

MSNA Standards of Operations

Financial:

Reimbursement of bills:

- Original receipts must accompany request for reimbursement
- Purchases greater than \$500.00 must be approved by the President and Treasurer or EC before purchasing.
- Reimbursement form must be filled out correctly.

Reimbursement for Convention

- The date for attendee's reimbursement will be the date that the special event chairman has to turn in the count for each event. After this date there will be no refund without the approval of the EC.
- Each region will have a budget to follow for convention that will be approved at the fall EC meeting.

Reimbursement for travel

- Travel reimbursement form must be filled out correctly
- The State Travel Policy Rules and Regulations will be followed for reimbursement. (mileage, meals, etc)
- Reimbursement for travel will be the lowest fare possible. If airfare is lower than driving, then the amount of the airfare will be paid if the person decides to drive.
- Mileage will be paid on the shortest distance according to map quest or other documentation. A printed form of the document is to be attached with the request for reimbursement.
- Rental car use must be approved prior to renting. (Sometimes it is cheaper to rent a car than to pay airfare or mileage.)

Auditing of Books

- Books will be audited for a fiscal year running from July to June.
- An audit will be conducted by the treasurer and signed off by the President and President-Elect yearly.
- Records will be kept for at least seven years running
- Tax forms will be filed with the IRS no later than September 21st of each year.
- The president name and home address will be listed as the contact person on the tax form.
- The treasurer or designee will file the tax form. All tax papers will be kept for at least seven years. The treasurer will maintain these copies.
- Due to the fact that MSNA has been approved for tax exempt status the following will have to be monitored so that the tax exempted status will not be rescinded:
 - At no time will the organization be allowed to support a political candidate through endorsements or financial support.
 - Lobbyist fee can not be increased until verification we have not exceeded our limit.
 - All expenditures will have to enhance or benefit the mission or strategic plans of school nurses/nursing profession. Donations to other causes can not be made through the association at the regional or state level.

Contracts

- All contracts must have EC approval before being signed by the designated member. This approval maybe done by way of email, phone, etc.