

HFMA South Carolina Chapter

Policies and Procedures

Updated May 14, 2010

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GENERAL POLICY

The guidelines set forth in this manual shall be the operating policies and procedures of the South Carolina Chapter, in order for the organization to operate on a viable basis. These policies must be reviewed and any changes approved by the Board of Directors.

All revenue and expenditures are to be subject to the approval of the Board of Directors. All financial activities are to be controlled by an operating budget which must be approved and forwarded to national by June 1st of each fiscal year. Approval or modification of the budget may be accomplished by majority approval of the Board of Directors.

Non-budgeted expenditures over \$500 and less than \$1000 must be approved by the president, under \$500 may be approved by the treasurer. Non-budgeted expenditures in excess of \$1000 must be submitted to the Board of Directors for approval. A standard check request form (*see Attachment A*) must be prepared for all membership reimbursements. The check request must contain the reason for the expenditure, indication of appropriate approvals, and supporting documents when appropriate.

Budgeted expenditures will be approved by the treasurer or president.

Cash outflow will not, without prior Board authorization exceed inflow for the fiscal year period.

Conflict of Interest Policy

Purpose:

The purpose of the conflict of interest policy is to protect the interest of this tax-exempt organization, (the "Organization"), when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions:

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a) An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b) A compensation arrangement with any entity or individual with which the Organization has a transaction arrangement, or
- c) A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct or indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Procedures, Item 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decided that a conflict of interest exists.

Conflict of Interest Policy (Continued)

Procedures:

- a) In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- b) The remaining board or committee members shall decide if a conflict of interest exists.
- c) After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.
- d) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- e) Each year at the Chapter's Annual Institute Board Meeting this policy will be reviewed for the information and guidance of board members, and any new member will be advised of the policy upon entering into the duties of his/her office.

Whistleblower Protection Policy

As the nation's leading membership organization for healthcare financial management executives, HFMA prides itself on its adherence to federal, state, and local laws and/or regulations, including business ethics policies. HFMA has adopted a Code of Ethics, which requires each member of HFMA to promote the highest standards of professional conduct by practicing honesty and maintaining personal integrity. In furtherance of these principles, HFMA has adopted a whistleblower protection policy. Pursuant to this policy, as applicable to HFMA itself, any employee or member who becomes aware of any violation of federal, state, or local law or regulation, including any financial wrongdoing, should immediately report the violation to the President to allow the organization to investigate and, if applicable, correct the situation or condition.

If the President is involved or is believed to be involved in the matter being reported, employees or members may, in the alternative, make a report to the Chair of the Board of Directors. HFMA will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit.

If the violation of federal, state, or local law or regulation, or financial wrongdoing, concerns an HFMA chapter, the member (or the chapter employee, if applicable), should report the violation to the Chapter President. If the Chapter President is involved or is believed to be involved in the matter being reported, the violation should be reported to HFMA's President.

"Financial wrongdoing" may include, but is not limited to:

- questionable accounting practices;
- fraud or deliberate error in financial statement or recordkeeping;
- deficiencies of internal accounting controls;
- misrepresentations to company officers or accounting personnel.

If any member or employee reports in good faith what the member or employee believes to be a violation of the law and/or financial wrongdoing to an HFMA chapter or HFMA, its legal counsel, or to a federal, state, or local agency or assists in an investigation concerning financial wrongdoing, it is HFMA's policy that there will be no retaliation taken against the member or employee.

Whistleblower Protection Policy (Continued)

Members and employees are reminded of the importance of keeping financial matters confidential. Members and employees with questions concerning the confidentiality or appropriateness of disclosure of particular information should contact the Chapter President or HFMA National office executive.

Contact information for the HFMA National officials referenced in this policy can be obtained on the HFMA national website (www.hfma.org).

Record Retention Policy

Policy:

All documents produced as a result of conducting the affairs of the Association shall be properly stored and safeguarded in order that a complete and accurate record of business transactions is readily available at all times. Recognizing that no valid reason exists to retain all documents for an indefinite period of time, certain documents may be disposed of when their retention will not serve a useful purpose. Therefore, documents may be disposed of in accordance with the record retention schedule which is a part of this policy.

Purpose:

This policy is intended to organize and standardize the Association's practices with regard to the retention and destruction, when appropriate, of Association documents.

