



<b>Title: SAENA Financial Guidelines</b>	<b>Number:</b>
<b>Cross Reference:</b>	
<b>Approved by: San Antonio ENA Board of Directors</b>	<b>Origination Date: 6/8/2022</b>
<b>Revised by: San Antonio ENA Board of Directors</b>	<b>Approval Date: 6/8/2022</b>
	<b>Revision Date: 12/21/2022</b>

I. **PURPOSE:**

Delineate financial practices of the SAENA which do not require a separate policy.

II. **BACKGROUND/DEFINITIONS:**

Effective financial policies and procedures help provide efficient financial management, mitigate risk, and align financial operations with the overall mission of the organization.

**Definitions:**

- A.** Reconciliation: The comparing of QuickBooks and Frost Bank records to verify figures are correct and in agreement using Frost Bank statements and QuickBooks reconciliation function.
- B.** Check Registry: A check register, also known as a cash disbursements journal, is a ledger-type accounting tool that records any payable documents (i.e. checks, cash withdrawals, ATM withdrawals, debit/credit card usage, wire transfers, etc.,) and deposits coming in and out of a single bank account.

III. **PROTOCOL/PROCEDURE:**

**A. Reconciliation of the Accounts:** Reconciliation of all the SAENA accounts (Main, TNCC and ENPC) will be done at least quarterly. More frequent reconciliation is recommended.

**B. Bank Account Signature Authority:**

- 1. SAENA bank account signature authority will be restricted to the following:
  - a. Main Checking/Savings Account/CDs: President, President Elect and Treasurer
  - b. TNCC Account: President, President Elect, Treasurer and TNCC Chair/Course Director.
  - c. ENPC Account: President, President Elect, Treasurer and ENPC Chair/Course Director.
- 2. In January of each year, the incoming President and Treasurer will work with the bank to ensure the signature cards for the above accounts have been updated and contain only the approved signers on the applicable account.

3. The President/Treasurer will work with the bank to update the account signature card(s) in the event there is a change in officers or committee chairs during the remainder of the year.

**C. Account discrepancies:** If there are questions regarding a potential discrepancy in any SAENA account, the Treasurer and at least 1 other Board member, together, will

1. Review the Frost Bank statements and QuickBooks to answer the questions raised or rectify the discrepancy.
2. Report the discrepancy/potential discrepancy and the resolution of the issue or plan for its resolution to the Board.
3. The discrepancy/potential discrepancy and its resolution or plan for its resolution will be included in the next Board meeting minutes.
4. Reporting of the discrepancy/potential discrepancy and its resolution or plan for its resolution at a Business meeting will be the decision of the Board.

**D. Checkbook:**

1. **Checkbook Type:**

- a. New checkbooks for all accounts will be in a format which includes a check stub. A registry may be used until the old checks without stubs are utilized.
- b. Address on the checks will be the SAENA official mailing address:  
San Antonio Emergency Nurses Association  
P.O. Box 680103  
San Antonio, Texas 78268

2. **Checkbook Stub:**

- a. **Documentation:** All expenditures from the account and deposits into the account will be recorded on the check stub by the officer/chair responsible for the checkbook. (Treasurer, ENPC Chair/Course Director, TNCC Chair/Course Director)
  - 1) Documentation will include:
    - a) Expenditure: Date, amount, check number if applicable, type of expenditure if not check (debit card, cash, ATM, etc.) and reason for expenditure.
    - b) Deposit: The checkbook holder is responsible for maintaining the following information for any deposit: Date, amount, explanation of deposit (dues assessment, repayment, refund, etc.) and origin of funds.
- b. **Uploading:** In January of each year, a copy of the checkbook stubs for the previous year (Jan. 1<sup>st</sup> – Dec. 31<sup>st</sup>) for each account will be scanned and uploaded into the SAENA archives in the cloud. If a registry is being used, the appropriate entries in the registry will be uploaded.
  - 1) Once uploaded the checkbook stubs/registry will be returned to the officer/chair/Course Director responsible for the checkbook.

- 2) Uploading may be done earlier in the event a new checkbook is issued.

**E. Checks:**

1. **Check Entry:** All check issues will be recorded in the checkbook stub/registry (see Section III B 2 a).
2. **Check Explanation:** Any issued check will have a notation regarding what the check is written for in the 'memo' section of the check. (ex. office supplies, books, honorarium for..., etc.)
3. **Co-Signature of Checks:**
  - a. Checks written on any SAENA account for over \$1500 will require a co-signature by a second person who has signature authority on the account. Co-signers will be:
    - i. Main Checking/Savings Account/CDs: President, President Elect and Treasurer
    - ii. TNCC Account: President, President Elect, Treasurer and TNCC Chair/Course Director
    - iii. ENPC Account: President, President Elect, Treasurer and ENPC Chair/Course Director
  - b. If the checkbook holder writes a check to themselves, the check must be co-signed.
4. **Checks - In-person purchases:**
  - a. SAENA checks, from any account, will **not** be used for in-person SAENA purchases due to the lack of proper identification matching the information on the check.
  - b. In-person purchases for the SAENA will be made by using the following payment methods:
    - i. SAENA credit card
    - ii. The SAENA purchaser will pay for the item(s) using a personal check, credit card or cash and will submit the appropriate paperwork to the SAENA Treasurer for reimbursement
5. **Destruction of checks:** Those checks without the official SAENA information (name, address), voided checks and checks which have been damaged and cannot be used will be:
  - a. Destroyed by the main account holder (shredding is recommended):
    - i. Main Account – Treasurer
    - ii. TNCC Account – Trauma Chair/Course Director
    - iii. ENPC Account – Pediatric Chair/Course Director
  - b. The main account holder will report the destruction of the check(s) to the Board referencing the checking account name and check number(s) destroyed.
  - c. Destruction of the checks will be reported at a Board/Business meeting and the destruction of check including check numbers will included in the minutes.

- F. Credit Cards:** See Debit / Credit Card Use policy
- G. Expense Reports:** will be submitted to the Treasurer:
  - 1. For every debit card and check expenditure.
  - 2. For a request of payment for an approved donation or benevolence
  - 3. Receipts must be attached to the Expense Report.
  - 4. Within 1 week (7 days) of the payment / purchase or end of the associated event.
- H. Pre-notification of proposed expenditure:** Proposed expenditures of more than \$500 via check or debit card will require a pre-notification be sent to the Treasurer.
  - 1. Notice will include, purpose of the expenditure, proposed expenditure amount and the method of payment. (ex. Debit card - \$1200 for ENPC course books; projector, \$600 by check)
  - 2. Email is the most expedient method of notification.
- I. Event Profit/Loss Summary:** An Event Profit/Loss Summary form will be submitted to the Treasurer for every event which has an income. (Seminars, conferences, TNCC/ENPC courses, Review Courses, etc.) The summary:
  - 1. Will be used to report the profit/loss of the event to the Board.
  - 2. Does not negate the formulation and adherence to an official event budget which is submitted to the Board for approval.
- J. Mileage Reimbursement:** Will reflect the current IRS rate.
- K. Honorarium Scale:** Coordinators/chairs/Course Director of reoccurring events which provide honorariums will submit an honorarium fee scale to the Treasurer.
  - 1. One-off events will have the honorarium scale approved by the Board, ex. certification review courses.
  - 2. Such information will be included in any turnover/orientation material for the coordinator/chair/Course Director and the Treasurer.