



South Dakota Chapter
HFMA
Policy Manual
Updated April 2009

South Dakota Chapter HFMA
Policy Manual
Table of Contents

Awards	3
Annual Financial Review	3
Depository Institutions	3
Donations/Memorials	4
Dues Relief	4
Expense Reimbursement – Chapter Operations	5
Expense Reimbursement – Speakers	6
Financial Records	6
Chapter Reserve Funds	7
Operating Budget	7
Registration Fees	8
Registration Refunds	8
Reporting	9
Travel Expense for Chapter Business	9

South Dakota Chapter HFMA
Policy Manual

Subject: Awards

Policy: The Chapter will pay for any budgeted awards to include President's Plaque, prizes given for tournaments, gifts to Board Members and committee chairpersons and other awards approved by the Board of Directors.

Subject: Annual Financial Review

Policy: The Chapter's receipts, disbursements and cash balance should be Reviewed or audited within 60 days of each fiscal year end.

Procedures:

- The Chapter Treasurer will meet with the Financial Review Committee to review any recommendations from the annual financial review.
- The Financial Review Committee will prepare a written report and present the same to the Chapter's Board no later than August 1st.
- The Financial Review Committee will comply with HFMA national requirements concerning the financial review.
- The reviewed financial statements will be made available to Chapter members upon request.

Subject: Depository Institutions

Policy: The Chapter treasurer shall maintain all checking and investment accounts, with authorized signatures for withdrawal of funds, in a FDIC insured financial institution.

Procedures:

- Said funds must be invested in an institution covered by FDIC. Money market funds rated AAA or similar high quality ratings are also permitted. Investment transactions are to be reported by the treasurer to the Board at each meeting.
- Investments maturing in excess of six months require prior approval by a majority of the members of the Board.
- Checking Account is located at Wells Fargo.
- Investment Account is with Primevest at First National Bank.

- The Chapter President and Chapter Treasurer shall be appointed as Authorized Signers by a resolution of the Board of Directors.
 - Treasurer has responsibility for processing all accounts payable items.
 - Prior to payment approval must be obtained from the Chapter President via memo or email.
 - Any check payable to an authorized signer must be signed by the other authorized signer.
 - Signature of the Treasurer and President are required for checks for \$2,500 and above.

Subject: Donations/Memorials

Policy: As situations arise, the Chapter will make donations or memorials to organizations, families or other entities.

Procedures: Situations would include: Deaths of Board Members or their immediate families, donations to healthcare related issues, etc. The Board of Directors and/or the Board Officers will approve of each donation as they arise.

Subject: Dues Relief and Educational Seminar Fees Relief

Policy: Dues relief and Educational Seminar Relief are designed to assist facilities that are undergoing tough financial times, but at the same time be fair to HFMA members who are paying full rates to SDHFMA seminars and annual HFMA dues.

Procedures: The following Dues Relief program will be capped annually at an amount decided by the officers at the spring planning meeting preceding a review of prior year financial statements and the current year's budget. All approval and non-approval of applications will be decided by a majority vote of the officers. If an officer is not able to be in attendance, the available officers may delegate a board member to vote on applications in place of the absent officer. Any and all officers with a conflict of interest in regards to an application will be asked to abstain in voting on said application.

Dues Relief Requirements:

1. If applying for HFMA membership dues, the application must be turned into any SDHFMA officer.

2. If application is approved, it is recommended that the applicant actively participates on at least one SDHFMA committee in the year dues relief is utilized.

Successful applicants meeting the dues relief requirements will be reimbursed for an amount up to 100% of paid HFMA membership dues. Please note that this will be granted to only one individual in each facility (Hospital/Nursing Home).

Seminar Fee Reduction Program:

HFMA members meeting the Dues Relief requirements may attend one seminar annually at no charge. The second seminar attendance would be discounted 50%; all other seminars attended would be at a 25% discount. All Seminars, excluding SDAHO would be eligible for this program.

NOTE: These discounts apply ONLY to the seminar fees, the lodging and travel costs would still be the complete responsibility of the facility or the individual.

