

**ASSOCIATION OF NATURAL RESOURCE
EXTENSION PROFESSIONALS
-GEORGIA CHAPTER-**

Financial Policies and Procedures

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GA ANREP FINANCIAL POLICIES AND PROCEDURES

*Adapted from the National ANREP Policies and Procedures Handbook

GA ANREP BUDGET

The Treasurer is responsible for overseeing the budget, tracking income and expenditures. The Treasurer presents the proposed annual budget to the Board for approval during the Annual Board Meeting. The Treasurer also presents a financial report to the membership at the annual conference.

The Secretary and the Treasurer have signature authority for transactions involving the GA ANREP bank account(s). While either can write a check, the Secretary should write a check only under the following circumstances:

- Upon direction from and concurrence of the Treasurer.
- Upon direction from and concurrence of the President (or President-elect in his/her absence) if the elected Treasurer is incapacitated or otherwise unavailable to direct the Secretary to make a necessary payment.

FINANCIAL PLANNING

It is essential that the Association remain solvent. In the event that revenues are declining or expenditures increasing, the Treasurer should recommend potential actions to the Board.

FINANCIAL REVIEW

An annual internal financial review of Association finances shall be conducted according to the following procedures. The audit is the responsibility of the Treasurer and the Executive Board, who will perform the tasks below and then sign off on the review. A minimum of two members of the Executive Board and the Treasurer shall conduct the financial audit.

- Secure all financial records (unused checks, cancelled checks, bank statements, records, receipts, etc.) for the review period.
- If checks were written: (1) review for appropriate signatures, (2) Review numerical sequence and note missing checks, and (3) list any outstanding checks and date of issue
- Randomly check documentation to bank statements (randomly select some requests for payment and some entries in reconciliation report.) List expenditures reviewed.
- Determine if all expenditures were authorized.
- Check to see if books have been reconciled to bank statements on a regular basis.
- If certificates of deposit are owned, verify that they are still on deposit with the bank. If no longer on deposit, trace proceeds to deposit in checking account.
- Compare vouchers/expenditures to budget. Determine if level of activity appears reasonable.

GUIDELINES FOR PAYMENT OF ANNUAL DUES

Membership in the organization is maintained via payment of annual dues. Dues are set by the Board and are payable at the annual conference each year. As of 2016, annual dues are set at \$25.00. Voting on Association business is limited to those members who have paid their dues.

National ANREP dues are \$60 and are **not handled** by GA ANREP. Individual members are responsible for paying their national dues to the national association.

The Secretary sends out dues notices in March of each year to each member. Those who have not paid receive another notice in May and then in August. All membership benefits will be revoked for those members whose dues have not been paid as of September 15 of the dues year. Their names will be removed from the directory and listserv.

The Treasurer monitors the deposits of dues. Members are responsible for submitting dues to National ANREP.

GUIDELINES FOR REIMBURSEMENT OF FUNDS

Requests for payment from GA ANREP funds must be made in writing via e-mail or U.S. mail to the GA ANREP Treasurer with documentation of pre-approval. A receipt, invoice, or other proper documentation is necessary for payment. After approval by the President, the Treasurer will issue payment. The Check Request form is located on page 6.

BOARD MEETING EXPENSES

GA ANREP shall pay for equipment costs, meeting room space, breaks and meals that are a part of any required face-to-face Board meeting. Travel, lodging and other meals for the GA ANREP Board will be reimbursed by GA ANREP, unless the Board takes other action. Expenses and registration fees for Board members who attend GA ANREP conferences will not be reimbursed, with the exception of the President and Treasurer, who are required to attend the conference and preside over the Membership meeting.

GUIDELINES FOR CONTRACTS

The GA ANREP President shall sign all contracts for GA ANREP activities and GA ANREP sponsored events. In the event that the President is incapable of signing, the President-Elect will sign the contracts.

GUIDELINES FOR SECURING FUNDS

Securing financial resources from donors or sponsors is essential to fulfilling the mission of GA ANREP. Funds may be secured from both private and public donors **by board approved methods**.

GUIDELINES FOR REIMBURSEMENT

When pre-approved, GA ANREP will cover the expenses for invited guests, including speakers, as follows:

- Meals not covered in registration at the current GSA rate, receipts not required
- Mileage, at the current GSA rate of reimbursement
- Airfare, most economical and time-effective flights
- Other miscellaneous expenses, such as airport parking, hotel transfers, etc.

All reimbursable expenses must be entered on the appropriate form and submitted by e-mail or fax to the President for approval within 30 days of the date of the event.

GUIDELINES FOR GA ANREP INITIATIVES

GA ANREP Initiatives are efforts to highlight and bring a focus to compelling issues that natural resources Extension professionals are dealing with. Initiatives must have the following characteristics:

- Must be proposed in writing to the GA ANREP President by the interested GA ANREP members with a description of the membership, governance, objectives, activities, projected outcomes, and plans for evaluation, and must be approved by a majority vote of the GA ANREP Board. If there are significant changes in the scope of any of these after GA ANREP board approval, a revised document shall be submitted and approved by the GA ANREP board.
- Must focus on a compelling natural resource issue for Extension professionals.
- Must have an emphasis on producing educational materials or programs for GA ANREP and Extension use, or directing attention to and encouraging discussion of particular issues.
- Initiative leadership shall be GA ANREP member(s), and the majority of initiative members will belong to GA ANREP (or other JCEP affiliate associations).
- Materials and programs will be identified as GA ANREP products.
- Initiatives and their output will be showcased at GA ANREP conferences.
- Initiative leaders will report regularly, and no less frequently than once a year, to the GA ANREP Board.
- GA ANREP will help initiatives promote materials and programs via its website, newsletter, or in other ways.
- Cross-disciplinary initiatives could be created with the involvement of JCEP or JCEP member organizations.
- Initiative leadership or members do not have the authority to make financial or other commitments for GA ANREP.

The GA ANREP President will appoint an ad hoc committee to review an initiative proposal and make recommendations for approval or modifications as needed. Modifications are communicated back to the proposed initiative leadership for consideration, with responses made to the ad hoc committee. This process continues until the ad hoc committee and the proposed initiative leadership are satisfied that the document meets GA ANREP initiative guidelines.

Initiatives may be terminated by the Board if their usefulness has waned or when they no longer support the purpose of GA ANREP.



Approved by _____

GA ANREP CHECK REQUEST

Date: _____ Requested by: _____ Date required: _____

Issue check for following amount: \$ _____ Check number: _____ Check date: _____

Payable to: _____

Address: _____
(Where the check is to be sent)

Reason for expenditure: _____
(Be **specific**. Example: conference catering, room rental for annual meeting, etc.)

Will funds be reimbursed? _____ Yes _____ No

If yes, by whom? _____

How will check be collected? _____ Mail _____ Pick up

Proof of Expenditures: _____ Receipts attached _____ Order form attached
_____ No receipt available

If no receipt is available, why no receipt? _____

Reimbursement

Amount received: _____ Date: _____

Received from: _____

Purpose/Reason: _____

For office use only:
G/L Account # _____
Class _____