

<b>Title: SAENA Financial Guidelines</b>	<b>Number:</b>
<b>Cross Reference:</b>	
<b>Approved by:</b> San Antonio ENA Board of Directors	<b>Origination Date:</b> 6/8/2022
<b>Revised by:</b> San Antonio ENA Board of Directors	<b>Approval Date:</b> 6/8/2022
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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 Financial Institution (Bank) records to verify figures are correct and in agreement using Financial Institution (Bank) statements and QuickBooks reconciliation function.
- B. Check Registry: Not needed. Treasurer records are sufficient.

III. **PROTOCOL/PROCEDURE:**

A. **Reconciliation of the Accounts:** Reconciliation of all the SAENA accounts 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 Treasurer, TNCC and ENPC 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 Financial Institution 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. The Checkbook for the Main account will be in a format which includes a check stub.
- 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 Treasurer
  - 1) Documentation will include:
    - a) Expenditure: Date, amount, check number, type of expenditure and reason for expenditure.
    - b) Deposit: The Treasurer 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>) will be scanned and uploaded into the SAENA archives in the cloud.
  - 1) Once uploaded the checkbook stubs/registry will be returned to the Treasurer.
  - 2) Uploading may be done earlier in the event a new checkbook is issued

**E. Checks:**

**1. 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
- b. If the Treasurer writes a check to themselves, the check must be co-signed.

**2. Checks - In-person purchases:**

- a. SAENA checks 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 debit 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

3. **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 Treasurer (shredding is recommended):
  - b. Destruction of the checks, including check numbers, will be reported at a Board/Business meeting, and 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. Receipts must be attached to the Expense Report.
3. 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)
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.