

NDLA Finance Committee Report to Executive Board
June 2007
Bonnie Krenz, Finance Committee Chair
#16
Committee Activities February through May

I reviewed the quarterly treasurer's report as requested by Michael Safratowich.

Through email these issues were addressed:

- The Finance Committee **recommends** that board members planning to request reimbursement of travel expenses for attending NDLA board meetings share travel expenses whenever possible. This includes both transportation and lodging (when necessary). When requesting reimbursement for shared expenses, indicate all parties incurring cost so that each section or committee's budget can be assessed a share of the cost. By reflecting expenses accurately by budget category, incoming section, roundtable and committee chairs as well as the NDLA Finance Committee will be able to plan future budgets with greater accuracy. Compliance with this policy will be up to each individual board member.
- Responded to an email question from Michael Safratowich in regards to reimbursement for the HSIS spring meeting.

At Kirsten Baesler request for a review of policy handbooks, I made the following suggestions to the Policies Handbook: Finance Committee.

Annual Operating Budget

2. Compiles budget requests and sends to the Finance Committee for review.
Includes line items for *The Good Stuff* and the Executive Secretary.

Needs to be changed to:

Compiles budget requests and sends to the Finance Committee for review.
Includes line items for *The Good Stuff*, Executive Secretary, and other items as deemed necessary by the committee. (Reason this year we needed to add a line for the cookbook, last year of the anniversary celebration at convention)

Audits

1. Arranges for the annual audit of the treasurer's books by calling the Finance Committee together.

Needs to be changed to:

1. Arranges for the annual audit of the treasurer's books by the Finance Committee. (Reason: Some years we get together physically because there are other matters to be dealt with and some years the audit is conducted by email.)

The question was asked if a committee or sections had information to be posted on the web site.

- Should the budget be posted?
- Should the forms for budget requests be on the website or should the finance chairman send them out each year.