



SEA POLICY HANDBOOK

Adopted October 3, 2000
Amended April 10, 2006
Amended May 21, 2007
Amended May 9, 2011
Amended May 14, 2012
Amended May 11, 2015
Amended May 3, 2021

I. GENERAL FINANCIAL POLICIES

- A. The Treasurer is authorized to pay routine and regular expenditures without prior approval (i.e., phone bill, association leave, dues payments, etc.). However, all expenditures shall be presented to the Representative Assembly for retroactive approval.
- B. The Treasurer shall submit for Representative Assembly approval only those expenditures which have been properly vouchered. Proper vouchering requires a valid receipt for any expense over \$10.00. In cases where the expenses are under \$10.00, and a receipt is unobtainable, an itemized list will suffice.
- C. The Treasurer shall inform the Representative Assembly of any expenditures which are unusual Association expenses or that would exceed the budget in a given category.
- D. In order to expend money in excess of a budgeted line item, the Representative Assembly shall authorize going over budget in that line item by separate motion, prior to voting on the bill payable.
- E. The Treasurer is authorized to transfer funds at any time, without prior approval, between the Association's accounts.
- F. Association funds shall never be spent to fulfill any Schaumburg Education Association Political Action Committee (SEA PAC) needs, even if subsequently reimbursed.
- G. There will be no cash advances without prior Executive Board approval. Within thirty (30) days of any cash advance, the recipient shall submit an expense report, along with a reimbursement check for any unused funds. In the event that a report is not submitted, the SEA Executive Board will direct that a letter be sent to the recipient(s) asking that a report be submitted or the full amount advanced be returned.

H. Mileage shall be reimbursed at the IRS allowable rate per mile for the President, Vice-President, and other elected officers on Association business.

I. All vouchers for reimbursement shall be submitted within thirty (30) days following the expense incurred. In order for the Treasurer to close the books for the current fiscal year, all vouchers for that year must be submitted no later than August 15.

II. Illinois Education Association (IEA) and National Education Association (NEA) Representative Assembly Reimbursement

A. The SEA budget will reflect reasonable expenses for funding a delegation, as regulated by IEA & NEA Bylaws, to the NEA Representative Assembly and the IEA-NEA Representative Assembly. Lodging will be expensed assuming double occupancy when possible.

B. Mileage to the NEA Representative Assemblies shall be paid at the IRS allowable rate per mile. Reimbursement shall not exceed the highest SEA delegate round-trip airfare at the economy rate.

C. Eligible delegate expenses incurred while representing the Association at said Assembly shall be as follows: travel, meals, and lodging. In no case will sightseeing, entertainment or social activities be eligible, nor will any expenses for anyone other than the elected delegates.

D. Should a delegate arrive late, leave early, or be unable to attend one of the meeting days, prorated funding may occur, pending Executive Officer review.

E. Within thirty (30) days after any convention, each delegate shall submit an expense report accompanied by receipts along with a check for any unused funds. In the event that a report is not submitted, the SEA Executive Board will direct that a letter be sent to said delegate(s) asking that a report be submitted or the full amount advanced be returned.

F. A copy of these policies and the current expense report form shall be given to each delegate.

III. HONORARIA

A. The following Association leaders shall receive an annual honorarium:

- President
- Vice-President
- Secretary
- Treasurer

B. Honoraria shall be paid in two (2) equal payments (December 1 and June 1).

C. Honoraria shall be determined by calculating 8% of the Step One/Bachelor's base salary for the President, Vice-President, Secretary, and Treasurer. The Budget

Committee will review the honorarium amounts annually and present proposals to the Executive Board. Changes to the honorarium amounts must be approved by the Representative Assembly.

D. In the event that an officer cannot fulfill the full term of office, the honorarium shall be prorated.

E. The required deductions (e.g. taxes, TRS) shall be withheld and proper filing or tax reports shall be paid in a timely manner for each honorarium.

IV. STIPENDS

A. The following Association Executive Board members shall receive annual stipends:

- Negotiation Chair (during the negotiation year only)
- Sick Leave Bank Chair
- Membership Chair

B. Stipends shall be paid in two (2) equal payments (December 1 and June 1).

C. The Budget Committee will review the stipend amounts annually and present proposals to the Executive Board. Changes to the stipend amounts must be approved by the Representative Assembly prior to the end of the year.

