

Carroll County Education Association

Fiscal Policy

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TABLE OF CONTENTS

	Page
Policy Statement.....	3
Section 1: Officers	4
Section 2: Executive Board.....	5
Section 3: Elected Building Representatives Elected Committee Chairpersons.....	5
Section 4: Delegates.....	6
Section 5: Reimbursements.....	6
Section 6: Disbursements	7
Section 7: Recording, Reporting, and Accountability	7

Carroll County Education Association

Fiscal and Operating Policy

Carroll County Education Association (CCEA) has developed these policies as a means of providing constancy to its operation. They are developed to maintain the prudent management of CCEA programs and facilities.

Suggestions for revisions may be made by any member and submitted to the Executive Board or Treasurer.

These policies shall become effective following the recommendation and vote of the majority of the CCEA Executive Board.

The fiscal year will commence on September 1 and end on August 31.

Section 1: OFFICERS

1) The officers of the Carroll County Education Association are:

- a) President
- b) Vice-president
- c) Secretary
- d) Treasurer

Any officer reference or designation within this policy document, unless otherwise stated, will be understood to be of the Carroll County Education Association.

2) The President shall serve as full time release and all salary, benefits and pensions costs will be covered by the Association. These costs will be based on the President's current step placement on the CCPS salary guide. The President will also receive an additional stipend of \$3600 for all summer work. The President will receive this compensation for the following work and expenses.

- a) Presiding over meetings of the Executive Board and RA.
- b) Appointing the committee chairpersons and members.
- c) Being an ex-officio member of all committees except the election and credentials committee.
- d) Attending or ensuring CCEA representation at Board of Education meetings, budget hearings, etc.
- e) Representing the views of CCEA to MSEA, NEA and the public.
- f) Preparing and circulating the agenda for the RA in a timely manner.
- g) Recommending to the Executive Board the appointment of staff members and supervising the office staff.
- h) Serving as signatory on all checks with the Treasurer,
- i) Performing all other functions usually attributed to the office of President,
- j) Appointing a designee to perform the functions of the office of president.

3) The Vice President will be reimbursed \$250 per year for the following work and expenses.

- a) Serving as "Assistant President" helping and supporting the president in all of his/her duties as requested by the president.
- b) Assuming the role of president when the President is unable to perform his/her duties.
- c) Working closely with one or more committees as requested by the President.
- d) Serving as an alternate signatory on checks with the President or Treasurer.
- e) Attending all Executive Board meetings and RA's each month.
- f) Attending other CCEA sponsored events

- 4) The Secretary will be reimbursed \$250 per year for the following work and expenses.
 - a) Keeping accurate minutes and attendance records of all meetings of the Executive Board and RA,
 - b) Submitting the minutes to all members of the Executive Board and RA,
 - c) Attending all Executive Board meetings and RA's each month.
 - d) Attending other CCEA sponsored events

- 5) The Treasurer will be reimbursed \$750 per year for the following work and expense.
 - a) Overseeing all Association financial activity as advised by a certified licensed accounting firm.
 - b) Filing a written report at each meeting of the Executive Board and RA.
 - c) Preparing an annual financial statement for publication to members as directed by the Executive Board.
 - d) Keeping the President and the Executive Board informed of the financial condition of the Association.
 - e) Being bonded.
 - f) Assist the Budget Committee in the drafting of the annual budget
 - g) Attending all Executive Board meetings and RA's each month,
 - h) Serving as signatory on all checks with the President.
 - i) Attending other CCEA sponsored events.

Section 2: EXECUTIVE BOARD

1) Executive Board member will receive annual reimbursement of \$100.00 per year for the following work and expenses:

- a) Implementing policies of the Association.
- b) Managing the day to day affairs of the association.
- c) Reviewing the proposed annual budget which shall be presented to the RA one month prior to adoption.
- d) Approving standing and non-standing committee chair appointments made by the President.
- e) Expecting to serve on one or more standing committees and/or special committees at the discretion of the president.
- f) Appointing staff members upon recommendation of the president and determining their compensation and benefits.
- g) Approving or rejecting all MOU's related to the Master Agreement.
- h) Performing all other activities of the Association not specifically assigned in Bylaws.
- i) Attending all Executive Board meetings and RA each month,
- j) Authorizing expenditures consistent with fiscal policy and within the parameters of the adopted budget.

