

Policy Title:	Disbursement of Funds	Adopted Date:	10-16-02
Policy Category:	Financial	Review Date:	1-22-2014, 7-28-15
Policy Number:		Amended Date:	1-22-2014; 8/12/2015

Purpose: To outline controls for funds to be disbursed

Policy: Treasurer will make disbursements from Chapter funds according to these policies and protocols:

Procedure:

- All checks will have two signatures of the President, Treasurer, or a Director approved by the Board of Directors, and recorded with the Bank. No officer will sign a check payable to himself or herself.
- All requests for reimbursement to an HFMA member will be accompanied by an expense report form; this can be their corporate form or the TNHFMA form. The form must show the expenses to be reimbursed, include copies of receipts, and indicate what type of expense and what program or service it relates to in the HFMA budget.
- All expense submissions for reimbursement should be completed and submitted to the Chapter Treasurer in a timely manner, i.e. within 30 days of when the expense was incurred. Exceptions to this policy must be approved by the chapter President.
- If the item is reimbursement for an officer per a policy or budgeted item, it will only require their signature and the approval of the Treasurer.
- If the item is reimbursement for other budgeted items, it will require the approval of the Chair of the committee that instigated the expense, or the Board member in charge of that committee, or their designee.
- If the expense is not budgeted it will require this sign-off:
 - \$300 < any officer signature
 - \$300 to \$999 President approval
 - \$1,000 Board of Director Approval with majority vote

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- Non-members that have paid expenses on behalf of HFMA should submit the expense report or invoice for reimbursement; i.e. speakers getting reimbursement for travel costs etc. These will require approval from the Committee Chair-person, Board member in charge, or the President or their designee prior to reimbursement.
- All invoices for services by vendors to TNHFMA must include approval by the responsible member according to these standards:

Budgeted expense must be approved by the Chair of the Committee responsible for initiating the expense, or the Board member in charge of the committee – or their designee. The service performed, type of expense, and program or service involved must be included with the payment request. Invoices from vendors for unbudgeted items will require the same approval.

Board approvals as indicated above for member reimbursement requests.

- Vendors can direct bill to Treasurer to expedite payment; but Treasurer must be provided information by the appropriate Chair or Board member as noted above, indicating required information. This can be faxed, e-mailed, or mailed to Treasurer under separate cover from Invoice. Payment will not be made until both the invoice, and the approval information are received.