D. Should the Negotiation Chair be the full-time release president, the stipend will be waived.

F. In the event that a vacant Executive Board position, as listed above, is filled during the course of the school year, the stipend shall be prorated.

G. The required deductions (e.g. taxes, TRS) shall be withheld and proper filing or tax reports shall be paid in a timely manner for each stipend.

V. RECOGNITION

A. Exemplary career and/or union achievement may be acknowledged through action by the Representative Assembly.

B. In the event that the Executive Board is notified of a major personal life event a card of acknowledgement may be sent.

VI. MEMORIALS

The President shall direct that a memorial will be initiated if the death of an active member, a member who is on leave, a retired member, or a parent, spouse, or child of an active member has occurred. Notification of the death should be made to the President, Secretary, Treasurer, or Building Representative before the memorial is initiated.

A. In the event of a death of an active member, a \$100.00 memorial shall be sent in remembrance of the deceased member. The \$100.00 memorial shall be sent to the recipient designated by the surviving family. Acknowledgement of the memorial donation shall be submitted into the minutes of the Representative Assembly.

B. In the event of a death of a member who is on leave, a memorial shall be sent in remembrance of the deceased member. Acknowledgement of the memorial donation shall be submitted into the minutes of the Representative Assembly.

- If the member was on a medical leave that led to death, a \$50.00 memorial shall be sent to the recipient designated by the surviving family.
- If the deceased member was on a non-medical leave, a \$25.00 memorial shall be sent to the recipient designated by the surviving family.

C. In the event of a death of a retired member, a sympathy card shall be sent to the surviving family. Acknowledgement of the sending of the memorial card shall be submitted into the minutes of the Representative Assembly.

D. In the event of a death of a parent, spouse, or child of an active member, a sympathy card shall be sent to the surviving member. Acknowledgement of the sending of the memorial card shall be submitted into the minutes of the Representative Assembly.

VII. INTERNAL CONTROL

Internal control is the system of checks and balances used to minimize the likelihood of errors or misappropriation of assets, and to make detection of errors easier, should they occur. It is the responsibility of the officers to their membership to safeguard assets of the Association.

A. Log cash receipts monthly to the ledger. The purpose of making a list of all checks and cash received is to ensure that a timely record is made of the amount that was received.

B. All disbursements shall be made by check and supporting documents kept for cash disbursements. This is to ensure that there will be permanent records of how much, and to whom, money was paid. Checks shall always be payable to a specific person/company.

C. Two signatures shall be on all checks.

D. The President shall receive the bank statements from the bank.

E. Pre-printed checks shall always be used.

F. The bank statement shall be reconciled each month.

G. In no case shall any bank withdrawals be made in cash.

H. All expenditures of \$500.00 or more, excluding approved travel advances, approved honorariums, and IEA/NEA dues payments, shall be brought to the SEA Executive Board for approval before the payment is made and then it will be reported to the Representative Assembly.

I. At the discretion of the Executive Board, additional accounts can be opened (i.e. Money Market, CD).

VIII. AUDIT COMMITTEE REVIEW OF ASSOCIATION FINANCIAL TRANSACTIONS AND RECORDS.

The following is the checklist to be used by the Audit Committee:

- A. Obtain the cash receipts journal and perform the following:
 1. Scan the entries and look for any unusual receipts.
 2. Obtain support for entries noted in (1).
 3. Trace the total of the cash receipts to the bank statements.
- B. Obtain the cash disbursement journal and perform the following:
 1. Scan the checks listed and look for any unusual items or payees, as well as high dollar amounts.
 2. Obtain supporting invoices for each item in (1).
 3. Examine the check numbers and determine that they were listed in sequence and no check numbers were skipped. Verify the retention on voided checks.
 4. Compare issued checks to the vouchers and the bank statement.
 5. Scan the bills paid to determine that they were paid in accordance with the Association's Financial Policies and Handbook.
- C. Obtain the Treasurer Report for each month and perform the following:
 1. Match the bank Treasurer Report to the bank statement for each month.
 2. Review to make sure reconciling items are accurate, reasonable and valid.