

## **2.9. FINANCE**

**2.9.1. TERM:** One year

**2.9.2. PURPOSE:** The purpose of the committee is to prepare a working budget for the association.

### **2.9.3. COMPOSITION:**

2.9.3.1. The chairperson of this committee is the current KSMA Treasurer.

2.9.3.2. Members of the committee are the President, President-Elect, Past President, and Past Treasurer.

### **2.9.4. DUTIES:**

2.9.4.1. To prepare a budget for the KSMA current year in accordance with the proposed budget presented to the Treasurer at the beginning of the term.

2.9.4.2. Prepare and submit a proposed budget to the KSMA Executive Board before the first scheduled meeting of the new KSMA year.

2.9.4.3. To prepare an annual written report, in triplicate, and present to the Board of Directors at the last KSMA Board of Directors' meeting

### **2.9.5. EXPENSES:**

2.9.5.1. Expense vouchers must be completed, signed, and submitted to the treasurer before any bills can be paid.

2.9.5.2. Receipts or invoices must accompany all vouchers; however, receipts for mileage expenses are not necessary.

2.9.5.3. Any expenses incurred while in office must be submitted for payment at least 10 days prior to the fall KLA meeting. This will enable the treasurer to pay all bills and prepare the books for audit.

2.9.5.3.1. If this deadline cannot be met, a written explanation should accompany a completed and signed voucher and should be submitted to the treasurer prior to the fall KLA/KSMA joint conference.

2.9.5.3.2. Invoices/receipts should be submitted as soon as possible.

2.9.5.4. Travel expenses for members of the Board of Directors and appointees attending KSMA Board of Directors' Meeting are allowed at the rate of KLA mileage rate per car for meetings not held in conjunction with workshops or regular annual meetings such as

the fall KLA/KSMA joint conference. If the meeting is held 100 or more miles from a member' s home, \$50.00 per nightodging expense is allowed.