

OREGON SCHOOL COUNSELOR ASSOCIATION, INC.

FINANCIAL POLICIES

Adopted September 15, 1995

Revised May 5, 2002

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Revised September 16, 2006

Article I: Finances. With respect to the actual, ongoing financial conditions and activities, the Governing Board shall not cause or allow the development of fiscal jeopardy or fail to set a budget derived from the annual goals. All OSCA Governing Board members are encouraged to exercise fiscal responsibility in a serious attempt to keep cost efficiency in mind when carrying out Association duties. OSCA discourages the use of resources and materials, paid for by a local employer, in carrying out OSCA work.

Article I, Section 1: Finance Committee.

- a. Duties: The Finance Committee of the Oregon School Counselor Association, Inc. oversees the income and expenditures of the Association.
- b. Membership: The membership of the Finance Committee shall consist of the Executive Board (elected officers). The Treasurer shall serve as Chair.
- c. Meetings: The Finance Committee will meet prior to the annual Leadership Retreat for the purpose of financial planning and tentative budget development in anticipation of the upcoming fiscal year. The Finance Committee shall meet as needed to conduct the financial business of the Association.
 1. Such meetings shall take place prior to the regular meetings of the OSCA Governing board..
- d. Accountability: The Secretary shall take the minutes of all Finance Committee meetings. The Finance Committee shall be accountable to the Governing Board at its regular meetings, and at any other time requested by the Governing Board, through reports of its decisions and deliberations.
- e. Continuity: In order to provide continuity necessary to monitor OSCA finances, the OSCA Treasurer shall serve a two-year term.

Article I, Section 2: Budget.

- a. Budget Analysis: Each year the Treasurer and the President-Elect, with the assistance of the Finance Committee, will prepare a Budget Analysis of projected costs and income for the next fiscal year.
- b. Balanced Budget: The Finance Committee will develop a proposed, balanced budget to submit to the Governing Board for approval.
 1. Budget Plan of Action Forms: Budget Plan of Action Forms may be used by all Governing Board members to provide input and discussion along with the President's priorities. The President shall give a Budget Plan of Action form to each Governing Board member prior to the annual Planning Retreat in August. Completed forms shall

be returned to the Finance Committee Chair.

2. Committee Budgets: Committee budgets will indicate any need for funds for all committee members. This includes all areas indicated on the Budget Plan of Action.
 - c. Annual Budget: The Finance Committee shall review all Budget Plan of Action Forms and present a proposed balanced budget to the Governing Board for approval. The Governing Board considers the proposed budget, makes any changes deemed advisable, and approves a balanced budget.
 - d. Budget Expenditures: Expenditures to be reimbursed by OSCA will be set by the limit of the budget. Each individual responsible for a given budget is allowed to make necessary internal transfer within the limits of the budget in order to efficiently operate the respective program area.
 - e. Budget Adjustments: Once the budget is finalized, the Finance Committee must approve necessary adjustments to the Budget Request and Plan of Action.
 - f. Request for Additional Funds: Requests for additional funds to exceed the budget amount must be defined as to need. Requests must be given to the President and Treasurer. Approval for an over expenditure not to exceed \$250 may be approved by the Finance Committee. Upon recommendation of the Finance Committee, the Governing Board must approve any expenditure over \$250. The Budget Plan of Action Form shall be given to each Governing Board member. The President will give these forms to individuals responsible prior to the annual Leadership Retreat.
 1. Fund-Raising Activity: Any Governing Board member may propose a fund-raising activity by putting the request in a written proposal for the Finance Committee's consideration. No purchase should be made without approval of the Finance Committee. The Finance Committee may approve additional funds for fund raising purposes if the expenditure can be recovered through sales or return on merchandise. All other speculative expenditures must not exceed the budget for any financial year. If the Finance Committee denies the request, the Governing Board member can appeal to the Governing Board. The decision of the Governing Board is final.
 - g. Budget Excesses: Any request for payment that extends beyond the limits for which the money was allocated will be rejected by the Treasurer. The person refused has the right to appeal the decision to the Finance Committee. Should the Finance Committee sustain the decision of the Treasurer, a second appeal may be made to the OSCA Governing Board. In all cases, the decision of the Governing Board shall be final.

Article I, Section 3: Advances.

- a. Request for Advance: A request for an advance must be completed to obtain money in advance for travel or other anticipated costs in fulfillment of assigned duties for approved budget items.
 - a. The itemized use of these funds must be clearly defined in writing. The request shall be submitted to the OSCA President and Treasurer.
- b. Advance Limits: All advances must be reconciled with appropriate receipts before a new advance may be requested. The amount requested must not exceed the balance remaining

in the budget from which it is requested.

- c. Advance Timeline: Funds for advances must be requested within 30 days prior to the expense.

