

TK 3.07a – Finance

Responsibility: Meeting committee

FINANCE

A member of the Meeting Committee (preferably the NYSW Treasurer), shall:

- 1) Prepare the budget for the meeting (see TK sample).
 - The Budget is submitted to the State Executive Committee (EC) for approval. The deadline for submitting the Budget to the EC is 1 month prior to the meeting
 - After the meeting, the actual income and expense amounts should be entered to the budget under the column heading 'Actual.'
 - Within 30 days after the meeting, all receipts and expense (see TK sample) are sent to the State Treasurer for reimbursement.
 - Approved Budget Expenses are:
 - (1) Registration Fees
 - The Finance Chair will recommend and present to the board of directors, registration fees for the Board Meeting(s) and Annual Conference. The Board of Directors shall vote to approve the Board Meeting (s) and Annual Conference registration fees.
 - The Board Meeting Registration Fee is applicable to all members attending all or any of the Board Meeting Business Session, except invited guests and speakers.
 - Exempt from the Annual Conference Registration Fee are the Speech Competition participants in the Career Recognition Program, New Careerist Program and Personal and Professional Development Program, judges and those only attending meals
Note: the cost of the judges' meals are included in the state budget
 - (2) Meals
 - The cost of all meals is paid by those attending except guest speakers. The amount should be included in the budget
 - A sum may be added to the hotel's cost of the meal when calculating the price of meals for members and guests
 - The cost of the pre-board/conference planning Executive Committee lunch, if it is a working lunch, is included in the meeting budget
 - (3) Rooms
 - The cost of all rooms are paid by those attending, except the State President and President – Elect
 - Note: One room is budgeted to be shared by the State President and President-Elect. If the room is shared with anyone else, they are expected to pay their share.
 - To minimize the items on the Hotel Master bill, it is recommended that these rooms be paid by the individuals who then submit the receipt to the State Treasurer for reimbursement. The cost of these rooms is included in the meeting budget.

- (4) Also included as approvable expenses, as noted on TK sample, are registration materials, book and program expenses, decorations, page expenses, memorial service, room set-up and AV equipment.
- 2) Monitor income and expenses, to verify that expenses incurred have been approved in the meeting budget
- All Income (registration checks, etc) should be sent to the State Treasurer with a copy of the registration list.
 - All Expense receipts with accompanying Expense request form (TK sample) should be sent to the State Treasurer for reimbursement
 - Prior approval by Meetings Committee Chair, in consultation with the Treasurer, is required before any expense is incurred.
- 3) Approve any expense that may be added to the Hotel Master Bill
- The Hotel Master Bill should be used only for the initial deposit, the cost of the meeting room and special guests
 - Before the final bill is paid, make sure the hotel has deducted the amount of the initial deposit from the total amount