



FISCAL MANAGEMENT MANUAL

Revised March 2019

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This Fiscal Management Manual is intended to replace all previous documents referring to the association fiscal management policies and procedures.

I. DUTIES OF THE TREASURER AND FINANCE CHAIR**A Duties of the Treasurer**

- Maintain record of detailed financial transactions.
- Maintain custody and safekeeping of collections as delineated in item V. B. 1 of this manual.
- Receive Expenditure Request forms and work along the Finance Chair to determine the pertinence of the request as delineated in item V. 1.a and V.3.b. of this manual.
- Receive monthly Reconciliation forms as delineated in item III. B. of this manual.
- Send monthly reconciliation forms to Finance Chair as delineated in item III.B. of this manual.
- Issue refunds on behalf of the association as delineated in item V. D. of this manual

B Duties of the Finance Chair

- Maintain financial stability of the association.
- Balance Budget and Profit and Loss statements monthly based on information received from the Treasurer.
- Oversee the budget needs of every committee.
- Receive monthly Reconciliation forms as delineated in item III.B. of this manual.
- Prepare an annual budget for the association as delineated in item II.A of this manual.
- Present a budgetary update to the membership during the regional and state conference as delineated in item IV.B. of this manual.
- Recommend and suggests changes of financial institutions as delineated in item V.A. of this manual.
- Receive Expenditure Request forms and work along the Treasurer to determine the pertinence of the request as delineated in item V. 1.a and V.3.b. of this manual.

II. BUDGET**A Preparation of an Annual Budget**

The Finance Committee shall prepare a preliminary budget for the new fiscal year by August 31 and present it to the Executive Board before the end of September for approval. The approved budget will be presented to the membership at the regional conference meeting in November. The budget shall divide association income and expenditures related to different activities into separate budget categories as is necessary to meet obligations and to comply with standard accounting practices.

B Report Periods

The Association's fiscal year is January 1 through December 31. All Association Membership classifications coincide with this period. For the purposes of collecting dues, the Association's membership (individual and institutional) year is January 1 through December 31. These dates are included in the TRIO NM By-Laws and may be changed only when the dates in the By-Laws have been amended.

C Basic Budget Items

The TRIO NM budget is comprised of specific line items that represent committees, officers, activities, etc. that generally require the receipt or expenditure of TRIO NM funds to function. It is not necessary to allocate funds to each line item in each year's budget. It is recommended that any additions or subscriptions of any line items categories be approved by the Board.

D Budget Modifications

As required by changes in the Association, financial position or priorities, budget modifications, may, from time to time, be recommended by the Finance Committee and approved by the Board.

E Scholarships Yearly Amounts

The TRIO NM association will provide the following scholarship annually: Pre-collegiate scholarships 4 at \$250 and Javier Alcantar at \$350; Collegiate scholarships 5 at \$250 and Walter O. Mason contribution at \$250 for a total of \$2,850. Additional scholarships will be awarded if the association raises supplementary funds. In case of low balance, the finance committee will adjust the scholarship amounts as funds permit.

III. ACCOUNTING PROCEDURES**A Account Numbers**

To facilitate the tracking of TRIO NM expenditures and revenue each line item has been assigned a unique account number. This tracking system, which has been approved for use by the TRIO NM Board, should be used by each TRIO NM officer and committee chair (or their designees) when submitting expenditures/revenue funds to TRIO NM Treasurer. These requests are then forwarded to the TRIO NM Board for final approval.

B Reconciliation of Bank Statements

The Association Treasurer and other board members who are cardholders will reconcile monthly bank statements and develop a summary of fiscal transactions.

- Board members send reconciliation form to the Treasurer.
- Treasurer will compile list of expenses and will send it to the Finance Chair.
- Finance Chair will send the report to the President.

All reports must be received on or before the last day of each month.

C Minimum Account Balance

By the end of every fiscal year, TRIO New Mexico will maintain an accessible balance of \$4,000 in the TNM general bank account.

IV. FINANCIAL REPORTS**A Finance Committee Chair Report**

Reports of the current budgetary status of the Association will be prepared for each regularly scheduled Board Meeting and distributed to the Board. The Finance Committee chair report

shall include approved budgetary line item amounts, actual line item expenditures, encumbered-line item expenditures and fiscal year to date spending. Reports shall include any budgetary recommendations necessary to maintain a balanced budget.

