Potomac and Chesapeake Association for College Admission Counseling

FISCAL POLICIES AND GUIDELINES

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PCACAC FISCAL POLICY

SECTION 1: GENERAL INFORMATION

The following document establishes guidelines for the fiscal operations for the Potomac and Chesapeake Association for College Admission Counseling (PCACAC) and is a compilation of information taken from numerous sources including the PCACAC By-Laws, previous meeting minutes, Executive Board decisions, previously "understood" policies, and previous practices and interpretation of those practices. The document will change as the needs of PCACAC change and as determined by the Finance and Executive Committees.

PCACAC is a not-for-profit 501 (C) (3) organization incorporated in Virginia. Its Federal Tax ID number is 54-1924911. It was granted tax-exempt status in 1999.

PCACAC is on a fiscal year that runs from October 1 through September 30. The membership year is October 1 through September 30.

FINANCE COMMITTEE

The Finance Committee is a standing committee chaired by the Treasurer and comprised of the following additional members: the immediate past Treasurer, a former PCACAC president, the Executive Assistant as an ex-officio members and others suggested by the Treasurer or Executive Committee.

Members of the Finance Committee will meet (either in person or via conference call) several times a year to discuss matters related to the financial stewardship of the association. These matters include, but will not be limited to, the annual budget, insurance coverage, association investments, and financial procedures.

TREASURER DUTIES

- The Treasurer serves as a voting member of the Executive Committee and President's Council, and as chair of the Finance Committee.
- The Treasurer is the financial "watchdog" of the organization and is responsible for the fiscal oversight and management of the organization's funds and will operate in accordance with the By-Laws of PCACAC.
- The Treasurer shall maintain accurate and complete financial records (including budget, receipts, and a year-end statement), contracts, correspondence, and other materials relating to the financial affairs of the organization; ensure that taxes and insurance are paid as necessary; write checks as needed and report on the annual financial review. Specific responsibilities include:
    - Develop the Association's annual budget proposal based on requests received from officers and committee chairs, and present to the Executive Committee and general membership for approval annually
    - Serve as an adviser to the Executive Committee on matters of investment strategy and fiscal policy
    - Serve as principal reviewer to assess the fiscal impact of revenue enhancement proposals received by members and outside vendors

  - Facilitate periodic review of the PCACAC Fiscal Policy and recommend changes as appropriate
  - Assess the feasibility of contingency expenditures not included in the annual budget and make recommendations to the Executive Committee
  - Monitor the activity of the NACAC Finance Committee and model appropriate policies and procedures
  - Oversee PCACAC's insurance policies and facilitate the periodic review of coverage
  - Secure mandatory bonding for all officers and the Executive Assistant
  - Manage bill payment, maintain oversight of budget and spending, and manage all fiscal accounts and investment portfolios
  - Maintain proper fiscal accounting records, and report quarterly to the Executive Committee and semi-annually to the general membership on the financial status of the Association
- The Treasurer will work with PCACAC's contracted CPA to complete all necessary paperwork, including tax forms and audit materials as necessary, and generate and submit necessary reports.
- Deposits shall be made by the Executive Assistant. On necessary and rare occasions, the Treasurer may make deposits for PCACAC.
- The Treasurer may write a check to her/himself provided that the necessary documentation has been provided, and the check must be signed by another member of the Executive Committee who has signature authority for the account on which the check is to be drawn.

EXECUTIVE ASSISTANT

The Executive Assistant is selected by the Executive Committee and is employed by PCACAC to perform tasks necessary for the effective operation of the organization. The job description is drafted by the President and approved by the Executive Committee.

The Executive Assistant's compensation is to be reviewed annually as the new fiscal year budget is developed and approved. The organization shall meet any appropriate tax guidelines with regards to the remuneration as well as appropriate insurance coverage. The Executive Assistant is supervised by the President, who will prepare an annual performance evaluation for the Executive Assistant.

PCACAC will pay expenses for the Executive Assistant to attend the PCACAC Spring Conference, the NACAC National Conference, and other meetings as required by PCACAC. Expenses include reasonable transportation, registration fees where necessary, lodging and meals in accordance with guidelines outlined elsewhere in this document.

