

# **NCCPA Budget Process Calendar**



## **April Board Meeting**

Outgoing committee chairs/officers prepare a summarized budget for next fiscal year and submit to Treasurer. Treasurer will share information with the Past President, President, and President Elect to determine thoughts for the next fiscal year.

## **Summer Charge Session**

Budgets request forms are distributed. Information can be shared with positions from previous years to assist in determining accurate budgets. Requests are due July 1 to the Treasurer.

## **July 1**

New fiscal year begins for NCCPA.

## **July 15**

Past President, President, and President Elect review budgets and determine status of approved or return to submitter for adjustments. After all are finalized, budgets are disbursed to the Executive Board.

## **February Board Meeting**

Committee chairs/officers review budgets, determine "adjustments" and re-submit to Treasurer. Treasurer shares information with Past President, President, and President Elect to finalize budget second half of the year budget.

\*\* No officer/committee chair will be reimbursed for any expenses incurred until his/her budget proposal has been submitted and approved. Individual exceptions to this policy may be considered in extreme cases in which funds need to be spent during the summer. Such cases must receive approval from the Executive Officers PRIOR to the funds being spent.

# **North Carolina College Personnel Association**

## **Fiscal Policies and Procedure**

1. Income is received from a number of sources:
  - a. Conference registration
  - b. Annual membership dues
  - c. Grants from ACPA (or other external agencies)
  - d. Co-sponsorship with other professional associations (NCHO, NCAWE, NODA, NASPA)
2. Expenditures of NCCPA funds must be approved in advance through a process of budget requests submitted by individual members to the Executive Officers, which receive a total committee approval (See budget request form)
3. According to the timeline, Executive Officers will establish the organization budget.
4. In cases where a specific budget has not been approved, the NCCPA President must approve requests for expenditures with advice from the Treasurer.
5. Expenditures, which exceed approved budgets, must be supported by the Executive Officers.
6. No Reimbursement to individual members will be approved without written proof of such expenditures (receipts, etc.) and reimbursement will only occur if the expenditure represents part of the approved budget.
7. Requests for reimbursement should be made to the Treasurer, through whatever Executive committee chair/member has functional responsibility for the budget or approval project expenditure. (see Check Request/Reimbursement Form). All requests must be submitted on a Check Request / Reimbursement Form to be considered.
8. It is our hope that certain expenditures associated with the conducting on NCCPA business might be absorbed by the institution where the individual works. Examples are copying of materials or telephone costs.
9. NCCPA does not provide reimbursement for travel to and from organizational meetings.
10. To assure prompt payment by NCCPA for goods and services, bills must be forwarded to the Treasurer within 30 days of the incurred expense. (Otherwise, individuals can be held responsible for the expense).
11. Revenue generating events such as a conference will include profit margins.\* Any profits made will remain with NCCPA. 75% will be allocated for the larger organization use, while 25% will remain with the sponsoring committee's use, unless the organization needs funds to replenish overall budget.  
\*All conferences need to operate on a "break even" or "for-profit" basis.
12. Regarding conference registration cost – each individual conference will determine and advertise a refund policy with specific instructions and dates that will be strictly adhered to. The information should appear on all registration materials and forms.
13. For all service expenditures (such as copying, giveaways, t-shirts, brochures, awards, stationary, etc.) you must consult the vendor list and/or use a bid comparison process to obtain the best price.
14. All financial transactions will be conducted through the Association's account.