B Treasurer Report

The Treasurer will provide a detailed itemized listing of all fiscal transactions with a corresponding report from the financial institution at each Finance Committee and TRIO NM Board Meetings. This listing shall begin with the most recent unreported activity and include the most recent transactions. In addition, the Finance Chair shall prepare and present a summary of all account transactions on each budget line to the membership at the annual regional conference.

C. Inquiries Concerning Financial Reports

Association members having questions about TRIO NM's financial reports shall relay those questions to the President. The President, Treasurer and Finance Chair shall review the questions and prepare a reply. All inquiries must be responded to within thirty (30) days of the inquiry date.

V. RECEIPT AND DISBURSEMENT OF TRIO NEW MEXICO FUNDS

A Bank Accounts

Without the specific approval of the Board, individuals are not authorized to open a TRIO NM bank account. No Person shall open any bank account or use an existing account as a depository for TRIO NM funds without the specific approval of the Board. All recommendations on banking options should be referred to and proposed by the Finance Chair for approval.

1 General Account

The TRIO NM General Account shall be used for the general receipt and disbursement of TRIO NM funds.

B Receipt of Funds

Monies received shall be deposited by the treasurer or his/her designee in the account authorized by the Board. Receipts must be written at the time of the transaction for cash payment and payment invoices must be created for e-commerce and check payments. Monies shall be secured by regulations set forth by the bonding agency.

1 Custody and Safekeeping of Collections

- a The Treasurer is responsible for receiving all funds on behalf of the Association. Anyone receiving funds on behalf of the Association must notify the Treasurer immediately and will be held accountable for such funds until the funds are received by the Treasurer.
- b The Treasurer shall collect funds and write receipts/invoices on behalf of the Association.
- c The Treasurer may assign a designee to assist with this process. It is recommended that the designees be bonded members of the Association. It is the responsibility of the Treasurer to reconcile all monies collected and receipted.

2 Personal Checks

Personal checks will be cashed ONLY with the approval of the Treasurer.

3 Bounced Checks/Payments

Checks and credit/debit card payments are accepted by TRIO NM subject to the maker's bank honoring a demand for payment. If a check or credit/debit card payment is not honored, it is the responsibility of the TRIO New Mexico Board to use all reasonable diligence to collect the amount due including a processing fee charged by the Association. To clear this obligation, payment must be made by money order or cashier's check. The owner of one (1) personal bad check will not be allowed to write another personal check to TRIO NM.

4 Invoices

Invoices are to be issued ONLY by the Treasurer. Invoices for conference registration shall only be issued via Wild Apricot, PayPal, or any other e-commerce site used by the association. If an invoice is not honored, it is the responsibility of the Treasurer to use all reasonable diligence to collect the amount due including a processing fee charged by the Association.

5 Clearing Indebtedness

The TRIO NM Board will initiate actions to collect funds owed to TRIO NM.

C Disbursal of Funds

Pursuant to authorization, all general account vouchers shall be approved and signed by the Treasurer and the President. In instances where payment is being made to the President, the Treasurer and President-Elect have signature authority. In instances where payment is being made to the Treasurer, the President and President-elect have signature authority. If the Treasurer is unavailable or is unable to perform this function, the President or President-Elect may do so in his or her stead. No disbursement shall be made except with presentation of a TRIO NM voucher and either of the following: a written invoice with the original receipts attached; or to meet an on-going contractual obligation, evidenced by written documentation. If original receipts are not available original support documentation and a written statement indicating sole reimbursement will be accepted.

1 Approval of Disbursements**a General Account**

Prior to payment, the budget line account against which payments are to be made shall be affixed to the file copy of the invoice and signed by the appropriate committee chairperson. Upon payment, the date of payment and check number shall also be affixed to this file copy. No payment shall be made without an inspection by the Finance Chair. The Finance Chair will determine that the cost is allowable and that the proper account number has been requested. All vouchers will require the Finance Chair's approval as well as the President's approval.