FINANCIAL ACCOUNTS

PCACAC holds several fund accounts which are managed and monitored by the Treasurer:

- Operating Account: BB&T Checking. This account was opened in May 1998 for annual and operating expenses. Also, funds restricted to the financing of activities for the Ann Powell Mentoring Program are kept in this account.
- Reserve Accounts:
  - *Capitol Securities*. Gilbert Cohen, Financial Consultant, 703-821-2010, 7918 Jones Branch Drive, Suite 800 McLean, VA 22102.

- BB&T Interest Checking. This interest-bearing account was opened in June 2018.
- Or comparable financial institutions.
- Transfers between accounts or into new accounts require a majority vote of the Executive Committee. Voting may be done by email.

In June 2008, the Executive Board voted to set the amount in reserve to an amount equal to at least 80% of a year's worth of expenses.

The Treasurer will keep a record of the restricted funds for reporting to the General Membership and Executive Committee at the annual spring meeting.

Tax returns will be filed by PCACAC's contracted CPA with assistance from the Treasurer.

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PCACAC FISCAL POLICY

<u>SECTION 2:</u> ACCOUNTING AND AUDITING PROCESSES

ACCOUNTING AND AUDITING

- A Treasurer's Report shall be given in writing at each meeting of the Executive Committee, President's Council and General Membership.
- At least two signatures will be on the bank's signature card, including the Treasurer and a member of the Presidential cycle. Signatures of other elected officers may be on a written document on file if required by the banking institution.
- The Treasurer's books are to be reviewed annually at the close of the fiscal year by someone other than the Treasurer who has been approved by the Executive Committee. Following the review, a report of the review is made to the President's Council at its Winter Meeting.
- The collection of funds (conference registrations, exhibits, donations, membership dues, professional development activities or others) must be coordinated by the Executive Assistant or done on the PCACAC website.

BUDGET

- An annual line item budget, developed by the Treasurer with the assistance of the Finance Committee and approved by the general membership at the annual fall business meeting at NACAC, will provide the basis for the operation of PCACAC. The budget process will begin in the spring with input from members of the President's Council.

CONTRACTS

- The President, President-Elect, Past President, Treasurer, or Secretary are the only persons authorized to sign contracts on PCACAC's behalf.
- Contracts, potential expenditures or financial commitments in amounts greater than $2,000 require the written approval of the Treasurer before a commitment is made by anyone acting on PCACAC's behalf. The intent of this policy is to allow the Treasurer to plan for large anticipated expenditures. The Executive Assistant, Conference Chair, and Summer Institute Chair are permitted to sign Banquet Event Orders while on site during an event if the expense was anticipated in the event budget.
- Copies of all signed contracts need to be sent to the Treasurer and the Executive Assistant.

CREDIT CARD

- PCACAC Credit Cards will be issued to the President, Treasurer, and Executive Assistant, and can only be used by those whose name is on the card
- Points from the PCACAC Credit Card may be used for PCACAC travel by anyone holding a company credit card and with the approval (email is acceptable) of the President and Treasurer.

PAYMENTS

- Payments greater than $5,000 require the authorization of the Treasurer and one member of the Executive Committee who has signature authority for the account from which the check is to be drawn. "Authorization" means that two signatures are required on a physical check. For an electronic transaction greater than $2,000, the Treasurer and one member of the Executive Committee who has signature authority for the account from which the funds will be drawn must have given their written and verbal approval (email approval is acceptable).

PCACAC FISCAL POLICY

- Payments made by the Treasurer will be made by check upon the receipt of an approved Request for Reimbursement form. Receipts, invoices, or other documentation will be required for all reimbursements or requests for an advance and must be attached to the form. The signature of the President or the committee chair is required before the form is sent to the Treasurer. A committee chair's reimbursement request must be signed by the President before being sent to the Treasurer. In either case, the appropriate signature approving the reimbursement is required before the form is sent to the Treasurer. The Treasurer will use his/her discretion to question a reimbursement request. Forms and receipts should normally be submitted within 15 days of incurring the expense or return from a trip.
- For expenses partially paid by NACAC, a copy of the NACAC reimbursement form that has been submitted to NACAC should be attached.