RETENTION SCHEDULE

<u>Accounting</u>	Years
Accounts Payable Ledger	7
Accounts Receivable Ledger	7
Audit Report	Permanent
Balance Sheets	Permanent
Bills, Paid	7
Cash Books	Permanent
Cash Disbursements	Permanent
Cash Payroll	Permanent
Cash Receipts	Permanent
Cash Register	10
Check Stubs	7
Checks Cancelled	7
Payroll	7
Petty Cash	7
Correspondence	5
Memos Credit	7
Debit	7

Record Retention (Continued)

Years

Expense Records	7
Financial Statements	Permanent
Invoices	7
Journals & Ledgers	Permanent
Notes Paid	Permanent
Operating Statements	Permanent
Payroll Journals	10
Petty Cash Reports	7
Trial Balances	Permanent
Accounts Payable	7
Accounts Receivable	7
General Ledger	Permanent
Voucher Register (Journal)	Permanent

Advertising:

Contracts	5
Correspondence	2
Drawing & Artwork	2

Bank Deposit:

Signature Authorized	Permanent
Statements	7
Deposit Books	3
Slips	3
Reconcilements	3

Budget:

Authorizations	7
Statistical Analysis of Expense	7

Record Retention (Continued)

Years

Corporate Papers:

Articles of Incorporation	Permanent
Charter	Permanent
Constitution & Bylaws	Permanent
Documents with Register	Permanent
Minute Books	Permanent

Correspondence:

General	2
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Insurance:

Accident	8
Fidelity	8
Fire	8
Hospital	7
Inspection Certificates	7
Liability	8
Workmen's Compensation	10

Inventory:

Inventory Control	7
Plant & Fixtures	Permanent

Legal:

Contracts	10
Customers (non-government)	10
Government Contracts	4
Employees	Permanent
Royalties	Permanent
Claims and litigation files	10
Copyright, patent and trademark registration	Permanent

Record Retention (Continued)

Years

Personnel:

Applications	1
Earning Records	Permanent
Employment Releases	Permanent
Employee contracts	10
Garnishments	10
Government reports	6
Insurance, Hospital	7
Payroll Analysis	7
Pensions	Permanent
Service Records	Permanent
Time Cards	5
Wage Rate Changes	8

Property:

Inventories	Permanent
Depreciation records	Permanent

Public Relations:

Annual Reports	Permanent
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Purchasing:

Correspondence	5
Invoices	7
Purchase Orders	7

Record Retention (Continued)

Years

Sales:

Purchase Journal/Register	7
Accounts Receivable Register	7
Correspondence	5
Customer Orders	7
Invoices	7
Remittance Statements	2
Sales Journal/Register	7
Summaries of Expense	7

Taxes:

Income	Permanent
Property	Permanent
Sales	Permanent
Social Security	Permanent
Withholding Certificates	Permanent
Payroll Tax Returns	4

Traffic Department:

Bills of Lading	4
Freight Bills	4

CASH MANAGEMENT POLICY

The treasurer of the Chapter shall maintain accounts in qualified banks, in the name of the Chapter, covered by FDIC.

The operating, investment, and CRCA accounts shall have three (3) officers authorized to sign for disbursements. Authorized signatures shall be the treasurer, president, and president-elect. Disbursements in excess of \$5,000 shall require two authorized check signatures. In the event time does not permit obtaining two signatures, the disbursement should be reviewed by another officer after the fact and documentation noted that this was done.

Funds not needed for current operations of the Chapter shall be invested in a qualified institution within South Carolina covered by FDIC or FSLIC.

The treasurer shall be required to get approval from the president for a change in the financial institution in which the accounts are maintained.

The Chapter shall strive to maintain on hand (June 1) an amount equal to 180 days cash on hand.

BUDGET REQUIREMENTS

The president-elect will appoint a Budget Committee to develop an operating budget which shall be approved by the Board of Directors and submitted to National by June 1st each year.

The Budget Committee will meet in April or May.

The operating budget shall be a line item budget in a format consistent with that required by HFMA National when reporting actual "income and expenses" for the fiscal year and consisting of detail schedules outlining specific program revenues and expenditures.