2 Personal Orders

TRIO NM shall not purchase any goods or services for the personal use of Board members.

3 Expenditure Limitations for All Accounts or Expenditures in Excess of Budget

a General Account

At no time shall the Finance Chair approve the disbursement of funds against a particular budget line item that causes expenditures in that account to exceed the annual budgeted amount for that line item without prior approval of the Board. Requests for approval must be submitted through the TRIO New Mexico website as a Google document or by email, prior to 30 days when funds are needed. The Finance Committee will review the proposal and will determine whether to make a recommendation to the TRIO NM Board.

4 Advancements

TRIO NM advancement of funds for supported functions shall be upon Board Approval.

D Refunds

The TRIO NM Treasurer will issue registration refunds for the Spring or Fall Conference, Workshops, etc. according to the following guidelines:

- 1 Full refunds will be made if a written, faxed or electronic request is received by the registration chairperson at least 45 days prior to the first day of the event.
- 2 A refund of 50% will be made if a written, faxed or electronic request is received by the registration chairperson less than 45 days, but more than 30 prior to the event.
- 3 No refund will be made for requests received less than 30 days prior to the event.
- 4 All refunds will be processed after the approval of the board at the first board meeting after the annual conference.
- 5 Refund requests that affect discounted multiple registrations may cause a loss of the discount(s) for that program/institution. Any such discount adjustment will be paid by the program/institution prior to refund or deducted from the amount to be refunded.
- 6 Refund statements shall be outlined in all registration materials.
7. **Special exceptions** for lack of appropriate and timely notice due to severe illness or death, and severe weather shall be made on an individual basis. To consider requests, the Treasurer must receive a written/faxed request

E E-Commerce

Payments via e-commerce will be received by the association. Fees charged for each transaction will be paid by the program/individual making the payment.

VI. TRAVEL

The basic policy regarding travel expense reimbursement for the TRIO NM Board and others acting on behalf of TRIO NM is that the individual traveler should neither gain nor lose personal funds as a result of travel assignments. Thus, each traveler is reimbursed for all expenses incurred in connection with these policies and with any specific policies governing the Association. Individuals are strongly encouraged to obtain travel funds from alternative sources before submitting requests for reimbursements and to use the most economical mode of transportation.

Claims for travel reimbursement can be approved for items of **actual expense** which are incurred in connection with the official duties of the traveler, and within the limits and restrictions of the regulations herein. With few exceptions, all claims for travel reimbursement must be made by the traveler, and payment will be approved for the traveler's expenses only.

A Travel Authorization

- 1 President's Travel – All Presidents' travel shall have a significant and demonstrable business purpose in the advocacy of educational opportunity.
- 2 Officers' Travel – All travel of other officers shall have a significant and demonstrable business purpose and shall be approved by the President with documentation to the Treasurer and Finance Chair.
- 3 Other Travel – All other travel shall have a significant and demonstrable business purpose and shall be approved by the President with documentation to the Treasurer Finance Chair.

B Air Travel

- 1 Domestic air and rail travel is reimbursed on the basis of the actual costs of transportation used by the traveler. Coach must be utilized on all occasions. Every effort must be made to secure the most cost-effective prices for travel.
- 2 Earnings of bonus credit (frequent flyer points) for TRIO NM personnel travel should be deemed as a reward and rendered to the traveler for time and service given to the Association.
- 3 The following travel regulations are applicable to members of TRIO NM Board:
 - a TRIO NM Board air/ground travel, meals/*per diem* and other expenses incurred in connection with the official duties of the traveler are the responsibility of TRIO NM.

C Automobile Travel

1 Private Automobile

- a All TRIO NM representatives who are traveling on official business to those cities served conveniently by airlines are expected to use that means of public transportation rather than travel individually by automobile.
- b When travel by private automobile is desirable to save time, to transport equipment, or to reduce the cost for a number of persons traveling to the same destination together, reimbursement shall be at the rate determined by federal policy, limited to an amount equal to the lowest-cost airfare, plus mileage to and from the airport. This mileage allowance covers all transportation and operating costs.
- c Allowable mileage is determined from the official state map of the Southwest and the Atlas national map. The maximum mileage allowed will be by the shortest major highway route. Whenever automobile mileage is claimed for "Official Business" travel, the shortest distance to the destination should be claimed.
- d **No reimbursement shall be made for the cost of repairs for mechanical failure of the vehicle, tickets, tolls, fines, etc., whether they result from the traveler's acts or the acts of others.**
- e In the event that more than one member travels on official business in the same vehicle, reimbursement for mileage may be claimed **only by the owner** of the vehicle.

