

NDLA Finance Committee Report to Executive Board
March 10, 2006, Jamestown, ND
Bonnie Krenz, Finance Committee Chair

Committee Activities December through February

January review the tax information as it pertains to NDLA

Through email the committee audited the books and found all to be in order. The committee would like to thank Mike for a job well done.

The Finance Committee would like to recommend the following to the NDLA Board in regards to prepayment of travel expenses:

That expenses relating to travel by NDLA members be eligible for reimbursement only after the travel has been completed. Requests for payments must adhere to all other applicable conditions.

The Finance Committee would like to recommend the following to the NDLA Board in regard to conference registration refunds:

"Full refund of fees will be made if canceled more than two weeks before the conference. A \$25 processing fee will be assessed if canceled less than two weeks before the conference. No refunds will be made after the conference starts (which would be defined as midnight before the pre-conference)."