

2018 TEXAS UPMA FINANCIAL POLICY

Sherry Bridges - President

BOND:

The Secretary/Treasurer shall execute a surety bond for the safe conduct of the Secretary/Treasurer and the President for proper accounting of all funds of the Chapter in such sum as the Chapter finances and the Executive Board may require. The bond premium shall be paid for by Chapter funds. The amount of the bond will be set and adjusted by the Executive Board on an as needed basis. All checks will be signed by the President and the secretary/treasurer.

EXPENSE ALLOWANCE:

Expenses are to be paid to the Secretary/Treasurer and the Editor. The amount will be determined by the Executive Board. Editor will be paid \$300.00 per edition and secretary/treasurer will be paid \$300.00 per month.

INVESTMENT IN THE CREDIT UNION:

Investments of surplus funds (interest on CD's except scholarship) in the SIGNATURE FEDERAL CREDIT UNION will be withdrawn and used to offset cost of State Convention expenses each year. Withdrawal of the principal requires a majority vote of the Executive Board.

Secretary/Treasurer with Presidential approval may explore and secure options to obtain investments with a higher return.

FINANCIAL REPORTS:

A financial report by the Secretary-Treasurer shall be published in the Lone Star Leader semi-annually.

AUDIT:

An audit of all chapter funds and accounts shall be conducted at the annual State Convention. The audit can be internal or an audit by a CPA as determined by the Executive Board. The Auditing committee shall carefully review the books of the Chapter, examine any current independent audit or take such other auditing action as directed by the Executive Board and report its findings to the membership at the annual State Convention.

WEBSITE:

BOARD MEETINGS:

Mandatory as per By-Laws and called by the State President.

REIMBURSEMENT OF TRAVEL EXPENSES

Board members are expected to travel in the most cost efficient method, to include carpooling and sharing rooms when possible to reduce expenses. Use of points are not reimbursable. In absence of receipts, majority Executive Board approval is required.

All Board Members are expected to attend meetings, conferences and conventions. In the event Texas UPMA prepays an expense for a board member and the board member fails to show up for the event, they will be responsible for repaying those funds to Texas UPMA.

Board member may appeal the action to the executive board within thirty (30) days. Full payment will be expected in 30 days. If not paid, the officer in arrears will lose their position as an officer in good standing on the Texas UPMA Board and will be asked to step down

from the Texas UPMA Board, with review by Executive Board.

BOARD MEETINGS:

President
Executive Vice President
Secretary/Treasurer
Editor
Vice Presidents
Past President
President, Postmasters Retired

POV round trip mileage, public transportation or coach airfare (whichever is less); lodging as required by the President and per Diem. Receipts are required.

DISTRICT MEETINGS:

President
Executive Vice President
Secretary/Treasurer
Editor
Vice Presidents

The Vice Presidents will attend all District meetings. Expenses will be paid for these required meetings. The Vice Presidents will be expected to chair their own district meetings.

POV round trip mileage, public transportation or coach airfare (whichever is less), lodging (one-two nights, as needed), per diem and registration fees. Receipts are required.

UPMA LEGISLATIVE SUMMIT:

President
Executive Vice President
Secretary/Treasurer
Editor
Vice Presidents
Past President
President, Postmasters Retired

Travel, lodging, registration and per diem to be paid from departure of residence. **Exception-** At the President's discretion, UPMA members may be reimbursed to stay an extra day to attend appointments on Capitol Hill and will receive per diem and lodging for the extra day. In the event that no complimentary shuttle is offered, transportation fares will be limited to no more than \$20.00 each way to and from the airport. Additional ground transportation to/from legislative activities not to exceed \$25.00 is reimbursable. Any unused incentive will roll into the State Convention incentive. Receipts are required.

In order to receive compensation for attending the UPMA Legislative Summit, the officers must attend the business sessions; attend the state caucus scheduled by the President and visit congressmen as scheduled by the Legislative Chair. Each person must personally visit the office of the

congressman from their home district.

The Texas UPMA has set aside \$12,000.00 to be allocated to members attending the Legislative Summit with a cap not to exceed \$500.00 per member. Chapter members on Texas UPMA travel orders are not eligible to receive a share of this fund. **In order to receive their share of the \$12,000.00, members are required to register for the conference, attend business sessions, attend the state caucus as scheduled by the President, and visit representatives as scheduled by the Legislative Chair. Each person must personally visit the office of their representative from their home district.** Exceptions will be made only if an appointment can't be scheduled by the Legislative Chairman.