D Other Transportation

Ground transportation (taxi fares, Lyft and Uber rides, or similar companies) including gratuities, shall be reimbursed with receipts where public transportation service is not practical. Including transportation between hotels and railroad stations or airports, between appointments, and between hotels and temporary places of duty.

E Lodging: Hotels and Motels

- 1 For the purpose of these regulations, the travel day shall be deemed to commence at 6:00 a.m. and end the following morning at 6:00 a.m. The days' expenses may include breakfast, lunch, dinner, and one night's lodging.
- 2 Authorized travelers/guests should use standard accommodations. It is anticipated that if a traveler is attending a meeting he/she shall stay at the hotel at which the meeting is held unless a lesser cost is obtained. Receipts must be submitted for lodging expenses related to the purpose of travel for reimbursement.

F Meals

Authorized association activities through committees, liaisons, or tasks forces shall reimburse participants for reasonable meal costs. The traveler must request and present receipts in order

to be reimbursed. **Reimbursement may not be claimed for free meals provided by individuals or any organization. Meals included in a registration fee payment may not be claimed.**

Allowable per-diem may not exceed 75% on travel days (check <https://www.gsa.gov/travel/plan-book/per-diem-rates>).

G Travel Advances

Cash advances in amounts anticipated to cover expenses of a trip are available upon request if submitted in a timely manner. A travel advance affidavit and an application for travel advance funds must be completed and approved by the Board. When travel has been completed, a travel advance voucher must be submitted with receipts for either reimbursement for additional funds expected or to return unexpended funds. **NO TRAVEL ADVANCE WILL BE ISSUED UNTIL THE PRIOR ADVANCE HAS BEEN CLEARED AND APPROVAL HAS BEEN RECEIVED BY THE BOARD.**

H Miscellaneous Travel Expenses

- 1 Other expenses associated with normal travel which shall be reimbursed, include the following: ferry, bridge, tunnel, and reasonable parking charges are allowed with receipts in addition to the mileage allowance.
- 2 Internet and telephone cost including those necessary to obtain transportation and hotel reservations. Receipts and/or supporting documents are required.
- 3 Expenses associated with gratuities for meals, baggage handling, and storage, clerical and stenographic charges, locker and storages charges to the extent that such gratuities do not exceed 20%.
- 4 Cost of travelers or cashiers checks for travel advances, clerical and stenographic service for transcribing notes or preparing reports that cannot be delayed until after completion of the trip, and postage for business related mail.
- 5 Travel expenses not normally reimbursable include the following:
 - a Costs incurred by failure to cancel transportation or hotel reservations
 - b Fines for automobile violations or personal misconduct
 - c Lost or stolen tickets, cash, or property
 - d Travel accident insurance premiums
 - e Expenses for individuals related to membership in clubs, social, or community organizations.
 - f Dues for individuals to professional organizations.
 - g Holiday cards or other similar printed greetings to individual constituents.
 - h Alcoholic beverages.
 - i Expenses of events which primarily celebrate the anniversary, wedding, or another significant moment in the life of an individual member.
 - j Gifts or gratuities given to host or hostess when traveler stays with such a party in lieu of commercial lodging.

- k Movies, spas, saunas, etc.
- l Costs normally associated with attending the Association Annual Conference that is reimbursable by other sources (travel, lodging, meals, etc.) unless approved by the Board.