Subject: Expense Reimbursement – Chapter Operations

Policy:

The Chapter will pay all expenses necessary for the presentation of an approved meeting or workshop. Allowable meeting and workshop expenses shall include meeting facilities, hospitality rooms and other meeting expenses.

The Chapter will pay expenses necessary for the operation of the chapter to include publication costs, supplies and postage.

Procedures:

- The Chapter program committee will submit a written request with the meeting and date and be accompanied by paid receipts. Automobile mileage for non-member speakers will be reimbursed at the current IRS allowed rate.
- Publication expenses for the Newsletter or Membership Directory shall be paid with supporting documentation.
- Expenses for supplies and postage will be reimbursed with supporting documentation.
- All approved requests shall be submitted to the Treasurer for payment within 60 days.
- Registration fees will be waived for Chapter members who are speakers at that meeting.

Subject: Expense Reimbursement - Speaker

Policy: The Chapter will reimburse any speaker for their out-of-pocket expenses relating to a speaking engagement. An honorarium may be paid to an engaged speaker for his/her presentation if authorized according to procedures.

Procedures: Each speaker should be asked to make arrangements for all personal travel except hotel accommodations. Hotel accommodations, meeting rooms and audio visual aids will be coordinated and arranged for by the Chapter unless the Speaker determines that they will handle them.

Prior to engagement, a speaker should be asked to give an estimate of his/her expenses and sign a Speaker Contract. Expenses will be reimbursed to an engaged speaker by the Chapter as follows:

- Transportation will be fully covered from speaker's point of origin to the meeting destination.
- Hotel accommodations will be fully reimbursed.
- Automobile expenses will be reimbursed at the IRS rate or actual fees for car rentals.
- Reasonable tips will be reimbursed.
- Parking expenses will be reimbursed for reasonable and customary fees.
- Other miscellaneous expenses must be itemized and may be reimbursed at a reasonable/customary rate.
- Honorariums shall be paid only when recommended by Program Committee.
- Honorariums in excess of \$5,000 require the signature of both the Program Chair and President on the Speaker Contract.

Any exception to expense reimbursement must be approved by the Board. Within 60 days after his/her engagement, the speaker must submit an expense statement (all receipts for hotels, meals and transportation must be attached), to the Treasurer of the Chapter for approval. Upon approval, a check will be mailed to the speaker for all approved expenses relating to his/her speaking engagement.

Subject: Financial Records

Policy: The Chapter Treasurer shall maintain the following records:

- Checkbook

- Cash disbursements book and receipts
- Monthly bank statements and related reconciliation
- Invoices, check requests and documentation supporting all expenditures
- Supporting documents for each completed program activity of the Chapter. The Program Chairman shall submit such documents within sixty (60) days of completion of a program or meeting.

The Chapter Treasurer is responsible for preparing a list of unpaid bills and uncollected debts owed to the Chapter at the end of the fiscal year (May 31). This list must be provided to the incoming Treasurer and also be included in the Annual Financial Report. Financial Records used for the 990 reporting must be kept for a period of 7 (seven) years after the year end.

Procedures: The report of the Financial Review Committee, based on an accrual basis, shall be presented to the Board of Directors no later than August 1. Subsequent amendments shall also be reported to the Board of Directors.

Subject: Chapter Reserve Funds

Policy:

- Maintain adequate reserves to insure Chapter expenses can be paid for a reasonable amount of time should the Chapter experience a negative cash flow for an extended period of time.
- Maintain these cash reserves in a liquid enough position to meet cash outlays without sustaining penalties for early withdrawal of funds.
- Maintain cash reserves at no lower than Chapter Balanced Scorecard (CBSC) minimum days on hand, which is currently 150 days.

Procedures: The Chapter treasurer will hold title to all investment instruments based on the Depository Institutions policy and shall invest the reserve funds in the account approved by the Board of Directors.

Subject: Operating Budget

Policy: The Treasurer shall prepare an operating budget. The budget will be submitted, at the Planning Meeting, to the Board of Directors for approval.

