




Financial Policy

Effective Date:	Last Updated:	Signature:
1/3/19	1/3/19	 ACCIS President

Purpose

The Association of County and City Information Systems (ACCIS) through its Bylaws have established a Board and appointed officers to conduct the business of the Association. The purpose of this policy is to describe how officers of the board are to execute financial authorities.

Scope

This policy establishes formal requirements for the ACCIS Board and Membership.

Authority

The ACCIS Board has the authority to adopt, modify, and implement this policy as established in the ACCIS Bylaws, Article IV, "All policy decisions are the responsibility of the Board of Directors." Policy adoption and modification require a majority of the quorum vote as established in the ACCIS Bylaws Article IV. Upon adoption the policy shall be signed and dated by the current or acting President.

Enforcement

Failure to comply with this policy could lead to corrective actions up to and including reimbursement to ACCIS, additional approval requirements, and/or removal from the ACCIS Board.

Definitions

Membership Dues

Article VIII of the ACCIS Bylaws states that "Membership dues shall be established by the board." Additionally, Article VIII states that "Members who have not paid dues within 30 days of the Spring Meeting will be dropped from membership in the Association."

Membership dues will be reviewed and adopted annually at the Fall ACCIS Board meeting. The ACCIS President will prepare and present a recommendation for Board approval. The President will notify the membership of the coming year's membership dues no later than December 31st of the current year.

The ACCIS President or his/her designee will notify the membership listserv at the conclusion of the Spring Meeting that members have 30 days to renew membership. The ACCIS Secretary will ensure that

unpaid memberships are deactivated not less than 30 days after the Spring meeting but no later than the following quarterly ACCIS Board Meeting. The ACCIS Secretary will provide a membership update during the quarterly Board Meeting following the Spring Conference.

Dues should be set to generate enough revenue to fund forecasted association expenditure and reserve requirements not related to conference activities. The Board should work towards consistent annual dues over time and not introduce significant increases or decreases. Conference revenue may be used to smooth or subsidize annual membership dues.

Conference Registration Fees

Conference attendees consist of members and vendors. Venues, speakers, food and beverages, entertainment, and other costs are incurred while planning and holding conferences on behalf of attendees. Registration fees should cover the expected cost of conferences.

The ACCIS Vice President and Treasurer will develop a revenue and expenditure forecast for each conference. The Vice President shall have the authority to set the registration fees for conference attendees. To the extent possible registration fees for ACCIS Members should be subsidized by vendor attendee, vendor fair and vendor sponsorship revenues. Revenue targets for conferences should be net positive. The Vice President shall seek approval from the Officers of the Board if an individual conference forecast shows expenditures exceeding revenues.

Excess conference revenue may be appropriated by the ACCIS Board to other association expenses, initiatives, and reserves.

Sponsorships

Conference attendance including registration, travel, lodging, and per diem in part or in total may be paid for by the Association on behalf of a current member. An ACCIS Board member must submit the name, organization, and reason for the request to the ACCIS Board. Approval must be obtained by a majority of the quorum vote of the ACCIS Board of Directors. Consideration should be given to the current financial status of the Association as well as the forecast for the affected conference. This action should be used carefully, ethically, and defensibly.

Conference registration and lodging shall be sponsored by ACCIS for Officers of the Board at all conferences.

Conference Planning

The Board of Directors may engage in contracts for conference management services as necessary.

The Vice President is responsible for planning the conferences and requires the flexibility to engage in negotiations with venues, speakers, entertainment, and other entities related to conference activities.

The President and Vice President are authorized to negotiate on behalf of the Board of Directors on all conference related expenditures in accordance with this policy without a vote of the Board. Contracts must be signed by the President who is authorized to sign all conference related contracts on behalf of the Board of Directors without a vote of the Board. Payments are executed by the Treasurer who is authorized to make such payments as authorized by the President and/or Vice President for conference related activities without a vote of the Board. The President and Vice President are required to keep the Board of Directors informed of conference related activities at all Board Meetings and any Board member may request information from the President or Vice President at any time.

The President and Vice President are authorized to incur travel expenses within Washington State for conference planning purposes and may authorize the same by other Board members for purposes of conference planning. The Association shall pay for travel, lodging, and per diem upon the Treasurer receiving documentation and receipts of expenses. Travel and per diem rates will be reimbursed at GSA rates as defined at gsa.gov.

Business of the Association

The Officers of the Board may incur expenses of less than \$500 on behalf of the Association with approval from the President and Treasurer for awards, meeting materials, conference planning, or other miscellaneous expenses directly related to the business of the Association without a vote of the Board of Directors. These expenses may not exceed \$1000 in any single year without approval from the Board of Directors.

The Board of Directors may authorize travel costs for the President of ACCIS or a Board member designee. Travel costs would be required to demonstrate value to the Association such as attending a conference held by a similar association in another state or in Washington state, a national conference of public sector technology professionals, etc. The President must make the request to the Board of Directors that includes the dates, location, and estimated cost. Approval must be obtained by a majority of the quorum vote of the ACCIS Board of Directors.

Financial Reporting and Auditing

It is the responsibility of the Treasurer to track and account for all revenue and expenditures of the Association. The Treasurer shall create and deliver a Treasurer's Report at each Board Meeting. The Treasurer will comply with all federal and state financial reporting laws applicable to the Association and provide the status of compliance within the Treasurer's report at the Summer Board meeting. The ACCIS Board or Membership may call for a financial review and review committee at any Spring or Fall Business Meeting. Committee members will be established during the same meeting in addition to the stated purpose and intended outcome of the review. The review will be due to the full membership within 90 days.