SECTION 3: PCACAC INVESTMENT POLICY

The Executive Committee will be responsible for specific investments and the relationships with investment advisors and financial institutions. A review of investments including individual positions of mutual funds will be a regular and required part of Finance and Executive Committee meetings. Approvals of all investment decisions must be made by a majority vote of the Executive Committee and must include the President voting in the affirmative. The Committees will be mindful of the necessity of not making investments in areas that are antithetical to the interests of PCACAC. Voting may be done via email.

Investment Guidelines: Funds may be invested in the following instruments:

- Money market accounts
- Certificates of deposit
- Savings accounts
- Commercial bonds with a Moody's Rating of AAA or better
- Government issued bonds
- Bond funds
- Mutual funds, when initially invested, must meet the following criteria:
    - Overall Morningstar rating of 4-5 stars
    - A low risk rating
    - A value or blend in medium or large companies
    - A category rating of 4-5
    - A beta of 1 or lower
    - A management tenure of four or more years
    - The ratio of equity funds to cash and bond accounts may not exceed 60-40.

SECTION 4: NACAC RELATED POLICIES/PROCEDURES

PCACAC FISCAL POLICY

NACAC COLLEGE FAIRS

PCACAC can receive a stipend from NACAC for each National College Fair in our region. The NACAC letter of agreement details the arrangements.

NACAC CONFERENCE REIMBURSEMENT

1. **Assembly Delegates -** It is the policy of PCACAC to financially assist those national delegates whose institutions **<u>would not normally</u>** pay for their attendance at the NACAC National Conference. A Delegate requesting a reimbursement for expenses not paid by the delegate's employing institution must submit a Request for Expense Reimbursement form with attached receipts to the Chief-Delegate (Past-President) for signature and then it should be forwarded to the Treasurer no later than 15 days post Conference.

2. **Executive Assistant -** PCACAC will pay usual and customary travel expenses for the Executive Assistant to travel to NACAC. PCACAC will pay for single-room lodging and per diem allowance for meals as outlined in the reimbursement/travel guidelines (Section 7). Payment of Conference registration fees will be at the discretion of the President.

3. **Executive Committee -** Any Executive Committee member **<u>whose institution will not fund</u>** attendance at the NACAC National Conference may request reimbursement. Reimbursement is dependent upon the financial health of the organization. Following the Conference, a Request for Expense Reimbursement form with all receipts attached must be submitted to the President for signature and then forwarded to the Treasurer for reimbursement no later than 15 days post Conference.

NACAC IMAGINE FUND CONTRIBUTIONS

In October 1993, the Executive Board unanimously approved an annual contribution up to $2500 depending on the fiscal condition of PCACAC and the involvement of PCACAC members on the NACAC Board. This contribution should be made in July of each year.

NACAC LEADERSHIP GROUPS AND PROGRAMS

PCACAC leadership may be required to participate in various NACAC programs as outlined by the NACAC Board of Directors. The continuation of programs and meetings may be subject to the discretion of the NACAC Board of Directors.

- NACAC will pay travel expenses for each state/regional President, President-elect, Past-president and selected other Executive Board members according to the NACAC Expense Reimbursement Policy.

- PCACAC will pay travel expenses of its President, President-elect and Past-president that are not covered by NACAC according to the PCACAC Travel Guidelines. A copy of the NACAC Travel Reimbursement form must be attached to the PCACAC Request for Expense Reimbursement form that has been signed by the President and forwarded to the Treasurer.

- PCACAC will pay the registration fees for the Past-President, President and President-elect to attend both the Leadership Development Institute and Winter Meetings. Travel and lodging expenses at these meetings will be in accordance to Section 7 of PCACAC's Fiscal Policy. *Full hotel costs will be covered in the event that it is not possible for a room to be shared at these specific events. If a situation arises that payment for hotel and lodging are in question, a majority vote by the Executive Board is needed to decide on what will be covered and what will not be covered by PCACAC.

