consulting fees paid to a Federal employee shall not be charged to a federal grant or contract.
2. Volunteer Consultants – Volunteer Consultants should not incur additional expenses as a result of working for or providing services for the Association. When additional expenses are incurred and approved by the GASPP President or his/her designee, the volunteer consultant will be reimbursed by the Association.
3. Approval Requirements – A written contract/letter shall be on file with the President and the appropriate committee chairperson. This contract/letter will include the individual's name, specific duties, title, time commitment, projected payment rate and expense categories to be covered (i.e. travel, hotel, meals, etc.).
4. Consultant's Report
  - a. The variety of possible consulting agreements is too great to permit hard and fast rules on submission of written reports by consultants. In some cases, such as guest lecturers, a written report might serve little or no useful purpose. In other cases, the very reason for hiring the consultant might be to obtain his/her report. In any case, some statement regarding the consultant's work must be filed.
  - b. The President should 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.

5. Documentation Standards – Charges for consulting payments must be supported in the GASPP records by an invoice from the consultant and a copy of the written report if appropriate.

B. Other Services – All services obligated must have a written agreement between the person(s) who will perform the service and the person contracting the service. The Committee Chair and the Board must approve these services.

XI. EQUIPMENT - The Finance Committee shall maintain an equipment inventory. This inventory will include item, location, purchase date, purchase price, serial number, and disposal date.

A. Lease or Rental of Equipment – Prior to recommending a lease or rental agreement covering 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 on his/her findings to the 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 GASPP Board to insure the subject equipment and if policies in effect would be adequate; 4) what maintenance expenses can be anticipated for the equipment; 5) what opportunities for lease/purchase of the equipment (including pay-back period) are available.

B. Purchase of Equipment- Prior to purchase, the requestor should follow all policies set forth in section VIII, Selection of Vendors. The policies governing investigation of lease/rental of equipment shall also apply to purchase of equipment. All equipment must be approved for purchase by the GASPP Board.

C. Disposal of Equipment – A record of how equipment is disposed should be maintained by the Finance Chair. This record should include model, date, cost, reason for disposal, and any other pertinent or descriptive information. Specific guidelines for disposal shall be developed by the Finance Committee and distributed upon approval by the Executive Board.