Section 3: ELECTED BUILDING REPRESENTATIVES APPOINTED COMMITTEE CHAIRPERSONS

- 1) Elected Building Representatives, Appointed Committee Chairpersons, and Executive Board At-Large members will Receive a stipend in the amount of \$10.00 for attending each of the CCEA Representative Assembly Meetings.
- 2) Elected Building Representatives and Appointed Committee Chairpersons will attend all Representative Assembly meetings and/or committee meetings as required. Elected Building Representative and Appointed Committee Chairpersons are expected to attend all sessions for which they receive reimbursement. They must notify the CCEA President prior to the meeting if unable to attend. Elected Building Representatives and Appointed Committee Chairpersons who are unable attend a specific Representative Assembly Meeting may appoint a designee to attend said meeting. Said designee will be eligible to receive a \$10.00 stipend as stipulated in section 3.1.a.
- 3) The total stipend amount for all meetings attending will be disbursed by check at the end of the fiscal year.

Section 4: DELEGATES

- 1) The number of delegates to the MSEA and NEA Representative Assembly will be based on a Formula (See NEA By-Law 3.1 and MSEA By-Law Article VIII Section 3A). Funding for those delegates will be determined by the CCEA budget. Not all delegates will receive funding.
- 2) Funded delegates to the MSEA and NEA Representative Assembly will:
 - a) Receive a stipend of a pre-approved amount (to be determined):
 - i) For attendance to state and national Representative Assembly Meetings
 - ii) To offset mileage/travel costs
 - iii) To offset lodging costs (double room occupancy rate whenever possible)
 - iv) To offset meal costs
 - b) Be reimbursed for additional expenses as pre-approved by the President.
 - c) Submit receipts with an itemized reimbursement form within 30 days of conclusion of any state or national Representative Assemblies. Any unspent money must be returned by hand to the president or treasurer in the form of a check made out to CCEA.
- 4) All delegates will attend all MSEA and NEA Representative Assembly meetings and/or committee meetings as required. All delegates must notify the CCEA President prior to any meeting if unable to attend. Noncompliance may result in the reduction of stipend.

Section 5: REIMBURSEMENT

- 1) Requests for reimbursement will need to be submitted for any expenses incurred. Receipts with an itemized reimbursement form are required for reimbursement and must be submitted within 30 days of expense.
- 2) Alcohol expenses will not be reimbursed.
- 3) The CCEA reimbursement form must be completed fully and returned with all receipts.

Section 6: DISBURSEMENTS

- 1) Disbursements may be provided for any and all budgetary item(s)
- 2) Disbursements exceeding \$250.00, which are not part of a budgetary item, must be pre-approved by the Executive Board
- 3) Disbursement of \$250.00 or less, which are not part of a budgetary item, may be approved by the President and/or the Treasurer or appointed designee of the President
- 4) Disbursements will only be paid by check or credit card. If made by check, they must include two signatures of the President, Vice-President, or Treasurer. The payee may not be one of the signatories.
- 5) Only the President and the Office Manager may have an association credit card. The credit card statement must be reconciled with itemized receipts by the card holder on a monthly basis and verified by the treasurer.
- 6) Monetary rewards for the signing of new members in the amount of \$10 per new member will be disbursed by check at the end of the fiscal year.
- 7) Disbursements for sympathetic expressions and sponsorships are limited to \$500 per disbursement and must be pre-approved by the Executive Board.

Section 7: PAYMENTS RECEIVED

- 1) Payments received by the association must be in the form of a check. No cash will be accepted.

Section 8: RECORDING, REPORTING, and ACCOUNTABILITY

- 1) The most recent financial statements released from CCEA shall be supervised, compiled, and reported by the Treasurer at all CCEA Executive Board and CCEA Representative Assembly meetings.
- 2) The financial records of CCEA will be audited by the audit committee annually and formally by an outside firm every three years.
- 3) The bank accounts will be reconciled monthly by the office manager.
- 4) The banks statements will be verified and approved by the Executive Board on a monthly basis.
- 5) A Certified Public Accountant will manage all accounts and will prepare all taxes on a yearly basis.
- 6) Any individual receiving more than \$600 from CCEA for duties performed in a calendar year must complete a W9 and will receive a 1099 form at the end of the year in a timely fashion.