

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 to register each student unit of CPE training conducted under their accreditation umbrella (Level I, Level II & Supervisory-- including those of their satellites) with ACPE within 45 days of the conclusion of the unit. ACPE reports these registrations to the regional office at the end of the month in which they are received, and the Region then invoices Centers accordingly. These invoices are due on receipt. The invoices will include a fee for each student unit reported plus any applicable late fees. The amount of these fees is set by the Body.
 - B. NCR Centers & System Centers are to submit an annual accreditation fee and an annual surcharge to Region within 30 days of receiving an invoice. The amount of the accreditation fee and the surcharge is set by the Body, the latter as a percentage of the annual Center fee assessed by ACPE.
 - C. The Body sets fees for Certification reviews, and persons to be reviewed are invoiced by the Region at the time they declare with the invoice due 30 days before their date of appearance. No person may appear before a committee unless the fees are paid.
 - D. The Region maintains its funds in accounts that allow access to them when needed for the goals and purposes of the region. The Region will maintain reserve funds which are at least equal to two thirds of the annual operating budget. These funds will be held on behalf of the Region by the Foundation for Clinical Pastoral Education, Inc.
- 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.
5. Designate a chairperson responsible for the approval of expenditures for all task forces, caucuses, and special projects it creates.

B. The NCR Board is responsible to:

1. Operate as a personnel committee in providing evaluation and ongoing direction staff persons of the region, negotiating with them regarding compensation and benefits.
2. Provide data to the Body regarding staff 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 is 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. Secure an annual audit of regional finances and submit that report to the ACPE.
3. 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 self. These checks are to be signed by an officer of the NCR Board. An officer of the Board will sign in the RD's absence (but may not sign checks made payable to self).

4. Maintain records of which reserve funds are restricted for designated use.
* 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 written or email permission from them.
7. Provide assistance to the board regarding the keeping and communicating of historical financial data, particularly but not exclusively regarding work generated by the annual conference.
8. Inform NCR Membership of current fees, rates, and policies.

E. Invoices or 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 – Office Expenses
Miscellaneous
Accountant Fees
ACPE fees
Committee & Task Force Chair Expenses
Expenses for Board approved contracts
Grants approved by the Body with the adoption of the annual budget.
4. Sub-Regional Continuing Education Coordinators - Area Education Funds for their respective area

G.. Sub-regions of the NCR:

A portion of the student unit fees collected each year is designated for sub-region continuing education through the annual budgeting process and is pro-rated to the sub-regions using a formula recommended by the NCR Board and approved by the Body. Each sub-region is responsible to designate one of its members as a continuing education coordinator authorized to approve the expenditure of its funds. Funds not spent in a given year may not be carried over to the next year.