

NCR FINANCIAL POLICIES

In order to insure that financial resources of the North Central Region are utilized for the accomplishment of the Region's goals and objectives, the following policies are adopted by the Region.

- I. The fiscal year is the calendar year.
- II. "The Body" refers to the total voting membership of the Region as defined in the NCR Governance Manual.
- III. NCR Income:
 - A. NCR Centers & System Centers are responsible to remit to the regional office a fee for each student unit of CPE training conducted under their accreditation umbrella (including those of their satellites). The amount of this fee is set by the Body, and is due upon the completion of each unit. This fee is to be sent in with an NCR income voucher plus copies of ACPE unit report forms for each unit of training for which payment is submitted. (Original ACPE unit report forms are to be submitted to the ACPE national office in Decatur, GA.)
 - B. NCR Centers & System Centers are responsible to remit annually to the regional office a center surcharge. The amount of this surcharge is set by the Body as a percentage of the center's annual ACPE accreditation fee and is due within 30 days of receiving an invoice from the NCR—usually in April of each year.
 - C. The Body sets fees for Accreditation and Certification reviews, and the chairpersons of these committees are responsible to collect and remit these fees to the regional office with properly documented income vouchers.
 - D. The Region receives revenue sharing funds from the ACPE in proportion to the number of dues paying clinical members, retired members, and regular members of the ACPE residing in the NCR.
 - E. The regional office is available to maintain funds for Centers. Centers utilizing this service are charged an annual fee by the Region. The fee is set by the Body.
 - F. The Region maintains its funds in accounts that allow access to them when needed for the goals and purposes of the region and income from them when held in reserve. The Region will maintain reserve funds in an amount at minimum approximately equal to two thirds of the annual operating budget.

IV. Budgeting and the Expenditure of NCR Funds:

A. The Body is responsible to:

1. Set all financial policies of the region.
2. Continually monitor the financial affairs of the region, receiving regular reports from the regional treasurer and regional Board.
3. Give final approval to the budget.
4. Set all fees of the Region.
(The fees are to be expediently remitted to the regional office with income vouchers when due.)
5. Designate the portion of the Centers' student/unit fees to be credited to the sub-region continuing education accounts.
6. Elect a member to the ACPE finance committee.
7. Comprehend the purpose of all task forces, caucuses, and special projects it creates; designate a member responsible for the expenditure of each project's funds and receive reports from these persons regarding progress, activities and expenditures of the budgeted funds.

B. The NCR Board is responsible to:

1. Operate as a personnel committee in providing evaluation and ongoing direction to the regional director (RD) and administrative assistant as staff persons of the region, negotiating with them regarding compensation and benefits.
2. Provide data to the Body regarding RD and administrative assistant compensation, administrative costs and other funded projects and activities.
3. Receive, review and approve all Committee/Task Force budget requests.
4. Approve in advance all expenditures that exceed the budget.
5. Annually review and set per diem and mileage reimbursement rates, including rates for travel expenses to the NCR Annual Conference.
6. Formulate a proposed annual operation budget for consideration and approval by the Body at its Annual Business Meeting.
7. Appoint a professional auditor to annually audit the Region's finances.
8. Develop a budget and designate a member responsible for the expenditure of funds for all committees, task forces, caucuses, and special projects it creates; receive reports from these persons regarding activities and expenditures.
9. Review at least bi-annually the Region's holdings in mutual and money market funds, authorizing the treasurer and regional staff to make changes according to its desires.

C. Committee, Task Force, Caucus & Special Project Chairpersons are responsible to:

1. Estimate budget needs of their committee and communicate this information to the Board.
2. Manage expenditure of funds within the parameters of the budget established for their committee's work.

D. The NCR Regional Director and Administrative Assistant are responsible to:

1. Receive and manage all funds of the region in accordance with the annual budget and directives of the Body, the NCR Board, and the NCR treasurer through account maintenance, resource investment, and the generating and providing of monthly and quarterly reports to the Board and the Body.
2. Implement procedures necessary for maintenance of the NCR charter in the state in which the Regional office is located.
3. Secure an annual audit of regional finances and submit that report to the ACPE.
4. The Regional Director will sign all checks drawn on the NCR Account for which expenditure has been properly authorized, except for checks made payable to him or her self. These checks are to be signed by the Administrative Assistant or an officer of the NCR Board. The Administrative Assistant will report such signings on a monthly basis to the Regional Chair. An officer of the Board will sign in the RD's absence (but may not sign checks made payable to him or her self).
5. Maintain records of which reserve funds are restricted for designated use such as unspent continuing education funds of sub-regions carried over to the following year, memorial funds*, endowment funds, and funds held for NCR-CPE centers.
 - * Memorial funds collected by the region are restricted for use designated by the NCR Board in accordance with the values and wishes of the person memorialized.
6. Maintain a list of those members responsible for line item amounts of budgeted funds, and disburse no funds without expense vouchers signed by them. (see Section IV. E.)
7. Provide assistance to the board regarding the keeping and communicating of historical financial data, billing procedures, and secretarial services, particularly but not exclusively regarding work generated by the annual conference.
8. Inform NCR Membership of current fees, rates, and policies.

E. Expense Vouchers are to be submitted for all expenditures. Following is a list of who may sign them and for whom they may sign. No person may sign his/her

own expense voucher.)

1. Officers of the Region - Board Member Expenses other than their own
 - Board Expenses
 - Caucus Expenses
 - Special Project Expenses
 - R.D. Compensation & Expenses
 - Committee & Task Force Chair Expenses
2. Committee & Task Force Chairpersons – Expenses of their committee other their own
3. Regional Director – Administrative Assistant Expenses
 - Office Expenses
 - Miscellaneous
 - Accountant Fees
 - Committee & Task Force Chair Expenses
 - Expenses for Board approved contracts
4. Sub-Regional Continuing Education Coordinators - Area Education Funds for their respective area
5. Clinical Member Coordinator(s) – Clinical Member budget expenditures other than their own

F. Clinical members of the ACPE residing in the NCR are responsible to:

Designate one or two members responsible to authorize expenditure of funds budgeted for clinical members' continuing education or other projects contributing to the goals and purposes of the NCR.

G.. Sub-regions of the NCR:

A portion of unit fees collected from CPE conducted in each sub-region is made available for continuing education of supervisors in that sub-region. Each sub- region is responsible to designate one of its members as a continuing education coordinator authorized to approve the expenditure of these funds. Funds not spent in a given year may be carried over, not to exceed three times the annual budget for continuing education for that sub-region.

Adopted by the NCR on October 15, 2002; amended by the NCR Board, December 6, 2002