MEETINGS AND WORKSHOPS

The Chapter shall pay for certain expenditures necessary for a Chapter meeting or workshop. The following expenses are allowable:

- A. Meeting facilities
- B. President's covered expenses shall be accommodations, travel, related HFMA entertainment and spouse function fees. For state meetings, registration will be waived. For regional meetings, if necessary, the registration fee will be paid.
- C. Speaker expenses (non-chapter members) may include reasonable travel, accommodations (coach fare), meals, gratuities, and honorarium, if appropriate.
- D. Chapter members who are educational program speakers are not required to pay registration fees. However, accommodations and travel will be the responsibility of the member. Educational program speakers shall provide at least 1.0 hours of educational programming not to include panel discussion participants. Exceptions to this policy will be made at the discretion of the president and treasurer, including honorarium.
- E. The registration fees for the president and president-elect will be waived or paid by the Chapter if payment is required by a co-sponsoring agency.
- F. Meeting registration fees will be waived in accordance with the Corporate Sponsorship Program guidelines.
- G. Expenses for both the incoming and outgoing presidents at the Chapter Annual Institute will be covered to include registration fees, room and auto travel.
- H. The chapter will cover the expenses of one hotel night and the installment lunch fee for the incoming President's guest.

MEETINGS AND WORKSHOPS (Cont.)

The incurred expenses shall be approved by the program chairman, or their designee, and the president. All approvals shall identify meeting, date, purpose, and detail with supporting documents before being submitted to the treasurer for payment.

The program coordinator is responsible for providing supporting documents as to expenditures for each completed program activity to the treasurer within thirty (30) days after completion of the meeting or workshop.

REGISTRATION FEE POLICY

The chapter shall charge educational program registrants a registration fee that is appropriate for the sound management of the chapter. The chapter has established a guideline to establish registration fees for educational programs held for the benefit of the membership. The educational programs shall be defined as, but not limited to, a seminar, conference, workshop, short course, symposium, forum, and/or institute. The guidelines are as follows:

- A. In order to determine an appropriate fee, the committee chairman will determine the following:
 - Length of the Program
 - Target Audience
 - Estimated Number of Attendees
 - Budgeted Expenses (facility fees, speakers, functions)

- B. Judgment should be exercised in revenue budgeting and appropriate recognition shall be given to Corporate Sponsor funding which is provided for educational support purposes. Unless amended by the Board, Corporate Sponsor funding shall cover educational institutes and all related educational activities provided by the Chapter and its collective committees.

- C. The chapter Program Committee Chairman and chapter President shall be consulted prior to publication of fee for any program.

- D. All educational program registration fees will be implemented at a minimum of \$50. Whereas when a one-day workshop is held within a hospital and without provision of lunch, the workshop fee shall be discounted to as low as \$25.00. Webinars may be priced below \$25.00 or may even be provided free of charge.

- E. Educational programs with a length of 2 days or less will be covered by a registration fee within the range of \$50 - \$125. Non-member fees for these programs should be \$40 - \$75 higher than member fees. (*See matrix in Item G*).

- F. Educational programs with a length of greater than 2 days will be covered by a registration fee within the range of \$150 - \$375. Non-member fees for these programs should be \$75 higher than member fees. (*See matrix in Item G*).

REGISTRATION FEE POLICY (Cont.)

G. The following matrix should be used as a guide to set the registration fee for any educational program:

<u>Target Audience:</u>	<u>Range</u>	<u>Member</u>	<u>Non-Member</u>
<u>1 or 2 Day Programs:</u>	\$50 to \$200	\$50 to \$125	\$90 to \$200

Discounts may be offered at the discretion of the President
Corporate Certificates will be accepted.
Guest Fees will be charged for lunch, dinner, and functions.

3 or 4 Day Programs:

All registrants	\$150 - \$450	\$150 - \$375	\$225 - \$450
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No Discounts shall be granted.
Corporate Certificates will be accepted.
Guest fees will be charged for lunch, dinner and functions. Fees should be equal to cost-per-person for the function and may be discounted at 10 - 20% in order not to discourage participation by spouse and/or guest of the member. A discounted fee must be approved by the Chapter President and/or Program Chairman.
Golf green fees will be charged for each function participant. Golf fees are in addition to the normal educational program registration fee.

