

NARFE FLORIDA INC.

FISCAL POLICY

EFFECTIVE June 1, 2023

Per the bylaws of NARFE Florida Inc. (hereinafter NFI), Article V, Section 3 © the fiscal policy is as follows: Upon adoption it shall be published on the NFI website.

1. GENERAL POLICIES AND PROCEDURES

- a. Customary travel expenses of elected and appointed officers of NFI incurred when travel is required to maintain the functions and operations of the organization shall be reimbursed in accordance with the provisions of this Policy.
- b. Travel expenses shall be submitted on the “Voucher for Official Duties.”
- c. The “Check Request” form shall be used to request direct payment to a vendor/supplier or for reimbursement for expenses not covered by official travel.
- d. Receipts for all requested reimbursements must be submitted with the Voucher for Official Duties or Check Request.
- e. Expense vouchers should be submitted monthly.
- f. The Check Request form should be submitted to the Treasurer. Approval authority of travel vouchers are as follows: (1) DVP’s submit to the Treasurer; (2) President, Secretary, and Treasurer submit to the Vice President; and (3) the Vice President submits to the President.
- g. The Treasurer shall list the total expense per reimbursement on the budget document each month.

2. SPECIFIC APPLICATIONS OF POLICIES AND PROCEDURES

- a. The NFI President has signature authority for all NFI contracts, which authority may be delegated.
- b. Travel by automobile shall be reimbursed at the IRS standard business mileage rate in effect at the time of travel. Travel outside of the state of Florida shall be reimbursed at the lower of the standard business automobile mileage rate or the cost of commercial transportation.
- c. Reimbursement of actual meal expenses incurred during official travel shall be limited to \$50.00 per calendar day. Meals of \$15.00 or less do not require a receipt.
- d. Should it be necessary to have an in-person Executive Board Meeting at a designated location, all Executive Board members are expected to attend and shall be reimbursed. The President may request appointed officers and others to participate and may authorize reimbursements of their expenses. Other members of NFI may attend at their own expense.
- e. Expenses of spouses are not reimbursable.
- f. If the services of a certified Parliamentarian are required, expenses shall be reimbursed in accordance with the contract in effect between the Parliamentarian and NFI.
- g. NFI may present a memorial not to exceed \$150.00 upon the death of a current or former NFI or National Officer. This memorial may be in the form of flowers, or a donation designated by the wishes of the family. Spouses of the above may be honored in the same manner not to exceed \$75.00.
- h. Administrative expenses shall be deducted from the gross receipts of any fundraising event for Alzheimer's and FEEA.
- i. Alzheimer's donations made by Chapters shall be disbursed by the Treasurer according to their designation on the Alzheimer's

Donation Form. Alzheimer's administrative expenses shall be included and set forth in the NARFE Florida Inc. annual budget. The net profit of any Alzheimer's fundraiser shall be donated to an Alzheimer's charity recommended by the NFI Alzheimer's Officer and approved by the NFI Executive Board.

3. ELECTED EXECUTIVE BOARD MEMBERS

- a. NFI shall reimburse Executive Board members for expenses incurred attending the NFI state conference. These expenses include any registration fee, mileage, lodging (not to exceed the conference negotiated rate), and banquet cost. Those not attending the banquet will be limited to \$50.00 per day meal reimbursement.
- b. Expenses incurred by the District Vice Presidents for chapter visits (except for home chapters, if applicable), round table or President's meetings shall be reimbursed in accordance with established standards in this Policy.
- c. The Secretary shall receive an annual draw of \$400.00 to be paid in May for reimbursement of expenses that are difficult or impracticable to quantify or document. The Treasurer and Automation Chair shall each receive an annual draw of \$500.00 to be paid in May for reimbursement of expenses that are difficult or impracticable to quantify or document. Should such an officer be unable to perform his or her duties for the full year, the draw shall be prorated.
- d. NFI shall reimburse the President or the President's designee for expenses incurred when attending the National Conference, National Annual Meeting or the Federation President's Meeting. The reimbursement shall not exceed the amount set forth in the annual budget.

4. APPOINTED OFFICERS/POSITIONS

Prior approval of the President shall be required for reimbursement of expenses incurred by Appointed Officers and any other non-elected person conducting NFI business (Executive Board Meetings, Conference, District Annual Meetings and special events). These expenses shall be reimbursed in accordance with established standards in this policy.

5. DISTRICT ANNUAL MEETING AND SPECIAL EVENTS

- a. The President or his or her designee is expected to attend all District Annual Meetings.
- b. With prior approval of the President, members of the Executive Board may be reimbursed for their expenses to attend District Annual Meetings.
- c. NFI's annual budget provides funds to defray the cost of the annual District Meeting. Each District Vice President is entitled to an advance (amount set forth in the annual budget) to assist in the payment of expenses (room rental, postage, supplies, etc.) of the District Meeting. The Check Request form shall be used for this advance. At the conclusion of the meeting, the District Vice President shall submit receipts for the advance and return any unused portion of the advance back to the Treasurer.
- d. Any member attending a non-NFI training event shall be reimbursed as determined and approved by the Executive Board. The available funds for disbursement are designated in the line items of the annual budget. The membership will be notified prior to the training event, the designated amount of reimbursement.

6. EXCEPTIONS

- a. Expenses incurred, not otherwise specified in this Fiscal Policy, may be submitted for reimbursement. The President shall be the final authority for approval.
- b. The Executive Board may waive any or all of the above provisions.

Approved

Evelyn S. Roberts, NF Inc. President
May 8, 2023