

NDLA Finance Committee  
Annual Report  
September 22, 2006  
Bonnie Krenz, Finance Committee Chairman  
#16

I attended the Executive Board Meetings in September, December, March and June.

The finance committee prepared 2006 annual budget by e-mail.

I reviewed the financial reports each quarter.

The finance committee by email audited NDLA 2005 books. All was found to be in order with a recommendation to commend Michael Safratowich for a job well done. Following the meeting I sent a letter to ND Council for the Arts stating that the audit of NDLA had been completed and all was in order.

The following request for clarification came before the Finance Committee in 2006:

1. The out-of-state travel reimbursement rates were set as follows effective January 1, 2006. (Out-of-state travel is defined as when the destination is outside of North Dakota.)  
MILEAGE: Miles @\$0.18 per mile  
MEALS: Breakfast(s) up to \$7.80; Lunch(s) up to \$11.70; Dinner(s) up to \$19.50; or \$39.00 per diem  
LODGING: Actual Expense  
AIR TRANSPORTATION: Actual Expense (coach airfare only)  
Speakers presenting in-state will be reimbursed according to in-state rates.  
The rate for in-state travel shall follow the guidelines set by the State of North Dakota.
2. Travel expenses by NDLA members will be reimbursement only after the travel has been completed. Requests for payments must adhere to all other applicable conditions.
3. The Finance Committee recommended a full refund of conference fees 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).
4. The Finance committee recommended that the following be added to the section policy handbooks. "NDLA will budget money for sectional meeting outside of conference to be used for refreshments for breaks, facilities, photocopying, mailing costs, speaker expenses, honorariums and gifts if requested during the budgeting process."