- PCACAC will pay the registration fees for the Treasurer and Treasurer-elect to attend the Treasurer's Development Institute. Travel and lodging expenses at these meetings will be in accordance to Section 7 of PCACAC's Fiscal Policy. *Full hotel costs will be paid for in the event it is not possible for a room be shared at these specific events. If a situation arises that payment for hotel and lodging are in question, a majority vote by the Executive Board is needed to decide on what will be covered and what will not be covered by PCACAC.

SECTION 5: PCACAC SPECIFIC MEETINGS/EVENTS

BOARD MEETINGS AND RETREATS

PCACAC FISCAL POLICY

A PCACAC Full Board member (which includes the President's Council and Delegates) should request a reimbursement from PCACAC for travel expenses ***when it is not appropriate or possible*** for the expenses to be reimbursed by the member's employing institution. PCACAC will reimburse the Board member using the guidelines as outlined in Section 7.

SPRING CONFERENCE

The annual Conference will be budgeted to operate on a breakeven or surplus basis. The budgeting process and an income/expense analysis will be used to determine the amount to charge for registration fees. PCACAC members will receive a reduced registration fee as a benefit of membership. The Treasurer shall be consulted in setting the Conference fees.

Spring Conference Reimbursement

1. If the member's employing institution will not pay the Conference registration fee for a member of the Full Board, PCACAC will reimburse one-half of the Conference registration fee and the cost of transportation to attend the Conference. Transportation costs will be reimbursed for the lesser amount of round-trip driving mileage or the cost of alternative transportation.

2. Strong efforts should be made to attract session presenters/speakers from the PCACAC membership with the understanding that they will pay the standard registration fees and will not be reimbursed for transportation and other expenses.

3. Invited speaker, presenters, and panelists who are not PCACAC members whose experience or knowledge is essential to a specific presentation can be reimbursed one night's lodging, transportation and meals. Reimbursement will be provided upon receipt of a completed Request for Expense Reimbursement form, which must be signed by the Conference Chair and include all receipts. Transportation costs will be reimbursed for the lesser amount of round-trip driving mileage or the cost of alternative transportation.

4. The number of invited presenters and or speakers must be limited and is at the discretion of the President-elect and within the guidelines of the budget for the Conference.

5. An honorarium can be provided to the Keynote Speaker, but any honorarium amount of more than $1000 must be approved by the Executive Committee. If the Speaker is a current member of NACAC's Board of Directors making an appearance as part of her or his official duties, the Speaker will not be provided an honorarium.

6. A person cancelling her or his registration more than two weeks (14 days) prior to the start of the Conference may receive a full refund minus a $50.00 processing fee upon the written request to the Executive Assistant. No refunds will be made for no-shows or cancellations made less than two weeks (14 days) prior to the Conference. Any request for a refund must be made in writing to the Executive Assistant who will then submit the written request and verification to the Treasurer for reimbursement.

SUMMER INSTITUTE

The Summer Institute will be budgeted to operate on a breakeven or surplus basis. The budgeting process and an income/expense analysis will be used to determine the amount to charge for registration fees.

PCACAC FISCAL POLICY

PCACAC members will receive a reduced registration fee as a benefit of membership. The Treasurer shall be consulted in setting the Summer Institute fees.

1. The host institution will provide some financial support for the Summer Institute including but not limited to reception/welcome dinner and/or a financial contribution.

2. The registration fee for the Summer Institute will be waived for all faculty of the Summer Institute.

3. Lodging for Summer Institute faculty will be provided as double occupancy. Faculty expense reimbursement will be based on the guidelines in Section 7. For expenses not covered by the member's employing institution, A Request for Expense Reimbursement form should be completed with all receipts attached, signed by the Professional Development Committee Chair, and submitted to the Treasurer no later than 15 days post event.

4. A person cancelling her or his registration more than two weeks (14 days) prior to the start of the Summer Institute may receive a full refund minus a $50.00 processing fee upon the written request to the Executive Assistant. No refunds will be made for no-shows or cancellations made less than two weeks (14 days) prior to the event. Any request for a refund must be made in writing to the Executive Assistant who will then submit the written request and verification to the Treasurer for reimbursement.

