

**WV DMA
POLICY AND PROCEDURE MANUAL**

FINANCES

Effective Date: April 2000
Revised Date: May 3, 2006; January 10, 2017

POLICY

The fiscal year will begin on July 1 and end on June 30 of the following year.

The WV DMA Treasurer shall keep account of all monies received and expended.

The WV DMA Treasurer shall keep record of all finances.

Income:

WV DMA receives a rebate from national headquarters for each active/eligible member with paid membership. The state cannot charge an additional membership fee.

The WV DMA may conduct fundraisers to benefit the association. The state association may purchase DMA merchandise, with the exception of certification pins, from national headquarters for resale.

Expenses:

WV DMA will pay expenses upon provision of receipts.

Reimbursement for WV DMA meetings:

PROCEDURE

The WV DMA Treasurer will devise a prospected budget for the fiscal year or throughout term of office. The budget will be reviewed quarterly, revised as necessary, and put before membership for passage upon approval by the Executive Board. The budget will be published in the newsletter one time each year.

The WV DMA Treasurer will maintain a general account.

Checks written for payment from any WV DMA account will require the signature of any two (2) of three (3) designated officers including Treasurer, Secretary, and President, and President-Elect.

Officers designated to sign checks will be bonded.

The Treasurer will keep a ledger of all income and expenses for auditing purposes.

The treasurer will give a financial report at the spring and fall conferences as well as meetings of the Executive Board.

There will be reimbursement for expenses only if receipts of expenditures are provided to the treasurer. Receipts must be provided to the Treasurer within thirty (30) days of expense to receive reimbursement.

The Treasurer will have the WV DMA financial records professionally audited annually, at the end of the fiscal year and before the state fall conference.

Upon receipt of the rebate check from national headquarters, the Treasurer will deposit it into the general fund, as determined by the Executive Board, and as WV DMA financial status allows.

WV DMA fundraisers will be approved by the Executive Board and will follow guidelines established by National DMA Headquarters. 50/50 drawings and/ or craft auctions will be at the discretion of the members. Funds received will be deposited in the general account.

**WV DMA
POLICY AND PROCEDURE MANUAL**

FINANCES

Effective Date: April 2000
Revised Date: May 3, 2006; January 10, 2017

POLICY

Reimbursement for WV DMA meetings:
(continued)

Reimbursement for National DMA Conference:

Budget for State Conferences.

PROCEDURE

The Treasurer will purchase items such as mugs, tote bags, and etc. from National DMA Headquarters and will make them available to membership at the spring and fall conferences of the state.

Payment will be made to officers, committee members, and meeting hosts for expenses incurred while conducting WV DMA business. Phone cards may be purchased and the expense reimbursed. Expenses include but are not limited to postage, printing, and mileage.

The Treasurer will maintain receipts of payment.

WV DMA will pay Executive Board members \$.50 per mile per vehicle driven to all board meetings.

Meal expenses will be paid during meetings of the Executive Board.

Hotel accommodations (double occupancy) and meal expenses will be paid for officers while attending state conferences.

Executive reimbursement to the National DMA Conference will be paid as chapter finances allow and with receipts provided. Members at large who attend the National DMA Conference will be reimbursed equally based on the amount predetermined by the Executive Board. For example, \$1,000 divided by 5 attendees would be \$200 each. As a general rule, a \$6,000 limit will be followed for National meeting attendance.

Hotel accommodation reimbursement will be based on double occupancy as possible to be cost effective.

The budget for each bi-annual state conference is set at \$3,500.00. Additional funds needed must be approved by the executive board.

A budgeted amount of \$35.00 is allotted for each speaker gift.

**WV DMA
POLICY AND PROCEDURE MANUAL**

FINANCES

Effective Date: April 2000
Revised Date: May 3, 2006; January 10, 2017

POLICY

Budget for State Conference
(continued)

A gift in the amount of \$50.00 is given to the host/hostess of the state conference. The host/hostess is responsible for gifts, if desired, for anyone assisting them with the conference.

Student Registration Fees
For state conference attendance.

Students will not be charged a registration fee as set by the executive board.

Non Member Registration fees
For State Conference attendance.

Non Members will pay additional \$10.00 more that the meeting host sets for the cost of members to attend the state meeting.