

Case Management Society of New England

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Policy # 14-96

Date: August 29, 1996

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Policy: CMSNE Extension Financial Responsibilities

1. CMSNE will provide and approved Extension with \$300.00 “seed money” to aid in establishing initial meetings, speakers, and other start up expenses. This seed money will be processed in one of the following fashions, as determined by the Extension:
 - a) The CMSNE Treasurer will cut a check for the three hundred (\$300.00) dollars, made payable to the Extension, and deposited in a checking account dedicated to the CMSNE Extension and administered by the Extension Chair/Co-Chairs or Extension Treasurer (if applicable). Monthly account activity statements will be forwarded to the CMSNE Treasurer who maintains ultimate responsibility for all Chapter funds.
 - I. Treasury bank accounts established by Extensions should adhere to the following:
 - i. Accounts should be established as Case Management Society of New England – xxx Extension, utilizing Federal Tax Identification Number 04-3159207.
 - ii. Extension Treasurer (if applicable) must be a CMSA/CMSNE member in good standing.
 - iii. Chair/Co-Chairs and Extension Treasurer (if applicable) will serve as authorized agents on the bank account, all must appear on the signature card.
 - iv. For security reasons monthly statements on the account should be mailed to an authorized agent who is **not** currently maintaining the account. This agent should on a monthly basis review all transactions and fax copy of the statement to the CMSNE Chapter Treasurer. Any inconsistency in bank statements should be reported immediately to Chapter Treasurer.
 - v. Appropriate documentation for all disbursements must be maintained. All records must be kept for a period of no less then 7 years in an identified location.
 - vi. Upon expiration of the term of office of the authorizing agents, records should be transferred to the new officers.
 - b) The Extension Chair/Co-Chairs will make written requests to the CMSNE Treasurer for periodic disbursement of funds (up to the fiscal maximums outlined below) for Extension purposes. The CMSNE Treasurer will maintain records to account for the allocation of funds.
2. CMSNE will allocate one hundred (\$100.00) dollars **or** 50% of membership fees (whichever is higher) to each Extension at the beginning of each subsequent fiscal year, to be administered in accordance with option #1 a above, should the Extension need such funds in order to continue operations. (NOTE: Membership will be calculated according to the actual number of CMSA members in good standing who have identified the Extension as their

- primary meeting site and have attended one or more Extension meetings within the past year).
3. The Extension may engage in fund raising activities as identified in Policy #13-96, "Extension responsibilities". All revenues generated by the Extension must be reported to the Chapter Treasurer.
 - If option #1a above is selected, the monies will be deposited and the transaction will be reported to the Chapter Treasurer using the CMSNE Extension Fiscal Control Sheet.
 - If option #1b is selected above, all revenues will be forwarded to the CMSNE Treasurer (along with the CMSNE Extension Fiscal Control Sheet) who will maintain an accounting of the Extension finances.
 4. CMSNE will reimburse each Extension 15% of annual CMSNE Conference registration fees obtained from the attendance of Extension members. (NOTE: Membership will be calculated according to the actual number of CMSA members in good standing who have identified the Extension as their primary meeting site and have attended one or more Extension meetings within the past year).
 5. Revenues obtained by the Extension as a result of Executive Board approved Extension activities (Refer to P&P #13-96; CMSNE Extension Responsibilities) will remain the property of the Extension, unless and until those revenues exceed \$1500.00. (A continuous balance of \$1500.00 over a 6-month period of time). If the Extension is able to generate revenues greater than that amount then the Extension will be:
 - directed to seek full Chapter status with appropriate responsibility for administrative and organizational duties, in which case the balance of Extension funds would remain with the Extension.
 - Invited to maintain their Extension status and turn over monies in excess of \$1500.00 to the Chapter or submit a proposal to the Executive Board regarding specific plans for the excess funds.
 6. Any fiscal exchange other than those described above must be approved in writing by the President with the consent of the Executive Board.

Signed Off:
Karen Lytle, Chapter President, 2008-2009
CMSNE

Date: 4/2/09