



Policy #5

SUBJECT: Treasurer's Policies

EFFECTIVE DATE: August 2001

APPROVED BY: APIC-SNJ Board of Directors

REVISION DATES: January, 2002; August, 2006; July, 2007; January 2011

PAYMENT VOUCHERS

The members of APIC-SNJ are entitled to reimbursement for expenses for chapter business. An accurate record of all expenses must be turned in to the Treasurer prior to reimbursement. This record must be in the form of a voucher and all receipts must be attached. Any expense greater than \$100.00 must be authorized by the Board of Directors prior to payment.

PRESIDENT'S EXPENSES FOR NATIONAL CONFERENCES

The President of APIC-SNJ is entitled to reimbursement of expenses up to a maximum of \$3000.00 per year when representing our Chapter at National meetings. The President-elect is entitled to reimbursement of one-half (1/2) of the travel expenses and the registration fee during the second term of the office when attending the meeting at National APIC. An accurate record of expenses must be turned in to the Treasurer prior to reimbursement.

EDUCATIONAL ASSIGNMENTS

Educational Assignments will be granted, consistent with available funds, by the decision of the Board of Directors each year.

NATIONAL MEETING EDUCATION AND ATTENDANCE

There will be available funds of \$200.00 for members of the APIC-SNJ Board of Directors or designees as approved by the Executive Board when directed to represent our Chapter at National Conferences. These funds are meant to assist with travel expenses. If the member receives an Educational Assignment, these funds are not available.

SPEAKER HONORARIUMS

Speaker honorariums are available to speakers at the monthly meetings for those requesting such compensation. The limit for honorariums will be from a minimum of \$100.00 (for Chapter members presenting a full presentation) to a maximum of \$500.00 (for physician speakers).

VENDOR ACTIVITIES

Vendors will be asked to donate from \$250.00 to \$600.00 to set up a table at monthly meetings. Based upon the payment received, this may cover breakfast and/or lunch. These monies will be paid to the Treasurer. The Vendor Liaison will keep track of monies paid and report to the Board of Directors on a regular basis.

QUARTERLY STATEMENTS

Financial statements will be submitted to National APIC on a schedule set by National. Reports must be given to the Board of Directors at Board meetings and as requested.

BUDGET FOR THE FOLLOWING YEAR

Preparation for the following year's budget should begin at the summer Board meeting. Discussion and final approval must be accomplished by the December general meeting in order to submit to National APIC with the 4th quarter financial statement.

BONDING AND RENEWAL FEES

A renewal fee is charged by National APIC to the local chapter on an annual basis, depending on the number of members.

Bonding of the Chapter Treasurer will be paid to National APIC on an annual basis based upon the money in the Treasury as determined by National.

Since the NICE group uses the Chapter #11 Tax ID, additional bonding may be sent to the Chapter and will be paid by NICE.

TAX ID#

The State Tax ID number (EO-520-208-782) for our Chapter #11 will be kept by the Treasurer and will be given to chapter members, upon request, for purchases are made for Chapter business. Any W-9 forms that must be completed will have the address of the APIC Law Firm and the EIN 51-0208782.