

## **WSNAC FINANCIAL GUIDELINES**

### **FINANCIAL GUIDELINES ARTICLE ONE: Definition**

- F1.01 This set of guidelines shall serve as a written set of instructions for the dispersal of WSNAC funds.
- F1.02 These guidelines shall set forth the procedures for documentation of all expenses and revenues and to assure a complete and accurate record of WSNAC finances.

### **FINANCIAL GUIDELINES ARTICLE TWO: General Guidelines**

- F2.01 All funds shall be combined into one bank account to be managed by the WSNAC BOD treasurer. All revenues and expenses shall be recorded in the Quick Books/general ledger of the WSNAC BOD in order to maintain a permanent record of transactions.
- F2.02 The treasurer shall submit a written report at each BOD on all activities of the WSNAC account.
- F2.03 The executive committee shall appoint 3 members of the executive committee to be designated as the signers of the WSNAC bank account. These designations shall be made on a yearly basis.
- F2.04 The designated signers must have another signer on the checks they receive personally.
- F2.07 All reimbursements shall be reimbursed at the respective regular committee meetings of the BOD.
- F2.08 An internal audit will be conducted yearly.

### **FINANCIAL GUIDELINES ARTICLE THREE: Reserves and Allowances**

- F3.01 At the annual meeting, all BOD and committee budgets will be formulated and approved by the Board of Directors.
- F3.02 Working reserves shall be established from these budgets when necessary.
- F3.03 Expenses in excess of these reserves, or requests for funds by other individuals directed to, or required to travel, may be reimbursed after a motion to reimburse the expense is brought by the individual, or a designated party, to the WSNAC BOD for approval.
- F3.04 Mileage reimbursement rates will be determined by the Board of Directors at the January meeting of each year.
- F3.05 The overall prudent reserve is set at \$25,000.
- F3.06 The Treasurer shall be able to disburse funds for BOD directed travel for WSNAC business without a procedural vote for the expense in the following amounts:
  - A) MILEAGE/TICKETS: RESTRICTED TO THE AMOUNT NECESSARY TO PROVIDE THE LEAST COSTLY TRANSPORTATION TO THE LOCATION IN A TIMELY FASHION.  
Reimbursement shall be made on a host/BOD mileage form. Mileage reimbursement submitted 45 days after the day of travel will not be paid.

B) LODGING: AMOUNT NECESSARY TO PROVIDE THE LODGING

- 1) Sleeping room assignments will be determined at the January BOD meeting and/or as needed.
- 2) Should the need arise for any non-BOD person to occupy a room assigned/paid for by WSNAC; it will be the responsibility of the BOD trusted servant to pay for half the cost of the sleeping room.

F3.09 BOD members shall receive mileage reimbursement for the weekend of the convention.

F3.10 The WSNAC BOD shall pay for the sleeping rooms for the BOD during the weekend of the WSNAC Convention at the host hotel.

**FINANCIAL GUIDELINES ARTICLE FOUR: Revenues and Expenses**

F4.01 Revenues

All revenues received shall be recorded in a Quick Books/general ledger, non-profit edition for WSNAC Inc.

- A) Upon request, a copy of each receipt shall be returned to the addict, group, area, subcommittee or other entity that donated or generated the money.

F4.02 Expenses

- A) All expenses will be reimbursed up to the levels set out in Article Three of these Financial Guidelines.

- B) All reimbursements will require a valid receipt.

- C) Reimbursements will require an expense report to be completed before a check will be issued. Reimbursements must be accompanied by related financial information.

- D) All expenses of WSNAC, as a whole, such as donations, meeting room rent and/or all other valid BOD meeting expenses, etc. shall be entered into the Quick Books/general ledger by the BOD Treasurer to reflect the payment for the records.

**FINANCIAL GUIDELINES ARTICLE FIVE: Priorities**

F5.01 Expenses will be paid on a "cash available basis." No expenditures will be made unless there is sufficient money available to pay for them. This is to keep the name of WSNAC and NA as a whole above reproach.

F5.02 WSNAC expenditures shall be dispersed in accordance with the following list of priorities:

1. Pay outstanding bills as received unless questions arise.
2. Reimburse expenditures of Trusted Servants.
3. Replenish working reserves.
4. Disburse funds as per present WSNAC motions.
  - a. Host committee requests
  - b. All other financial motions

## CASH HANDLING PROCEDURES

The WSNAC BOD is responsible and present for:

1. Start-up cash
2. Cash register set up
3. Training
4. Cash pick-up
5. Cash delivery
6. Special event ticket production and sales

The Host Committee Registration and Merchandise Chairpersons are responsible for:

1. Recruiting trusted servants and assign times and dates to work
2. Determine who may be eligible to operate a cash register (5 years clean or more) and submit the list to the BOD Treasurer and Chair prior to the convention.
3. Training and running a cash register
4. Set-up and tear-down of site
5. Merchandise Inventory at each closing time
  - π A BOD member and one convention guide are required for pick-up and delivery of cash.
  - π When money is collected, registers must be "Z'd" out and the tape put in the pick-up envelope.
  - π ALL money should be placed in the pick-up envelope.
  - π Money will be counted and a receipt brought back to the register.
  - π The special event tickets and the money procedures will be the responsibility of the special events coordinator and must adhere to the guidelines on cash procedures.

A running board of money receipts will be available in the treasurer's room on the white board or flip chart.