

## **Education Minnesota – Lewiston-Altura Financial Operating Policies**

### **Expense Reimbursements and Payment of Bills**

It shall be the policy of Education Minnesota – Lewiston-Altura that the treasurer be authorized to pay all bills upon receipt of an expense reimbursement form (with all receipts attached) that is appropriately completed and signed by the member. The local will not advance member's money. All original receipts (e.g., airfare, parking, food, hotel, taxi) where reasonably possible, shall be attached to the expense reimbursement form when a member is requesting reimbursement of expenses. Our guideline is: "No Receipt - No Money!" If a receipt is lost, an explanation must be provided on the expense reimbursement form. Expense reimbursement beyond or not delineated in these policies must have prior approval from the local.

### **Signatures on Checks/Expense Reimbursement Forms**

It shall be the policy of Education Minnesota – Lewiston-Altura that both the treasurer and president shall sign expense reimbursement forms and that the local shall further require two signatures on all checks. The two signatures shall be the treasurer and president or their designee.

### **Payment of Stipends**

It shall be the policy of Education Minnesota – Lewiston-Altura to pay stipends annually at the last general membership meeting of the school year. If there is a resignation in a position for which a stipend is paid, the fee will be prorated for the time served. If the local pays all or a portion of the dues for a member and pays a stipend, and the total amount of the two exceeds \$599, it will require the local to file Form 1099-MISC with the IRS for that money.

### **Payment of Dues**

It shall be the policy of Education Minnesota – Lewiston-Altura that to maintain membership in good standing, each member submits payment of dues through payroll deduction.

### **Meal Allowance**

It shall be the policy of Education Minnesota – Lewiston-Altura to reimburse meal expenses up to the following maximum rates: Breakfast: \$10 Lunch: \$15 Dinner: \$20 Special Events: \$30

### **Donations and Charitable Contributions**

It shall be the policy of Education Minnesota – Lewiston-Altura to hold membership in and/or contribute to charities and organizations, which advance the cause of public education, children, and members. The Education Minnesota – Lewiston-Altura Executive Committee shall review and make recommendations for donations/contributions to the full membership for approval.

### **Attendance at Conventions, Conferences and Workshops**

Education Minnesota – Lewiston-Altura requests that members submit convention, conference, and workshop expenses to Hiawatha Valley Teachers United (HVTU) for reimbursement or obtain prior-approval reimbursement authorization from HVTU before attending an event. Members are encouraged to become familiar with the reimbursement policies of HVTU.

It shall be the policy of Education Minnesota – Lewiston-Altura that members must submit a completed reimbursement expense form, accompanied by original receipts. Individuals will only be reimbursed for actual expenses incurred. No reimbursements will be made without the actual receipts. When possible, the treasurer will pay in advance the member’s registration fees, airline tickets, and hotel deposits directly to the agencies involved. Education Minnesota – Lewiston-Altura will pay hotel room rate and all meals except those paid for by the sponsoring organization. Itemized miscellaneous and extraordinary expenses will also be reimbursed. Education Minnesota – Lewiston-Altura encourages participants to attend all business sessions and to provide an oral or written report to the local.

### **Mileage Rate**

It shall be the policy of Education Minnesota – Lewiston-Altura to set the mileage rate at the current IRS rate.

### **Investments**

It shall be the policy of Education Minnesota – Lewiston-Altura that the treasurer and president be authorized to invest monies whenever it seems reasonable to do so and to report this to the membership.

### **Conflict of Interest**

It shall be the policy of Education Minnesota – Lewiston-Altura’s officers and executive committee to act in the best interest of the local. Any conflict of interest shall be disclosed. The policy shall be reviewed annually.

### **Annual Local Audit**

It shall be the policy of Education Minnesota – Lewiston-Altura to annually appoint an internal audit committee to conduct the annual audit. The audit will be presented to the full membership. The report will be published and made available to the membership. A copy of the audit report will be submitted to Education Minnesota by the sixth month after the end of the fiscal year.

### **IRS Form 990**

The local is required to file IRS Form 990-EZ by the 15th day of the fifth month after the close of the fiscal year.

### **Budget**

A local budget shall be adopted annually.

### **Document Retention Schedule**

<i>File Category</i>	<i>Record</i>	<i>Recommended Retention Period</i>
Union Records	Constitution and Bylaws (including all amendments)	Permanently
	Conflict-of-interest disclosure forms	Permanently

	Meeting minutes (board and committee meetings)	Permanently
Tax Records	Tax-exemption documents and related correspondence (Determination letter, letter assigning Employer Identification Number)	Permanently
	IRS Form 990-N (e-Postcard) filing confirmation	Permanently
	IRS Form 1099-MISC and Form 1096	Permanently
	Correspondence with the IRS	Permanently
Finance and Administration Records	Approved budget	7 years
	Audit reports (internal)	7 years
	Bank statements and reconciliations	7 years
	Contracts and leases (still in effect)	Permanently
	Canceled checks (except as noted below)	7 years
	Canceled checks (for important payments, such as taxes, purchase, property, special contracts, etc.) Checks should be filed with the papers pertaining to the underlying transaction.	Permanently
	Check registers and books	7 years
	Deposit records	7 years
	Disbursement records, including check request forms with invoices, receipts, etc.	7 years
	Financial operating policies	Permanently
	Financial statements (end-of-year)	Permanently
	Membership rosters	7 years
	Membership applications and renewal forms (prior to 2017-18)	7 years
Membership applications and renewal forms (beginning 2017-18 and going forward)	Permanently	

**Conflict of Interest Policy**

As an officer or executive committee member of Education Minnesota – Lewiston-Altura, I will perform my duties with honesty and integrity, and act in the best interest of the local. I will not participate in:

1. Any action or transaction that is in conflict or gives the appearance of conflict with the best interests of the local.
2. Any action or transaction for the gain of personal interest.
3. The acceptance of third party gifts, compensation, or loans.
4. The disclosure of confidential information about the members of Education Minnesota – Lewiston-Altura.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## General Operating Policies

### Retirements

To be equitable to those retiring from year to year, EMLA will give a check for \$250 to retiring members in good standing for their service in the union. The EMLA Treasurer will be responsible for writing the check, in cooperation with the EMLA secretary, and will present each retiree their check at the member's final union meeting.

### Teacher of the Year (TOY) Committee

**Each year the TOY committee completes the following tasks:**

1. **In April of each year:** collects nominations from current members of the union membership using a form approved by the committee. **Allow two weeks for nominations to be created and submitted.** *To be nominated, a teacher must be a current member of the local union.* There is one category for the Early Childhood - grade 6 age group and one category for grades 7 – 12. If a teacher teaches in multiple categories/buildings, then the nomination is listed with the group of the person that made the nomination.
2. Sends out nominations to the general membership for review. **Allow one week for review before voting.** In the event of a single nominee in an age group category, that nominee is the winner.
3. Sends out ballots to the general membership. **The voting takes place over one week.**
4. Collects ballots and determines the winner. In the event of a tie, there will be two winners.
5. Orders plaques for the winners.
6. **Announces the winners at the workshop on the last day of school.** The teachers of the year also ride in a float during the Homecoming parade.