HIGH SCHOOL COUNSELOR WORKSHOPS AND PROFESSIONAL DEVELOPMENT

Drive-In workshops are budgeted to operate on a breakeven or surplus basis. The budgeting process and an income/expense analysis will be used to determine the amount to charge for registration fees. PCACAC members will receive a reduced registration fee as a benefit of membership. The Treasurer shall be consulted in setting the fees.

1. The host institution will provide some financial support for the Drive-In Workshop.

2. The registration fee for the Drive-In Workshop will be waived for all Workshop faculty.

3. Faculty expense reimbursement will be based on the guidelines in Section 7. For expenses not covered by the member's employing institution, A Request for Expense Reimbursement form should be completed with all receipts attached, signed by the Professional Development Committee Chair, and submitted to the Treasurer no later than 15 days post event.

4. A person cancelling her or his registration more than two weeks (14 days) prior to the start of the event may receive a full refund minus a processing fee upon the written request to the Executive Assistant. No refunds will be made for no-shows or cancellations made less than two weeks (14 days) prior to the event. Any request for a refund must be made in writing to the Executive Assistant who will then submit the written request and verification to the Treasurer for reimbursement.

SECTION 6: PCACAC SCHOLARSHIPS AND AWARDS

1. **Marion Flagg Scholarship -** The Inclusion, Access and Success (IAS) Committee is charged with the selection process. The number of scholarships that the organization can support will be evaluated annually (during the budget process). Either full or partial scholarships may be awarded up to the budgeted amount. The scholarships cover the following expenses: one year of PCACAC membership dues, the PCACAC Conference registration fee, and other travel expenses with the guidelines in Section 7 up to a maximum amount as determined by the IAS Committee within the annual budget. Requests for reimbursement shall be submitted to the Treasurer with all receipts attached and the signature of the IAS Chair within 15 days of the Conference.

2. **Ann Powell Mentoring Program –** The Ann Powell Mentoring Program Committee is is a sub-committee of the Inclusion, Access and Success (IAS) Committee and is charged with the selection process. The number of scholarships that the organization can support will be evaluated annually during the budget process. Scholarships will be awarded up to the budgeted amount. Covered expenses include registration fees for the Summer Institutes the first summer after selection and again the second summer, Spring Conference registration fee the April after selection, a one-year membership in PCACAC, and other travel expenses within the guidelines in Section 7 up to a maximum amount as determined by the IAS Committee within the annual budget. Scholarship recipients who prefer to have a single room will pay the difference between the cost of double occupancy and a single room. Requests for reimbursement for the above-listed expenses shall be submitted on a PCACAC reimbursement form with all appropriate receipts attached and forwarded to the Ann Powell Mentoring Program Committee Chair for approval and signature within 15 days of the Conference/event. The information will then be forwarded to the Treasurer for payment.

3. **Student Support Grant Program**

   The Student Support Grant Committee is charged with the selection process. The Student Support Grant (SSG) is an award to fund initiatives that directly support students in the college transition process. The amount of the grant and the number of awards will be evaluated annually (during the budget process). The SSG will reimburse recipients for the proposed project or event. Possible uses for the SSG could include: college or financial aid workshops, group trips to college campuses, and prospective student programming. The funds may not be used for individual students, or to pay speaker honoraria. The SSG Grant will be dispersed after all receipts, with the signature of the Student Support Grant Chair, are submitted to the Treasurer. Receipts are due within 30 days following the approved event or project.

4. **Richard L. Apperson Award -** The Richard L. Apperson Award, named in honor of PCACAC's first president, is the association's highest honor presented to a PCACAC member. It is awarded annually to a member whose career embodies the ideals of the association - providing extraordinary service to students, to PCACAC and to the college counseling profession. The Nominating Committee will bring forward names to the PCACAC elected officers at the January meeting. Each year the recipient will take temporary possession of the engraved permanent bowl until the next recipient is chosen. The recipient will receive a small engraved Jefferson cup to keep.