Procedures: The line item budget shall include detailed schedules outlining specific sources of revenue and enumerating specific budgeted expenditures within each expense category. The budget should be prepared with input from the President-Elect, Treasurer and Incoming-Treasurer.

- All revenue and expenditures are to be managed through the operating budget. Approval or modification of the budget may be accomplished by a simple majority approval of the Board members, at a regularly scheduled or special meeting at which a quorum is present.
- Emergency non-budget expenditures may be approved by a majority of the Board of Directors.
- The Chapter accounts for revenues and disbursements on an accrual basis.

Subject: Registration Fees

Policy: The Chapter shall charge program registrants a registration fee that is appropriate for the sound management of the Chapter.

Procedures: When program expenses are determined, the Program Committee shall determine the appropriate charge for that program's registration fee.

Subject: Registration Refunds

Policy: The Chapter shall refund any meeting registration fee requested verbally or in writing under the conditions outlined in the procedures of this subject.

Registrations made via the Chapter's website are considered binding and the Chapter's Treasurer will bill the member for any unpaid registrations". An additional Procedure will be added to this policy that adds the following language to the Chapter's on-line registration screens, "The registrant acknowledges the obligation to pay the stated registration fees and that any request for a fee waiver must follow the Chapter's refund policy and that the extent practical such notification should be included in promotional material related the Chapter's Educations Meeting.

Procedures:

- Cancellations received verbally or in writing to the Treasurer two weeks or more prior to that scheduled program will receive a full refund.
- Cancellations received verbally or in writing one week prior to the scheduled program will be refunded at 50% of the fee.

- Cancellations received verbally or in writing less than one week before scheduled program or cancellation on day of scheduled program or no show will receive no refund.
- Exception to this policy may be made in unusual circumstances at the discretion of the President and Treasurer.

Subject: Reporting

Policy:

The Treasurer shall be responsible for the preparation of the financial statements outlining the fiscal operations of the Chapter for the current year. These reports shall include at a minimum, the following.

- Statement of the year-to-date revenue and expenses.
- Year-to-date comparisons of budget to actual revenue and expenses.
- Year-to-date Balance Sheet.
- Reports shall be submitted for approval at each Board Meeting during the year.

Subject: Travel Expense for Chapter Business

Policy:

The Chapter will pay for reasonable expense and registration fees for the following meetings:

- Leadership Training Conference for the incoming President, President-Elect, Vice President, Secretary, Treasurer, and any other attendee as determined by the Board of Directors.
- Fall Presidents Meeting for the Chapter President and President-Elect.
- Annual National Institute for the Past President.
- Annual SD Chapter Planning Meeting.

Prior approval, by the Board of Directors, is required for payment of any other travel, registration fees or related expenses.

Procedures:

Reimbursement for travel expenditures will be as follows:

- Meals – Meals should be itemized and receipts obtained on any meal.
- Accommodations – Allowance will be at a reasonable rate of the hotel at which the seminar, meeting or convention is being held. Attendees should stay at the hotel where the seminar, meeting or convention is being conducted.
- Transportation – An allowance of the IRS rate will be reimbursed for business use of personal vehicle. Airfare will be reimbursed at a reasonable rate.
- Intra-City Transportation – Prudence and discretion should be used regarding intra-city transportation. The most economical form of transportation should be utilized whenever possible.
- Tips/Gratuities – Reasonable tips/gratuities will be reimbursed.

- Registration Fees – Will be reimbursed at the appropriate rate for the seminar, meeting or convention.
- Parking Fees – Reasonable and customary parking fees will be reimbursed.
- Miscellaneous Expenses – Other reasonable expenses must be itemized and may require an accompanying receipt.

The Chapter will not pay for personal expenses such as haircuts, laundry, souvenirs, etc.

Within thirty (30) days after returning from a seminar, meeting, convention, workshop, etc., the member must submit an itemization of the expenses to the Chapter Treasurer for approval. All receipts for hotels, meals and transportation must be attached to the itemization. After appropriate approval, a check will be issued to the traveling member for all approved expenses.