Each person will submit a legislative comment form to the Legislative Chair after their visit. The reimbursement will be paid after the legislative form is submitted. Any Chapter member receiving money for serving on a National Board or a committee at the Conference will receive a sufficient amount from the state to equal that of the rest of the delegates. In the event the amount received is in excess of the \$500.00 cap, additional money from Texas UPMA will not be paid. In the event said Chapter member is on Texas UPMA travel orders, their expense voucher will be reduced by the same amount received from a national office.

STATE CONVENTION:

President
Executive Vice President
Secretary/Treasurer
Editor
Vice Presidents
Past President

Travel, lodging, registration and per diem are paid for the above.

President, Postmasters Retired

Travel and one night lodging will be paid for the President, Postmasters Retired to attend the board meeting. Receipts are required. Cost comparison (driving vs. flying) needs to be completed for longer distance travelers.

The Texas UPMA has set aside \$10,000.00 to be allocated to active members and \$10,000.00 for retirees attending the State Convention. Chapter members on Texas UPMA travel orders are not eligible to receive a share of this fund. **A cap of \$250 dollars has been set aside per active member. In order to receive their share of the \$10,000.00, members are required to register for the conference and attend all sessions. If you attend all sessions, both your District Meeting and State Convention, you will be refunded the District Meeting fee to be paid at the end of the State Convention.**

NATIONAL CONVENTION:

President
Executive Vice President
Secretary/Treasurer
Editor
Vice Presidents
Past President

Travel, lodging, registration, and per diem are paid. In the event that no complimentary shuttle is offered, transportation fares will be limited to no more than \$20.00 each way to and from the airport. Receipts are required.

President, Postmasters Retired

Registration fee paid for the early registration amount and travel to national convention.

OFFICERS CONFERENCE:

President
Executive Vice President
Secretary/Treasurer
Editor
Vice Presidents
President, Postmaster Retired
Incoming elected officers

Travel, lodging, registration, and per diem are paid. In the event that no complimentary shuttle is offered, transportation fares will be limited to no more than \$20.00 each way to and from the airport. Receipts are required.

Travel vouchers will NOT be reimbursed prior to attendance at any event. Anyone that incurs expenses covered by the financial policy and becomes unable to attend will be responsible for repaying expenses incurred to Texas UPMA. Board members may appeal the decision within thirty (30) days for review by the executive board.

DEFINITIONS:

TRAVEL

Single coach airfare, public or private transportation as appropriate. POV mileage will be paid at the current government rate less 10 cents rounded down or an amount set by the board. POV mileage paid for travel to a major Texas airport will be determined as the airport closest to the travelers home.

Any travel other than previously specified in the financial policy that requires lodging or per diem must be pre-approved by the President. In the event the President is unavailable to grant permission, the Executive Vice President is to be contacted.

AIRFARE

All airline flights within the state of Texas will be capped at \$450.00 per round trip. All airline flights outside the state of Texas will be capped at \$500.00 per round trip. Airline flights must be booked at least 21 days in advance of travel. Baggage charges will be paid for one bag only, unless taking supplies needed for meetings. Approval for reimbursement of additional bags must be approved by the President before the expense is incurred.

COST COMPARISONS

When determining to fly or drive and there is obvious doubt which mode of transportation is less costly, a cost comparison must be completed and submitted on the UPMA travel voucher. You will be paid the less of the two.

LODGING

Single room rate when the difference in rate occurs.

PER DIEM

Rates are \$10.00 per quarter (\$40.00 per day) for officers. Per diem claimed will be reduced by meals provided as follows:

Breakfast:	\$5.00
Lunch	\$10.00
Dinner	\$15.00

REIMBURSABLE EXPENSES

All reimbursable expenses are to be supported by the UPMA expense voucher. The voucher must be submitted to the Secretary/Treasurer within thirty (30) days of occurrence.

Vouchers not submitted within 30 days are subject to the following penalties:

- 31-60 days – 10% penalty
 - 61-90 days – 20% penalty
 - Over 90 days – 30% penalty
- The maximum penalty will be 30%.

Vouchers will not be reimbursed prior to the completion of travel. Travel vouchers will be processed within 10 days of the receipt of the voucher. All disapproved vouchers will be returned to the payee promptly. A copy of all corrected vouchers will be forwarded with check for informational purposes. All vouchers must be submitted by October 15 in order to close out the year.

REIMBURSABLE EXPENSES FOR THE LONE STAR LEADER

Within two weeks of the mailing date of the Lone Star Leader, it is required that a signed Expense voucher, along with all receipts be submitted to the Secretary/Treasurer.

DEPOSIT OF FUNDS

All payments received for District Meeting registrations will be deposited no later than 15 days after the meeting is held. All payments received for state convention registration will be deposited no later than 30 days after it was received.

As amended November 10, 2018
Executive Board Meeting, Austin, Tx