

Finance Policy of the Texas Environmental Health Association

The following polices were revised by the Governing Council of Texas Environmental Health Association on August 3, 2007

- No. 1. Reconciling Bank Statements-** The association and each chapter shall develop a system to reconcile bank accounts. An audit committee shall be appointed to annually audit all bank accounts and report the results to the Governing Council.
- No. 2. Receipts-** Receipts shall be required for all reimbursements and shall be issued for all monies collected.
- No. 3. Bonding-** The Executive Secretary-Treasurer and the local chapter treasurers shall be bonded under the umbrella bond of TEHA.
- No. 4. Proper Use of Funds and Expenditures –** All Expenditures shall be made for the purposes outlines in the Articles of Incorporation and Constitution of the Association which are to provide education and professional development to its members and promote public health. Monies shall be used in accordance with TEHA’s status as a 501(c)(3) non-profit educational corporation. No monies shall be used for direct benefit of its officers or members except to pay reasonable compensation for services rendered or for payment in furtherance of the purposes set forth in the Articles of Incorporation and Constitution of the Association. (Adopted April 8, 2006)
- No. 5. Bank Statements-** An original of each chapter bank statement shall be forwarded to the Executive Secretary-Treasurer, either by the bank or by chapter officers, on a monthly basis, or as often as they are generated by the financial institution, for the purposes of audit and record keeping.
- No. 6. Taxes-** The Executive Secretary-Treasurer shall be responsible for making sure that proper tax forms are submitted as required by tax law.
- No. 7. Scholarships-** Scholarships may be awarded at the state and chapter level. Applicable scholarship tax records and forms will be prepared and submitted by the Executive Secretary-Treasurer.
- No. 8. Treasurer Reports-** A report from each chapter treasurer indicating revenues, expenditures, and account balance(s) for the previous 3 months, will be delivered to the Executive Secretary-Treasurer 10 days prior to each Governing Council meeting.
- No. 9. Changes in Chapter Treasurer position-** Local chapters will advise the Executive Secretary-Treasurer immediately when a change has occurred in the chapter treasurer position. The Executive Secretary-Treasurer shall promptly notify the bonding company of those changes.
- No. 10. Annual Reports / Receipts –** Local chapters will send original receipts along with the completed reports no later than January 31st to document expenditures of the proceeding fiscal year.
- No. 11. Gifts and donations:** No cash or anything of value purchased by Texas Environmental Health Association shall be donated directly to any other

non-profit entity as defined by the IRS. Donations of time or service to other non-profits are allowed. Collection of items or donations of money from individual members may be made to other non-profits.

No. 12. Door Prizes: The purchase of door prizes used to encourage members to attend meetings shall not exceed \$25 for any one door prize.

No. 13. Local Chapter Reimbursements – Should any local chapters fail to comply with the provisions of this Financial Policy, the \$10 per member reimbursement will be withheld until such time as the chapter complies with this policy.



Ginger L. Shaffer, RS
Executive-Secretary-Treasurer
Adopted August 3, 2007