- H. The Chapter shall refund any meeting registration fee under conditions described in the Financial Policy entitled "Refunds".
- I. The Dixie Institute shall be operated outside of this policy. Items A through H above will not apply to the Dixie Institute, whether held in South Carolina or another Region V Chapter.
- J. The President has authority to approve exceptions to the program pricing guidelines.

PUBLICATIONS

The Chapter shall pay reasonable costs associated with the publication of newsletters, photographs, postage, etc., made by the Publications Committee. Reasonableness shall be determined by reviewing prior year's actual costs not to exceed 15% of budgeted expenses for the coming year unless approved by the Board of Directors.

The Chapter shall pay reasonable costs associated with the publication of annual "Membership Information Directory" and the associated postage/ mailing costs. Budget for publication/postage costs to be submitted by the Membership Information Directory Committee.

TRAVEL FOR CHAPTER REPRESENTATIVES

The Chapter **will pay** budgeted travel expenses for the following assuming the Chapters financial condition allows it:

- A. National Leadership Training Conference (LTC) workshop for chapter officers and program chairs as deemed necessary by the incoming president. In the event the person's holding the above positions cannot attend, the incoming president may appoint either an incoming committee chairman or a board member to attend in his/her place.
- B. Fall president's meeting for president and president-elect or other designees as approved by the President or Board, in the event either the president or president-elect is unable to attend. In the case of a cruise, the rate for two person cabin occupancy will be paid.
- C. Annual National Institute registration and travel expenses will be paid for the president, president-elect and past president. In the event of winning the Shelton Award, the Chapter will pay travel for the five immediate past presidents to include travel and one night's lodging. If the CLR, BML or a member of the National **Matrix** is a member of our Chapter, the Chapter will pay any appropriate expenses not paid by Region V.

The Chapter **may pay** budgeted travel expenses for the following assuming the Chapters financial condition allows it:

- A. Travel expenses for out-of-state meetings (co-sponsored by SC Chapter) for the president and president-elect only, no substitutions are allowed.
- B. Expense for Board Retreats: Chapter may pay for any Board Retreat, not exceeding two during the fiscal year, which are budgeted and subject to the travel policy below.

Travel is defined as:

- A. Personal auto - prevailing federal (IRS) rate per mile.
- B. Airlines - most economical arrangements
- C. Hotel accommodations to be at the conference discount rate
- D. Transportation, tips, and other costs associated with travel not to exceed \$100 per day and reimbursed on actual receipts.
- E. Meals - The written request (standard check request form) for reimbursement shall have appropriate supporting detail and must be approved by the treasurer or president.

CORPORATE CREDIT CARD

The Chapter will use a corporate credit card to pay as many Chapter expenses as possible. The President and President-Elect shall have possession of the credit cards. The President shall be the financially responsible individual in addition to the Chapter. As an expenditure is made using the credit card, a check request form should be completed within five (5) business days after the end of the conference meeting, the necessary documentation attached and submitted to the Chapter Treasurer. The monthly billing statements from the corporate credit card will be mailed directly to the Chapter Treasurer. **Verification of the Invoice will be reviewed by President.**

CORPORATE SPONSOR PROGRAM

The South Carolina Chapter will seek additional funding for the enhancement of educational programming and membership services through a Corporate Sponsor Program. The program will have an enrollment period of February to April for the following calendar year. Payments of corporate commitments are due by April 30th. The details of the program are as follows:

I. CATEGORIES AND BENEFITS OF CORPORATE SPONSORSHIP

Benefits	Bronze (\$1,000)	Silver (\$2,500)	Gold (\$3,500)	President's Club (\$5,000)
Announcement at all chapter meetings according to sponsorship category	•	•	•	•
Listing of sponsor according to level in all Chapter program brochures.	•	•	•	•
Listing of sponsor according to category in each issue of the Chapter newsletter	•	•	•	•
Option to sponsor an event at a one day program.	•	•	•	•
Guaranteed opportunity to exhibit at any institute, other than the Annual Institute	• (if space permits)	•	•	•
Opportunity to place advertising items in Institute Registration bags.	•	•	•	•
Listing in the membership directory.	•	•	•	•
Free registration certificates at any one chapter meeting (as indicated).		• (2)	• (3)	• (5)
Guaranteed opportunity to exhibit at the Annual Institute.		•	•	•
Discount on exhibit and/or sponsorship of an event		• (25% off)	• (50% off)	• (included)
Ad listing in the sponsorship directory		• (1/2 page)	• (full page)	• (full page)
Free guest ticket(s) at each of the institutes.			• (1)	• (2)

