



**Final Financial Guidelines
New York State Board
May 2019**

The following is a proposed policy for expenses and reimbursement by the New York State Board. This policy statement is made to ensure an understanding among the members of the State Board of her fiduciary duty to be fiscally conservative and to have a policy that can be clearly and consistently utilized.

Mission Statement: It is the duty of all members of the New York State Board to remain mindful at all times of her obligation to be fiscally conservative with the funds in the State Treasury that have been received from the dues paying members of the State of New York and through the Fundraising efforts of its members. All members will strive to limit expenses and remain cognitive of the fact that all members of the Order in New York State have the right and responsibility to question any and all disbursements.

1. Reimbursements (General)

- a. No expenses shall be reimbursed from the State Treasury without an accompanying receipt.
- b. Any and all expenses that do not pertain to travel and will exceed \$50.00, must receive pre-approval from the State President. The State President shall send a copy of pre-approval to the State Treasurer.

2. Travel Reimbursement:

- a. As notice of the meeting is given timely, the State Board Member is mandated to make travel arrangements timely to ensure that the cost of transportation is reflective of the reasonable cost. Additional expenses for luggage are not reimbursable unless the luggage is the property of the Order transported for the meeting/convention
- b. All travel expense reimbursement requests **MUST** be filed within 30 days of the completion of the travel for that event. No reimbursement will be granted after the lapse of 30 days.
- c. Travels expenses for scheduled Board meetings and conventions must be the lesser of the current mileage or lowest commercial air/train fare scheduled and booked 29 days prior to travel.
- d. Any travel arrangements made after 29 days prior to the travel date, will be reduced to the cost of the commercial fare if booked 29 days before or the mileage rate, whichever is cheaper.
- e. Travel to emergency meetings will be reimbursed at the lower rate of commercial air/train fare or mileage/tolls.

3. State Board Meeting Expenses:

- a. The State President shall advise the State Board Members of the number of nights hotel reimbursement that will be granted at the time the Call to Meeting/Convention is sent to the Board Members.
 - The State Board will only reimburse hotel expenses for up to two (2) nights during a board meeting weekend, unless a planned meeting or event requires attendance for a longer period of time.
 - If a Board member is unable to attend a meeting or an area event, hotel reimbursement will be reduced to one night. (Example: Officer's Meeting Friday evening, general Board Meeting Saturday morning; area fundraiser/testimonial dinner Saturday night. If Board member is not attending the Saturday night event or the Friday night officers meeting; no reimbursement will be granted for the second night).
- b. The State Officers and Immediate Past President shall receive full reimbursement for travel and hotel.
- c. The State Appointees shall receive reimbursement to the set amount, currently \$300.00, plus receipted expenses for printing, postage, supplies. The State Appointees shall receive reimbursement to the set amount for State Conventions, currently \$600, plus receipted expenses for printing, postage, and supplies.
- d. Past State Presidents and Past National Presidents from New York will receive up to \$150.00 in expenses plus mileage/commercial transportation cost, in accordance with the above.
- e. The State Board will not reimburse any member for the cost of a dinner held as a testimonial, regardless of the person being honored.

4. Presidential Duties and Reimbursement

- a. The State President will be reimbursed at the lower of the travel costs in accordance with the above.
- b. The State President will document all mileage reimbursement requests including dates, times, and purpose of travel. Examples: installations, meetings, etc.
- c. The State President will receive two (2) nights of hotel expenses for attendance at the National Interim Board meeting. The cost of attendance at a National President's Testimonial will not be reimbursed by the State Treasury as attendance at a testimonial dinner is outside our exempt purpose.
- d. If the State President makes a presentation of a gift to the LAOH National President, on behalf of the Ladies of NYS, she shall receive reimbursement for the receipted gift up to \$125.
- e. The State President will receive reimbursement for the cost of the dinner, one night of hotel reimbursement and travel for her attendance at the New York State AOH's President's testimonial dinner if not at the same time as the LAOH Board meeting.
- f. The State President will not receive reimbursement for any travel to a National AOH President's Testimonial Dinner outside the State of New York. If the AOH National President is a member of a New York State Division, the LAOH State President will receive reimbursement for travel expenses only if she chooses to attend that dinner.
- g. If the State President makes a presentation of a gift to an AOH State or National

President on behalf of the Ladies of New York State, she shall receive reimbursement for the receipted gift up to \$75.00. The State President's attendance at events sanctioned/sponsored by the National Board within the State of New York will be reimbursed for travel only in accordance with the policy above.

- h.** The State's President's attendance at funerals for members of the LAOH are limited to a maximum of \$50.00 per calendar year.

5. Other Officer's Additional Expenses:

- a.** In addition to the normal expenses for travel and attendance at the meeting: the following guidelines also apply:
 - b.** Vice-President shall be reimbursed for expenses accrued in the course of her duties including the purpose of awards for the Mother Teresa Award, Junior Hibernian of the Year, and Outgoing President. These expenses are not to exceed \$500.00 circulative in her term of office.
 - c.** Catholic Action Officer shall be reimbursed for all expenses and shall be responsible for the printing of programs for the Mass at the Spring Board meeting not to exceed \$75.00.
 - d.** Any, and all other officers' expenses not mentioned above that would exceed \$50.00 must receive prior approval from the President.

6. National Conventions

- a.** Officers, including the Immediate Past State President shall receive reimbursement for hotel expenses up to four (4) nights unless attendance is required for an additional day and the State President, with the approval of the majority of the Board, agrees to the additional night stay.
- b.** Travel to a National Convention must be in accordance with the above policy.
- c.** Past State Presidents will receive only package expenses to National Conventions, unless additional funding is approved by the majority of the Board to a maximum reimbursement of \$150.00 plus travel in accordance with the above.
- d.** The State Treasury shall not subsidize any Candidate's expenses for National Office
- e.** The State Treasury shall be used only to pay the State Board's portion of expenses for the State's Hospitality room. The amount will be determined by a vote of the membership, during the State Board meeting that immediately precedes the National Convention.

7. Budget

- a.** The State President shall present a proposed budget to the State Board within 60 days of installation. Her use of a budget committee does not toll the 60-day time limit.
- b.** The budget shall be based solely on income from dues and one half of the prior terms averaged annual fundraising income. Example: If \$13,500.00 was collected in State Dues; \$4,000.00 raised in calendar sales; \$2,000.00 in raffles and shirt sales: the next year's budgeted income is \$16,500.00.
- c.** The expenses of the State Board cannot exceed the amount of projected income.
- d.** Upon receipt of the proposed budget, the members of the State Board will, within 14 days provide their opinions to all other members of the Board via e-mail.
- e.** The State President will call for a vote on the Budget at the next Board Meeting.
- f.** The State President cannot exceed the projected cost of any event without additional income having been received by the State Treasury. Example: if the budgeted expenses for National Convention is \$9,000.00; the State President, after reviewing the final projected costs, cannot allow reimbursement over \$9,000.00 without additional funds having already been raised and received into the treasury.
- g.** If, due to unforeseen circumstances, there are insufficient funds to cover an event (i.e., State Board Meeting, State Convention, etc.) the State President shall advise the Board of the lack of funds and direct that full reimbursement will not be provided due to lack of funding as follows:
 - i.** For a National Convention: no reimbursement to past State Presidents in ascending order; if still insufficient funds, reduction to State Appointees.
 - ii.** For State Conventions, Board Meeting: no reimbursement to National Officers and Past National Presidents in ascending order.
 - iii.** For other events: reimbursement divided among officers mandated to attend, with no reimbursement to appointees.