

Florida UPMA Fiscal Policy

Approved February 4, 2020

Revised October 2, 2021

1. The purpose of this policy is to provide guidance to those responsible for authorizing and accounting of UPMA expenditures and property, and to provide for the routine review of such expenditures and procedures. The Florida UPMA Fiscal Year shall mirror the UPMA National Fiscal Year running from November 1st until October 31st. The Fiscal Policy shall only be amended by a 2/3 vote of the Executive Board.
2. The Financial Audit Committee shall perform an audit of the treasurer's records once a year within 30 days after the close of the fiscal year. The audit shall consist of an examination of all receipts and expenditures and supporting documentation of all expense vouchers. A property list shall be kept of all chapter property and shall be verified at the annual audit. It shall be the responsibility of the audit committee to ensure that all appropriate forms have been filed with the IRS before March 15th. The documentation shall be included in the audit committee report for approval at the annual convention. (IRS Non-profit forms must be filed no later than the 15th day of the 5th month after the close of the fiscal year.)
3. The Budget Committee shall prepare an annual budget to present to the Executive Board for approval at the first Executive meeting of the Fiscal Year.
4. An expense voucher must be submitted for all travel and expense reimbursements. Map Quest or similar program to show mileage and receipts to show expenditures must be attached. The expense voucher approved by the Executive Board will be the only acceptable voucher and will be posted on the Florida UPMA website.
5. Vouchers must be submitted within sixty (60) days of the expenditure. The Executive Vice president and the Treasurer must approve all expense vouchers. The Executive Board must review and approve all vouchers exceeding the sixty (60) day deadline prior to payment. Vouchers received over one (1) year old will NOT be paid.
6. Reimbursements to attend the following events will be paid for members hotel/lodging for the number of nights listed by the event. Expenses include travel, parking, shuttle registration, \$25 per day per diem, and tips will be paid to all authorized members. Purchase of airline tickets to include baggage and other airline fees will be made at least 30 days in advance up to \$450.00. Airline reservations booked less than 30 days in advance need approval of the President. Member are encouraged to pay their registration fees as early as possible and to save money where possible for all events including purchasing airline tickets. If driving over 350 miles one way, you must provide a cost comparison of mileage expenses and airfare expenses. The member will be reimbursed for the lower of the two. All expenses must be supported by receipts.

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- **Legislative:** Up to six (6) members, approved by the Executive Board, for up to four (4) nights hotel stay and up to \$600.00 for all other expenses.
 - **State Convention:** All Executive Boards members and Convention Chair (18), up to three (3) nights hotel stay, registration, and mileage. A fourth night stay would need approval from the President.
 - **National Convention:** All Executive Board members (14), up to six (6) night hotel stay and up to \$1000 for all other expenses.
 - **Southern Officers Conference or other named officers training conference:** All Executive Board members and other committee chairs approved by the President (up to 14), up to three (3) nights hotel stay, registration, and mileage/airfare. A fourth night hotel stay would need approval by the President.
 - **Executive Board Meetings:** Two (2) face to face meetings per year. All Executive Board members and other Committee Chairs approved by the President (up to 14) up to one (1) night hotel stay.
 - **Career Awareness Conferences:** All expenditures will be paid as they occur by the Executive Board.
7. All of the Executive Board members will be reimbursed for any miscellaneous supplies needed for performance of their duties up to \$500.00 annually.
 8. Each District Vice President is approved to hold at least one (1) 3-digit meeting per year and will be reimbursed up to \$600.00 for expenses. The State President or their designee will be paid mileage to attend the meeting as a speaker. The President can authorize an overnight stay for District Vice Presidents to hold a meeting in their district.
 9. The editor will be reimbursed up to \$7,000.00 for expenditures necessary to provide up to six (6) newsletters per year.
 10. The Adverse Action Chair must approve all travel requests for the Adverse Action Committee in advance. They also have the authority to approve an overnight stay due to scheduling or the expectations of exceeding an eight (8) hour day.
 11. The Chapter Treasurer shall send one half (50%) of the dues received from the UPMA National Headquarters for Postmasters Retired and Associate Members to the State UPMA Retired Treasurer monthly.

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12. The Treasurer shall secure a bond for \$250,000 incident to the duties of the office. The Treasurer shall also be required to file Federal tax for the Chapter by March 15th each year. The Chapter will pay both expenses.
13. If a State Officer or any member is also serving as a National Officer or committee member, the State will not make dual reimbursements for expenses.
14. The President is the only officer authorized to enter into contracts. The Executive Board must approve contracts, except for the State Convention, in excess of \$500.00.
15. Contracts negotiated by the Convention Chair shall be submitted to the President for approval and signature. Signed copies will be provided to the Secretary and Treasurer.

The intent of this policy is to ensure that members will be reimbursed for expenditure listed above with no personal financial gain. Hotel points and airline miles are not considered as personal gain.