5. **John A. Blackburn Award –** The Past Presidents' Committee is charged with the selection process. There is no requirement to select a recipient unless it is deemed there is an appropriate nominee. If the recipient of the Blackburn Award is a member in good standing of PCACAC, the cost of attending the conference will not be covered by PCACAC, but PCACAC will cover the cost of two dinner guests of the recipient at the meal where the award is presented. Should the recipient be from outside the PCACAC region, PCACAC will endeavor to facilitate the recipient's attendance at the Conference if the recipient is unable to attend otherwise. Initial funding of the Blackburn Award was through donations from past presidents of PCACAC. Each year the recipient will take temporary possession of the engraved permanent plaque until the next recipient is chosen. In addition, the recipient will receive a smaller, engraved permanent plaque to keep.

SECTION 7: REIMBURSEMENT/TRAVEL GUIDELINES

PCACAC expects that all reimbursable expenses be reasonable, necessary, and be supported with appropriate documentation and receipts. An "eligible PCACAC member" is defined as a member of the Executive Board, the President's Council or a committee volunteer acting directly on behalf of an established PCACAC committee. Reimbursements must comply with the following guidelines:

- An eligible PCACAC member should request a reimbursement from PCACAC for travel expenses when it is not appropriate or possible for the expenses to be reimbursed by the PCACAC member's employing institution.

- All requests for reimbursement must be submitted on a Request for Reimbursement Form with all receipts attached. The form must be signed by the President or the Committee Chair responsible for calling/hosting the meeting. The form should be submitted to the Treasurer no later than 15 days post meeting or event.

- When traveling by car, PCACAC will reimburse eligible members at the rate of 50 cents per mile.

- When meals are an allowed part of travel on PCACAC business, the eligible member reimbursement amount for meals (food and beverage), excluding tips, may not exceed $75 per day. This per diem can generally be viewed as allowing up to $10 for breakfast, $20 for lunch, and $45 for dinner. Tips should not exceed 20 percent. All requests for reimbursement must include itemized receipts.

- Reimbursements for incidentals typically include parking (at non-valet rates where self-park is an option), commuter tolls, and tips for baggage handlers, housekeeping and other service personnel, and related travel expenses. Except as otherwise noted, expenses in excess of $250 require the approval of the President or Treasurer prior to committing to the expenditure.

- **Transportation**
    - Eligible PCACAC members seeking reimbursement are responsible for making their own reservations as soon as possible in advance of the date of the event. When making travel arrangements, travelers are requested to book the lowest available roundtrip coach airfare. Eligibility for such fares is often restricted. Travelers making first-class, last-minute, or similar arrangements will be responsible for the difference in cost. Cancellations or penalties assessed for ticket exchanges are not eligible for reimbursement and are the sole responsibility of the individual unless due to unanticipated changes to the event's schedule. Reimbursement requests for cancelled travel due to a family or similar emergency must be made in writing. Airfares in excess of $500 per ticket and any exceptions to this policy require the prior written consent of the President and the Treasurer.

    - Eligible PCACAC members should use complimentary hotel shuttles, flat-rate airport shuttle services, or public transit when possible. Taxis or economical chauffeur services will be reimbursed if other forms of ground transportation are not available.

- Reimbursement will be provided after the travel is completed. Exceptions to this policy may be granted by the President and the Treasurer. If an exception is granted, eligible PCACAC members may submit requests to PCACAC for reimbursement once travel is booked and need not wait until the travel is completed. Proof of purchase is required, which can be the airline's confirmation record to include the travel itinerary, date of purchase, ticket price and form of payment. In some cases, such as State and Regional Presidents' Council Grant recipients, this guideline may also apply to registration fees for the NACAC National Conference.

- Other Modes of Transportation: Travel by train or bus will be reimbursed for the face value of the ticket and, if traveling by car, PCACAC will reimburse eligible individuals according to the current PCACAC mileage guidelines. The level of reimbursement associated with these alternative modes of transportation should not exceed the amount of the lowest available round trip coach airfare to and from the same site.

- **Lodging:** One-half of the double occupancy rate of lodging may be reimbursed for eligible individuals. Those who prefer to have a single room will be responsible for the additional cost above the double- occupancy rate.