

Budget Information

Budgets and Expenditures The MEMO budget is developed by the Finance Committee and approved by the Board of Directors at its first meeting of the year, held during the Leaders' Summer Retreat. The Finance Committee is chaired by the Past-Presidents.

Budget Policy Each Executive Committee member, Region, SID, or Committee Chair is entitled to receive a reimbursement for budgeted expenses from the Treasury. Travel expenses and such other expenses as printing costs, postage, etc., are reimbursable according to Organization guidelines for that particular project.

Budget Procedures All MEMO moneys are deposited and disbursed by the Administrative Assistant.

Each Committee, Conference, Region, SID, and Special Project has a line item in the budget with a program number. No Committee, Region, SID, or Special Project has a separate checkbook.

All funds collected from membership, conferences, sale of items, or special projects are sent to the MEMO Administrative Assistant to be deposited in the MEMO Accounts. Funds collected are credited to the appropriate Committee, Region, SID, or Special Project account. All expense reimbursements for Committee, Region, SID, or Special Projects are issued from the MEMO Accounts, with the appropriate authorization on a signed MEMO voucher from the Committee, Region, SID, or Special Project Chair or an Officer. A voucher form is available from the MEMO Treasurer.

Each Committee, Region, SID, and Special Project Chair is responsible for submitting a budget request for the following fiscal year. The Past-Presidents notifies Chairs when budget requests are due. The MEMO Board of Directors adopts the budget developed and submitted by the Finance Committee, usually during the Summer Board of Directors meeting.

The Treasurer's report, presented during Executive Committee, Board of Directors, and Membership meetings, is mailed to Chairs with the minutes and contains an accounting of the money spent and the amount that remains in Committee, Region, SID, or Special Project budgets. Any chair can request an accounting from the Treasurer.

Budget Reimbursement Checks are written by the MEMO Administrative Assistant upon presentation of a voucher submitted by the Treasurer and in some instances accompanied by an invoice requesting payment, signed by the Committee, Region, SID Chair, or other authorized individual. Requests for funds from the MEMO Accounts exceeding the budgeted amount must be approved by the MEMO Board of Directors before funds are released.

Guidelines for Expending Funds

- A completed voucher signed by an authorized chair, board member, officer, or committee chair must be sent to the MEMO Administrative Assistant before funds can be expended.
- A budget line item must be developed before a project, committee or SID can be funded.
- Invoices may be sent directly to the Treasurer for authorization if the invoice or project has been approved at a Board of Directors meeting.

Budget Guidelines for Reimbursement of Expenses

November 17, 1977 Motions:

The following guidelines have been established for reimbursements to Committees appointed by the Presidents.

- a. The Executive Committee or Presidents should recommend that committee meetings be arranged to take place in conjunction with other professional meetings.
- b. Committee Chairs will develop a budget to cover the needs of that committee and present it to the Executive Committee. In this budget request reimbursement for travel to meetings must be included.
- c. No person is reimbursed for travel to/from a meeting which is held in conjunction with another statewide conference, or regional meeting. (i.e., Fall Conference, Midwinter Conference)

Travel to and from Executive Committee Meetings not included in c.

- d. No reimbursement is given for meals unless provided for in the Committee budget.
- e. Travel reimbursement will be made for mileage in excess of 50 miles at the current federal rate.
- f. Reimbursements for travel to and from a meeting as directed by the Presidents at which the goals or the interest of MEMO are served will be charged against the appropriate budget category.

[For latest guidelines see revision of Guidelines for Reimbursement of Expenses. Board of Directors, July 26, 1994, and October 6, 1994]

Guide for Completing Voucher

- 1) Voucher must be authorized by:
 - a) Regional Chair
 - b) Special Interest Division chair
 - c) Committee chair
 - d) MEMO Officer/Liaison/Editor
- 2) Explain the expense; receipts are necessary

Reimbursement Policy

- 1) Meetings should take place in conjunction with other professional meetings.
- 2) There is no reimbursement for travel to/from a meeting which is held in conjunction with another state-wide, regional or SID meeting (Leadership Conference, Fall Conference, Mid-Winter, Regional, SID etc.)
- 3) No Honorarium for MEMO conference participation will be given to MEMO members.
- 4) Travel will be paid to committee meetings, if planned in the committee budget. (Deduct 50 miles from total mileage).
- 5) Printing, postage, telephone, etc. incurred for MEMO business.

Handling Incoming Money from Conferences/Workshops

Money from conferences/workshops is to be sent to the Administrative Assistant for deposit into the appropriate MEMO account.

MEMO List of Accounts

Income:

- Conference income
- Membership dues
- MEMO Store
- Auction
- Vendor income
- Directory ads
- Sale of Publications
- Interest income

Expenses:

- Conferences
- President's discretionary fund
- Supplies and printing
- Mileage
- Telephone
- Postage
- Financial (taxes, liability, audit, bonding)
- Meeting expenses
- Publications
- Directory
- Policy and Procedures Manual
- Electronic Publications
- Other associations (AECT, AASL, MCAC, MYRA)
- Administrative Assistant
- Lobbyist
- MEMO Leaders' Summer Retreat
- SIDs
- Standing and Ad Hoc Committees
- Approved projects