


Carolinas Society for Healthcare Education and Training (CSHET) 		Policy: Funds and Expenses
Originally Prepared by Sylvia Hines		Approval: Executive Board
Policy Number: 04		Page 1 of 2
Original: 1/98	Reviewed: 4/07	Revised: 4/03, 11/07, 11/09 (see italicized text)

Funds for meeting the expenses of the Society may be obtained through annual dues from each member of the Society, the amount to be levied determined by the Executive Board and approved by the membership at the annual meeting. Annual dues shall be for the regular membership year, January 1 through December 31 and no portion of the dues payment is returnable upon termination of membership in the Society.

Additional funds for use in achieving the purposes of the Society may be obtained from revenues of the conference (registration and exhibitor's fees), voluntary contributions, revenues from publications or other educational materials produced by the Society, or from other activities approved by the Executive Board. An administrative charge for conference cancellations will be assessed with the amount levied determined by the Executive Board. Conferences shall be self-supporting and a budget for each conference will be submitted to the Executive Board by the Program Chairman for approval prior to the next conference.

Funds may be appropriated by the Executive Board to defray the expenses of the annual meetings or of publications, and for other purposes such as will promote the welfare of the Society and healthcare educators. A completed CSHET reimbursement request with all receipts attached should accompany all reimbursement requests. Travel reimbursement shall be at a rate of \$0.40/mile.

The Treasurer oversees fiscal responsibility of all funds and may refer any questions or concerns regarding reimbursement to the President or the Board. The following financial guidelines will be followed to insure the financial integrity of the Society:

1. All bills submitted to the Treasurer must be itemized, dated and signed.
2. Treasurer will pay all bills incurred on behalf of the organization within two weeks of receiving expense vouchers or invoices.
3. The Treasurer shall submit written and itemized quarterly financial reports at each board and business meetings as well as a year end report.
4. The checking/ savings account shall be established in the name of the Society with authorizing signatures of President or Treasurer. The Treasurer is authorized to pay all bills and to sign all checks up to \$600 unless prior approved by the Board or approved by a quorum of the Executive Committee.
5. All financial records will be maintained for a minimum of seven years. These will be transferred to each incoming Treasurer.
6. As provided for by the Constitution and Bylaws, these books will be audited by the Board, or, at their discretion, by an outside auditor, annually.
7. The Society will be bonded.
8. The fiscal year shall run from January 1 – December 31 of each year.

9. A financial report will be a standing agenda item for the annual and special meetings.
Discussion opportunity will be provided for the membership *at the annual business meeting.*
10. Standing committees members will be reimbursed according to the following.

Board members will receive the following reimbursement:

Spring Conference – free registration

Fall Conference – no reimbursement

November Meeting – ½ room rate for one night hotel and mileage

Program Committee members will receive the following reimbursement:

Spring Conference – ½ room rate for one night hotel

Fall Conference – ½ room rate for one night hotel

November Meeting – ½ room rate for one night hotel and mileage

Attachment: Request for Reimbursement



CSHET
Carolina Society for Training and Development

Request for Reimbursement of Funds

Name _____ Date _____

Address _____

Type of Expense: (Check one and describe expense)

() Administrative Expense _____

() Conference Expense _____

() Other Expense _____

Please attach receipts to this request or funds can not be reimbursed.

Administrative Expenses:

Printing for _____ \$ _____

Postage for _____ \$ _____

Supplies for _____ \$ _____

Newsletter expenses _____ \$ _____

Recruiting Awards _____ \$ _____

Annual Awards _____ \$ _____

Outgoing President Gift _____ \$ _____

Stationery _____ \$ _____

Conference Expenses:

Decorations _____ \$ _____

Member Gifts _____ \$ _____

Brochure Printing _____ \$ _____

Brochure / Vendor Mailing Postage _____ \$ _____

Handout Printing _____ \$ _____

Other _____ \$ _____

Other Expenses:

Meals _____ \$ _____

Lodging _____ \$ _____

Mileage (# of miles _____ x \$0.40) _____ \$ _____

Travel (Other _____) _____ \$ _____

_____ \$ _____

Total Expenses \$ _____

Reimbursement Completed:

Date Paid _____ Check Number _____

Treasurer's Signature _____