

Association Reimbursement

Purpose: In this year of transition, Council will help defray the following administrative costs of the Association meeting only when there are no funds in their previous year's money manager's report.

Association Meetings

- Meeting room fees
- Copying charges
- Refreshments
- Recognitions/Thank You notes and gifts
- Postage

Other Possible Considerations

Provide a set amount for **destinations** (must be an approved budgeted item that is fair and equitable).

Review Criteria for Association Money Manager Reports

- Has the report been submitted on time? (Disbursements are held until report is received)
- Are the bank name, branch and account # provided?
- Are there at least two signatures (e.g. Treasurer, Chair, Area Membership Manager) on the report?
- Is all income consistent with Association business and the approved budget?
 - Fundraising is discouraged
 - Event fees should cover only actual anticipated costs
- Are all expenditures consistent with Association business and the approved budget?
 - Unbudgeted expenditures require membership approval, too
 - Receipts for expenditures of \$25 or more should be attached
- Does the balance as of June 30th exceed \$500?
 - If so, is there an explanation of the plans for these funds?

If you need reimbursement to help defray the administrative costs of the Association, please submit your receipts along with a statement of expenses to specialassistantded@gscnc.org. Also please include a name and address of where to mail the check.