I Restrictions on Travel Reimbursements

- 1 **Receipts** -- Original receipts are required for lodging, registration, fees, rental cars, parking, phone calls, taxis and shuttles, and commercial travel. Commercial travel includes airlines, travel agencies, boat, train, and bus lines. In addition, receipts must be obtained for all miscellaneous expense items. Lost or missing receipts will be handled on an individual basis by the Travel Administrator in accordance with general accounting procedures.
- 2 **Lodging** -- Reimbursement for lodging is limited to the single room rate. If a room is occupied by more than one person, the single-room rate must be noted on the receipts. If the total charge exceeds the single room rate, members occupying the same room must share equally the cost of the room. The receipt should show zero balance due or proof paid.
- 3 **Non-reimbursable items** – No reimbursement is allowable to any traveler for personal entertainment, tips, alcoholic beverages, valet services, flowers, laundry, cleaning, or printing items. **Reimbursement may not be claimed for free meals, lodging or any items provided by individuals or any organization. Reimbursement may not be made for lodging in a private home.**
- 4 **Reimbursement Claim** – Upon return from an authorized trip, the traveler must file a “Travel Expense Reimbursement” form within 30 days of travel completion. The form must include the signature of the traveler. Original receipts of lodging, registration fees (if not prepaid), meals, ground transportation and parking charges are to be attached. If a personally owned vehicle is used, the form must include miles traveled. Travel within the destination city or vicinity travel for official business should be listed separately.

J Travel Approved for Officers and Board Members

As budgeted by the Finance Committee and availability of funds.

- 1 The President, President-Elect may be advanced or reimbursed with Board approval for travel to the following:
 - a TRIO NM Board of Directors meetings
 - b SWASAP Board Meetings
 - c Policy Seminar and Leadership Conference
- 2 The Secretary and Treasurer may be reimbursed for travel to the following:
 - a TRIO NM Board of Directors’ meetings
 - b SWASAP Board Meetings

- 3 TRIO New Mexico Committee members (who are not Board members) may be reimbursed for travel to the following:
 - a TRIO NM Board of Directors (Committee Meetings)

VII. CONTRACTUAL SERVICES

A **Consultants**

A consultant is an individual who is engaged to give professional advice or services for a fee, but not as an employee of TRIO NM. The term includes paid guest lecturers and other paid guest speakers.

- 1 **Volunteer Consultants** – Volunteer consultants should not incur additional expenses as a result of working for or providing services for the Association. When additional expenses are incurred and approved by the TRIO NM President or his/her designee, the volunteer consultant will be reimbursed by the Association.
- 2 **Approval Requirements** – A written contract/letter shall be on file with the President and the appropriate committee chairperson. This contract/letter will include the individual's name, specific duties, title, time commitment, projected payment rate, and expense categories to be covered (i.e. travel, hotel, meals, etc.).
- 3 **Consultant's Reports**
 - a The variety of possible consulting agreements is too great to permit hard and fast rules on submissions of written reports by consultants. In some cases, such as guest lecturers, a written report might serve little or no useful purpose. In other cases, the very reason for hiring the consultant might be to obtain his/her report. In any case, some statement regarding the consultant's work must be filed.
 - b The President should encourage the submission of written reports from the consultant except when in his/her judgments; a written report might serve little or no useful purpose. In other cases, the very reason for hiring the consultant might be to obtain his/her report. In any case, some statement regarding the consultant's work must be filed.

B **Other Services**

All services obligated must have a written agreement between the person(s) who will perform the services and the person contracting the service. These services must be approved by the Committee Chair and the Board.

VIII. EQUIPMENT

An equipment inventory shall be maintained by the Finance Chair. This inventory will include item, location, purchase date, purchase price, serial numbers, disposal, and disposal date.

A Lease or Rental Equipment

Prior to recommending a lease or rental agreement covering equipment, the Treasurer, and requester, shall examine the relative costs and benefits of the recommended and alternate equipment. He or she shall report on his/her finding to the Board. Such report shall indicate:

- 1 Who retains title to the equipment
- 2 Who is responsible for the equipment in the event of theft or damage
- 3 Whether it would be advisable for the TRIO New Mexico Board to ensure the equipment or if policies in effect would be adequate
- 4 What maintenance expenses can be anticipated for the equipment
- 5 What opportunities for lease/purchase of the equipment (including payback period) are available.

B Disposal of Equipment

A record of how equipment disposal should be maintained by the Finance Chair. This record should include model, date, cost, reason for disposal, and any other pertinent or descriptive information. Specific guidelines for disposal shall be developed by the Finance Committee and distributed upon approval by the Board.