Article I, Section 4: Reimbursement.

The appropriate OSCA officer or committee chairperson under the supervision of the Treasurer shall authorize expenses incurred on official business of the Association for reimbursement. The signature of the authorizing individual must appear on the expense voucher that is submitted to the OSCA Treasurer. Dated receipts must accompany requests for reimbursement.

- a. a. Travel Expenses:
 - 1. Transportation: All travel must be at the lowest fare available to accommodate convenient travel arrangements. Feasible and economical local transportation for business purposes is reimbursed. Airport ground transportation is allowable and should be reported on the official voucher forms. Intra-city cab fair is allowed when the official business so mandates such travel.
 - 2. Rooms: Room expenditures, whenever possible, should be based upon one-half the prevailing minimum rates for double occupancy. Single room housing accommodations may be provided for the current OSCA President for state/local conferences.
 - 1. 3. Meals: Any Governing Board member required to represent OSCA shall be reimbursed for the actual cost of meals and tips at the following amounts: breakfast - up to \$10, lunch - up to \$10, dinner up to \$24. Receipts must be submitted and gratuity may be reimbursed up to 15%. Alcohol will not be reimbursed.
 - 4. Mileage: Mileage will be paid to the Governing Board for travel to and from board meetings at the federal rate as of July 1. Carpooling is encouraged. Persons traveling in excess of 600 miles round trip may apply for reimbursement at the current rate per mile or may choose their own means of travel.
- b. ASCA Leadership Development Institute (LDI): OSCA will pay the travel expenses of the President and President-Elect to attend the ASCA LDI. OSCA will pay the registration fee for the President (ASCA will pay the registration fee for the President-Elect). If the President or President-Elect is unable to attend, the President, in collaboration with the Governing Board, will select a substitute from the Governing Board.
- c. ASCA Advocacy and Public Policy Institute (APPI): OSCA will pay the travel expenses and registration fees for the President and President-Elect. If the President or President-Elect is unable to attend, or both have already attended, the President, in collaboration with the Governing Board, will select a substitute from the Governing Board.
- d. ASCA Delegate Assembly and Annual Conference: OSCA will pay the travel expenses and registration fees for the President and President-Elect. If the President or President-Elect is unable to attend, the President, in collaboration with the Governing Board, will select a substitute from the Governing Board. The substitute must be a current ASCA member to attend the Delegate Assembly. OSCA may send as many delegates as allowed

by ASCA policy.

- e. Excessive Expenditures: Expenditures must be reasonable for the area in which incurred; the Finance Committee may disallow charges that are excessive for that area.
- f. Hosting Board Meetings: Persons hosting board meetings shall be reimbursed for actual expenses up to \$100. Reimbursement must be submitted within 30 days of the board meeting.

Article 1, Section 5: Fiscal Year. The fiscal year shall run from July 1 to June 30 of the following year.

Article I, Section 6: End of Year Accounting. The accounts must be resolved by June 15 of each year.

Article II: General Financial Administration

- a. Contracts. All contracts developed for OSCA business shall be submitted to the current OSCA President and the Treasurer for review and approval. Contracts shall require that billings be submitted within 60 days of the incidence. The President, or the President's designee, with the approval of the Association's attorney and subsequent approval of the Governing Board, shall sign all contracts for the Association.
- b. Professional Development Grants: OSCA will provide grant opportunities for individual counselors. An application process will require reporting after projects are completed. The amount and number of grants will be determined by OSCA Board action.
- c. Emerging Leader Funds: Any OSCA member may request funds for the professional development of leadership within the Association.
- d. Scholarships: OSCA may offer scholarships to members to further their professional development.

Article III: Liaison Activities.

- a. Expenses for ASCA speakers: OSCA is expected to pay the full travel and lodging expenses for the ASCA President or any other ASCA speaker. Any deviation from this policy must be negotiated between the President or other ASCA member and OSCA.
- b. Honoraria: In accordance to ASCA policy on honoraria to national level officers, OSCA shall not give honoraria for compensation of Association business beyond the agreed travel/lodging expenses as stated in ASCA's Financial Policies.

Article IV: Membership Fees.

- a. The following annual membership dues are in effect as of October 1, 2001:

Professional	\$50
Retired	\$30
Student	\$25
Affiliate	\$50
Allied	\$200

- b. OSCA annual membership dues will be renewed annually.

- c. Proposed changes to the annual membership dues must be submitted to the OSCA Governing Board prior to the Finance Committee's meeting which precedes the annual Governing Board Retreat.
- d. The membership dues changes will take effect at the time of the next membership renewal.

Article V: Amendment of Financial Policies. Amendment of the OSCA Financial Policies shall be recommended by the Finance Committee and approved by the Governing Board.