I. CATEGORIES AND BENEFITS OF CORPORATE SPONSORSHIP (Cont.)

Quarter (1/4) page ad in every newsletter.				•
Guaranteed space to exhibit at all major institutes, including bdest booth spaces or sponsor an event at no additional cost.				•
Option to host a hospitality suite at any Chapter Institute or educational program, with President's approval (i.e. sponsoring company will pay fees of hospitality suite)				•
Special ribbon and/or nametag designating President's club membership.				•

II. START DATE

The Corporate Sponsorship Program will begin on June 1 and run through May 31st.

III. DETAILS OF THE PROGRAM

Enrollment period will be January 1 through April 30. The program will be announced in the Chapter newsletter throughout the remainder of the calendar year. A mail out announcement will be sent to previous sponsors and all vendors listed in the current Membership Directory.

IV. PAYMENTS

Payments are due no later than May 31st to take advantage of a full year of sponsor benefits, however you can join and pay for a sponsorship at any time during the year.

Payments may be made in two equal installments

A confirmation letter will be mailed after the potential sponsor commits to the agreement

The sponsor will be billed via a letter/invoice

A thank you letter will be mailed when payment is received

V. DIXIE INSTITUTE EXCLUSION

When the Dixie Institute is held by the South Carolina Chapter, sponsors will be solicited in addition to the Corporate Sponsor program currently in operation during that respective year.

AWARDS

The Chapter will pay for any budgeted awards to include Founders Award, President's pin and plaque, prizes given for tournaments, H. Ray Everett Award for most outstanding members, Ruth Nicholson Award for most active member, Rex W. Gause award for most active certified member, the Al Turners Past President's Award, incentive awards (certification, newsletter article, member recruitment), and any other awards approved by the Board of Directors.

As a token of appreciation, the Chapter will allow the President to select a gift, gift certificate, or cashiers check valued up to \$500 to be purchased and presented by the president-elect.

All Committee Chairpersons shall suggest guidelines, prepare budgets and make recommendations to the Board for funding each year. Recommendations must be submitted to the Treasurer as well as the incoming no later than April 1st. All recommendations of the committees are subject to budget, financial policies, chapter initiatives and approval of the majority of the Board in the form of the chapter budget.

SUPPLIES AND POSTAGE

Traditionally, the Chapter has relied on the employers of members to absorb the expenses of supplies, postage and copies. Any expenditure to be covered by the Chapter **MUST** be approved by the President or Treasurer. Expenditures shall be limited to officers, directors, and committee chairmen.

If any Chapter member, other than those stated in the policy, incurs non-budgeted expenditures, their request for reimbursement should be submitted to the president via the officer, director, or committee chairman associated with the activity.

The requests should be initiated by preparing a check request form indicating the reason for reimbursement and supporting documents when appropriate.

REFUNDS

The Chapter shall refund registration fees if the registrant notifies the program chairman or the treasurer at least 5 business days prior to the meeting. Persons registering for programs who fail to attend the program and fail to cancel the registration within 5 business days prior to the program date will be held responsible for making payment of the registration fee. Emergency cases will be considered individually. Substitutions are permitted. Any cancellation will be charged a service fee.

Exhibitor cancellations must be received a minimum of 10 days prior to any meeting to be eligible for a refund. However, if the chapter is able to find a replacement exhibitor then a full refund may be provided without consideration of the 10 day minimum.

A check request form (see *Attachment A*) requesting a refund must be submitted to the treasurer by the program chairman or program coordinator.

FINANCIAL RECORDS

The treasurer of the Chapter shall maintain, at a minimum, the following account records on an accrual basis:

- Checkbook
- Cash receipts and Disbursements book
- Monthly Bank Statements and Related Reconciliation's
- Invoices, Check Requests and Other Appropriate Documentation supporting all expenditures
- Supporting documents for each completed program activity of the Chapter, submitted by the program coordinator to the treasurer within thirty (30) days after the completion of a program or meeting

The treasurer is responsible for filing the following information to HFMA National as related to the fiscal year for which the position was held.

