

Adopted 10/13/02, revised 8/9/2003, 8/9/2009

California Association of School Counselors, Inc.  
Financial Policies

**1. FINANCE COMMITTEE**

**Duties:** the Finance Committee of CASC oversees the income and expenditures of the Association.

**Membership:** The membership of the Finance Committee shall consist of the Executive Committee and the Executive Director (ex officio, non-voting). The Treasurer shall serve as chair. A secretary shall be selected from the committee membership to record and distribute minutes of each meeting.

**Meetings:** The Finance Committee shall meet at least quarterly to conduct the financial business of the Association. Such meetings shall take place as agreed upon by the members of the finance committee. There shall also be a meeting of the Finance Committee, for the purpose of financial planning and tentative budget development in anticipation of the upcoming fiscal year. There shall be a transition meeting held at the end of a Treasurer's term between the Treasurer, Treasurer-Designate and staff.

**Accountability:** Minutes shall be maintained of all meetings of the Finance Committee. The Finance Committee shall be accountable to the CASC Board at its regular meetings, and at any other requested by the Board, through reports of its decisions and deliberations.

**Continuity:** In order to provide continuity necessary to monitor CASC finances, the CASC Treasurer shall serve a three-year term.

**2. BUDGET**

**Budget Analysis:** Each year the Treasurer, with the assistance of the Finance Committee, and the CASC staff, will prepare an analysis of projected costs and income for the next fiscal year.

**Annual Budget:** The Finance Committee shall review all budget requests and present a proposed balanced budget to the Board for approval. The Board considers the proposed budget, makes any changes deemed advisable and approves a balanced budget.

**3. REIMBURSEMENT**

**Fiscal Responsibility:** All CASC leaders are encouraged to exercise fiscal responsibility in a serious attempt to keep cost efficiency in mind when carrying

out Association duties. CASC discourages the use of resources and materials, paid for by a local employer, during the conduct of CASC work.

**Reimbursement Procedures:** Expenses incurred on official business of the California Association of School Counselors, Inc. must be authorized for reimbursement by the CASC President and/or Treasurer and/or Executive Director in accordance with the approved budget. The signature of the authorizing individual must appear on the expense voucher that is submitted to the Executive Director or in his/her absence to the CASC Treasurer. Expense vouchers must be submitted to the CASC Executive Director within 60 days of the incurrence of the expense. All expenditures must be accompanied by an explanation of necessity for the expense. Original receipts must be submitted for each particular budget category.

Vouchers are to be used for reimbursement after expenditures are made.

**Qualifications for Reimbursements:** Board members, committee chairs and other CASC participants will be considered eligible to receive reimbursement for travel and related expenses for official CASC meetings when said meetings are authorized by the President.

#### **4. TRAVEL/LODGING/MEALS**

**Transportation:** All travel by air, train, and bus must be at a fare as low as possible to accommodate convenient travel arrangements and be accompanied by dated receipts.

**Travel by Private Auto:** Association travel by private auto will be reimbursed at the rate of \$ .34 per mile to the limit of one round trip airfare at the lowest available cost from the individual's place of residence or point of departure.

**Lodging:** Lodging costs will be covered/reimbursed by CASC when the double occupancy option is utilized. If single occupancy is required, the individual requesting this option shall be responsible for one-half of the room rate and all fees and taxes.

**Meals:** Actual cost of meals and tips shall be reimbursed up to \$35 per day. In the event that individuals are provided meals free of charge during the course of their Association business or at a CASC sponsored event, no reimbursement or per-diem pay shall be provided for that meal.

**CASC Conference:** Board members and committee chairs required to be present at the annual conference shall receive the reduced presenter's conference registration rate and will be reimbursed for the following expenses:  
Transportation – per the policy statement above.

Lodging – per the policy statement above and for the duration of their responsibilities.

Meals – per the policy statement above.

**Excessive Expenditures:** Expenditures must be reasonable for the area in which incurred, and the Executive Director may disallow charges that are excessive for that area. All vouchers shall have receipts attached.

## 5. END OF YEAR ACCOUNTING

**End of Fiscal Year Accounting:** The accounts of all cost centers must be resolved by July 15<sup>th</sup> of each year.

**Financial Statements:** The Finance Chair will be responsible for submitting for publication an end of year financial statement in *The California School Counselor*. This report will include a comparison of actual and budgeted amounts. An interim report will be made at the Annual Meeting of members.

## 6. GENERAL FINANCIAL ADMINISTRATION

**Bids for Purchase:** Requests for equipment, supplies, or services that are in excess of \$1,000 shall be submitted for bidding from three companies, when reasonable and not sole-source, and reported to the Treasurer for review.

**Contracts:** All contracts developed for CASC business, when in excess of \$10,000, either one-time or annually, shall be approved by two of the following: CASC President, CASC Treasurer, and/or Corporate Secretary. The Executive Director may sign contracts as necessary, without Executive Committee and/or Board approval, up to \$10,000. Contracts shall require that billings be submitted within 90 days of the incurrence.

**The following exceptions shall apply:**

- a. The Executive Director is authorized to sign contracts on behalf of the CASC Inc. for the annual conference.
- b. The Executive Director is authorized to make expenditures up to \$5,000 without Board approval. Expenditures exceeding \$5,000 may be approved by at least two of the following individuals: President, Treasurer, and/or Corporate Secretary.

**Purchase of CASC Materials:** All individual orders for CASC materials must be prepaid or accompanied by a signed purchase order.

**Honoraria:** A constitutionally elected or appointed officer, committee chair, or staff member of CASC shall not accept an honorarium from a duly constituted unit of the Association when invited to speak or consult on official business of the Association. However, if that unit wished to compensate the Association for the

professional contribution of the officer, committee chair, or staff member, remuneration may be made to the CASC cost center of that individual to promote further effort in that area.

Such officers, committee chairs, or staff members may accept honoraria when invited to present a paper, conduct a workshop, or make a presentation on a special topic that is not related to their CASC office or duties. This policy does not preclude receiving reimbursement for expenses. Such expenses shall include travel, lodging, meals, materials, and other incidentals. Where such activity might result in partial or total loss of earnings, reasonable compensation, not to exceed such loss, may be included as a reimbursable expense. Notice of this policy will be sent to those persons who are invited to appear on the election ballot. Nothing in this policy regarding honoraria will apply to activities outside CASC.

If an officer, committee chair or staff member is requested to provide a service related to their CASC office or duties to a non-association organization, compensation may be requested. This remuneration should be directed to the CASC cost center of the individual involved.

**Separate Checking Accounts:** There should be no separate checking or savings accounts in the name of CASC or in the name of any CASC committee or conference maintained by any CASC officer, committee chairperson or member. On-site coordinators are allowed to maintain a separate checking account for conference advances providing they submit a total accounting of their activities.

## **7. AMENDING THE FINANCIAL POLICIES**

Revisions in the CASC Financial Policies shall be recommended by the Finance Committee and approved by the Board.