



ASU SNA BOD FINANCIAL POLICIES

1. The BOD members who will be responsible for signing on the checking account will be the Treasurer, President and one faculty Consultant.
2. The BOD members who will have access to ASU SNA bank account via debit card will be Consultant/Consultants, President, and Treasurer.
 - a. Checks with triple signature should be used as a first line of payment when possible.
 - b. When a debit card is used an itemized receipt must be presented at the next BOD meeting.
3. All checks signed will be signed by the faculty Consultant, President, and the Treasurer.
4. All electronic bank statements **MUST BE SUBMITTED VIA ATATE EMAIL** to the Consultants, and President.
 - a. It is the responsibility of these individuals, and the Treasurer, to review each transaction every month to insure all transactions have been approved by the BOD.
 - b. The Treasurer will print a hard-copy of each bank statement to be reviewed by any BOD member, if he or she chooses.
5. A yearly operating budget shall be completed by the President, Vice-president, and Treasurer. The budget will be presented to the BOD for approval.
6. Each officer shall keep a record of his/her budget to be passed on to the newly elected officer.
7. Any expenditures not previously budgeted must have prior approval by the Executive committee and /or the BOD.

8. The Board of Directors and Consultants will be reimbursed for pre-approved expenses related to their office.
 - a. A receipt must be attached to expense voucher for reimbursement.
 - b. If a member of the ASU SNA Board of Directors is requesting reimbursement for pre-approved expenses related to their office, the expense voucher must be submitted ***no later than the next attended BOD meeting. Reimbursement will not be made at any other time.***

ANSA State Convention

All members of the board of directors are expected to attend all of the events at state convention. They will be provided with full reimbursement for the following:

1. 100% of Convention Registration, not including NCLEX review or additional sessions, when feasible.
2. 100% Hotel Room Total amount including all taxes and fees. Rooms will be provided for a maximum of two (2) nights. Double, Triple or Quad, (TBD by budget for that year) occupancy with another ASU SNA Board Member when feasible. Covered expenses do not include incidental charges like room service or pay per view movies. **Paid directly to the hotel by the designated ASU SNA representative (i.e.: the Treasurer or President)**

NSNA Annual Convention

The President is expected to attend the National Convention. All other Board Members, including consultants, are encouraged, but not expected to attend. All BOD members as well as the consultants traveling to convention will be reimbursed for the following:

1. 100% Convention Registration when feasible. Convention only, no NCLEX review **Paid directly to the NSNA by the ASU SNA treasurer** prior to the convention. Must be submitted in advance of the convention to avoid additional on-site fees.
2. 100% Hotel Room Total amount including all taxes and fees. Double, triple or quadruple, occupancy with another ASU SNA Board Member when feasible. Covered expenses do not include incidental charges like room service or pay per view movies. **Paid directly to the hotel by the designated ASU SNA representative (i.e.: the Treasurer, Vice-President or President)**

All other Board Members, including consultants, are encouraged, but not expected to attend

Convention Expectations:

The ASU SNA encourages all Board Members to attend the NSNA Annual Convention, this convention provides an opportunity for the members of the ASU SNA to invest in the leadership development of their elected officials. This will help provide the Board of Directors with some of the tools necessary to advance the mission of the organization and fulfill their fiduciary responsibility to the organization and its members.

ANY board member receiving funds toward convention must be present at all sessions of the House of Delegates and the Arkansas Caucus(es). In addition, each board member is required to attend the workshops and/or sessions that are directly related to their office (i.e. the BTN Chair should attend the BTN Workshop). If they do not attend the convention they **must return all funds** to the ASU SNA within 30 days of the close of the convention. If a Board Member can only attend a portion of the convention their reimbursement may be pro-rated at the discretion of the executive committee. If a board member attends the convention but does not fulfill their duties of office, the Board of Directors will decide at the next board meeting how much of the funds must be returned to the ASU SNA. The Board of Directors reserves the right to require a full reimbursement for board members that attended the convention but were grossly negligent in their duties.