Authorization to be included in the Group Tax Return - due July 31
Consolidated Group Tax Return Information - due July 31
Official Address Form - due June 30

The treasurer is responsible for preparing a list of unpaid bills and uncollected amounts owed to the Chapter at the end of the fiscal year (May 31). This list must be provided to the new treasurer.

The Chapter will annually conduct a financial review that meets the minimum financial review requirements as identified in the Davis Chapter Management System chapter requirements, or it will have an independent audit or financial review performed. Upon completion of the review to test and validate its fiscal integrity and operating guidelines, the chapter will complete the Confirmation of Chapter Fiscal Year End Financial Review Requirement form and return it to National by August 1st. The report of the Audit Committee, based on an accrual basis, shall be presented to the Board of Directors at the next scheduled board meeting following the review.

The Chapter may at it's discretion choose to pay to have all or part of the above accounting services performed. If outsourcing is desired, the arrangement must become part of the financial policy. (See Attachment B)

SOUTH CAROLINA CHAPTER
HEALTHCARE FINANCIAL MANAGEMENT ASSOCIATION

REQUEST FORM

Date: _____

Name

Address Line 1

Address Line 2

City/State/Zip

TOTAL AMOUNT REQUESTED: _____

1. _____gistration Fee

Registrant's Name

Position in SC Chapter

Employer

2. _____avel Expense

3. _____her Expense

PROGRAM OR ACTIVITY TO BE CHARGED:

ing documentation (I.e. Invoice, Receipts)

Date Paid: _____
Check No: _____
Acct No.: _____

Requested by:

Approved by President or Treasurer

Attachment B

South Carolina Chapter of Healthcare Financial Management Association (SCHFMA) and Debbie Hunt, CPA documentation procedure recommendations

The SCHFMA Financial Policy manual dictates the operating policies and procedures of the chapter and the following guidelines are to facilitate communication and protocol between SCHFMA officers and Debbie Hunt, CPA.

1. Signed engagement letter confirms the scope of services to be performed by Debbie Hunt.
2. The Treasurer will be the primary SCHFMA contact and will be responsible for approving the source documents for payment and adherence to the financial policy guidelines. In the event the expenditures exceed the Treasurer's approval authorization the Treasurer will forward the appropriate documentation to the President or Board of Directors for approval as required by the policy manual.
3. A standard check request form will be completed and approved prior to submission to Julie for reimbursement. Additional supporting documentation, as required in the Financial Policy manual, will be included with the check request.
4. Communication between the contacts will be established to ensure policies are being followed, but also to expedite processing. Communication may consist of mail, fax, courier, email, telephone, web portal or other means mutually agreed upon.
5. Actual check disbursements will be done by Debbie Hunt utilizing the president's signature stamp. Checks will be expensed to the proper line items per the budget. Non-budgeted expenses must be approved according to the Financial Policy guidelines.
6. Deposits will be made by the Treasurer with detail forwarded to Debbie Hunt for proper line item revenue posting. Credit card transactions (deposits and expenses) will be communicated by the Treasurer to Debbie Hunt as warranted.
7. Monthly expenses and revenues will be posted through the on-line QuickBooks accounting system and financial statements will be prepared by Debbie Hunt.
8. Monthly the Treasurer will forward bank statements to Debbie Hunt for reconciliation.
9. Debbie Hunt will forward the monthly financial statements to the Treasurer and to the President for review and approval. The Treasurer will provide the approved financial reports at the next scheduled Board meeting.
10. Debbie Hunt will assist the Budget Committee as necessary to develop an annual operating budget.
11. Current year files will be Debbie Hunt until all year end transactions have been completed and reconciled. Files will then be transported according to SCHFMA instructions.

Attachment B (Cont.)

12. Preparation of the Form 990 annual tax return is a separate service that Debbie Hunt may provide for additional fee. The President or Treasurer of SCHFMA will need to correspond with Debbie Hunt to negotiate completion of this form.

Debbie Hunt, CPA appreciates the opportunity to assist the South Carolina Chapter of Healthcare Financial Management Association with monthly accounting services and looks forward to a long relationship with the organization.

