

STATE ENGINEERING ASSOCIATION

STATEMENT OF POLICY - 3

SUBJECT: Financial Policies, Accounts and Reports

WHEREAS Article 5, Section 3 of the By-laws gives the Board of Directors full supervision and control of the Association funds and directs the Board to set the policy for signing or endorsing checks, drafts, or other orders for payment of money, notes, or other evidences of indebtedness; and,

WHEREAS Article 6, Section 5 of the By-laws directs the Treasurer to collect, keep, disburse, account and prepare financial reports for the funds of the Association in the manner prescribed by the Board of Directors;

BE IT THEREFORE RESOLVED that the Treasurer maintain a checking account and savings account in the name of the State Engineering Association for collecting, keeping, and disbursing the funds; and

BE IT FURTHER RESOLVED that the Treasurer shall maintain liquid assets (checking, savings passbook, certificates and cash fund or equivalent) in an amount equal to 20% minimum of the total disbursements for the previous two fiscal years as shown on the annual treasurer's reports. In the event that the above said amount falls below the stated base level, the Association Treasurer shall inform the Association President of such condition so as to allow for the inclusion of the subject of "a general dues increase" to the agenda of the annual membership meeting of the Association.\*

BE IT FURTHER RESOLVED that all checking and savings accounts be set up so that withdrawals from these accounts shall be authorized by the signature of one of the five Association officers.+

BE IT FURTHER RESOLVED that the Treasurer use a double entry ledger method of accounting using an expense account heading the major budget items, and prepare a Monthly Statement of Worth and Accounts and a Monthly Paid Membership Report to include Section totals on which Section dues returns will be based; and

BE IT FINALLY RESOLVED that the following timetable deadlines be followed in order to file the U.S. IRS Informational Return, Form 990, or its equivalent on time:

1. July 31 - End of fiscal year;
2. August 10 - Annual Statement of Dues Returns to Local Section Presidents from SEA Treasurer;
3. September 1 - Local Section Annual State of Worth & Accounts and the Local Audit Report to SEA Treasurer;
4. September 15 - SEA Annual Statement of Worth and Accounts to Audit Committee Chairman;
5. Annual Meeting - SEA Audit Report due; (Ref: By-laws Art. 3, Section 2c)
6. November 15 - Send in U.S. IRS Form 990 or equivalent;

7. December 15 - U.S. Form 990 or equivalent due, 135 days after end of fiscal year per present law.

ACCEPTED AS STATEMENT OF POLICY  
EFFECTIVE June 9, 1973 BY  
BOARD OF DIRECTORS

Supersedes Policy #3 dated March 15, 1972

Amended October 2, 1976

\*Amended June 16, 1984

+Amended August 18, 1990