



# Policies and Procedures

Adopted by  
VGFOA Executive Board  
October 19, 2011

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## **Section I – Implementation of By-Laws**

## Chapter 1 – Name and Mission

### **By-Laws Article I - Name**

The VGFOA filing status and all filings with the Internal Revenue Service (IRS) shall be maintained for membership to view and shall be retained in the permanent records of VGFOA, held by the Executive Secretary.

### **By-Laws Article II – Mission**

1. The Mission Statement shall be materially compliant with the IRS purpose statement on file and shall remain in effect with current operation of VGFOA.
2. An annual report will be prepared by the President and provided to the membership which will give the membership a report of activities of the VGFOA including progress on items identified in the Strategic Plan.
3. Because the Mission Statement is stated in its entirety in the By-laws, these policies shall define the “tag-line” for the VGFOA as “Developing Governmental and Financial Leaders.”
4. The tag-line shall appear on all letterhead and communications of the VGFOA wherever practical.
5. Any logo of the VGFOA shall also be approved by the Executive Board.
6. The Mission Statement shall be clearly visible for members to see at conferences, on the Website and in other practical instances of communications.

## Chapter 2 – By-Laws Article III – Membership

The Executive Board shall approve annually, in conjunction with the budget, all fee rates, and due dates for membership fees.

The membership year runs from January 1<sup>st</sup> to December 31<sup>st</sup>. Invoices for membership dues shall be e-mailed by November 30 of each year and shall be due by January 31. A second “reminder” notice shall be emailed by January 5 to members with outstanding dues.

Members who have not paid their dues by January 31 shall be assessed a \$10 late fee on February 1. New members joining after February 1 shall not be assessed a late fee.

Membership shall be temporarily suspended upon non-payment by January 31<sup>st</sup>. Membership privileges shall not be reinstated until the dues and late fee are received.

Once membership dues have been paid for the year, membership shall be granted to both the employee enrolled as a member and the entity that sponsored such employee through December 31<sup>st</sup>. Membership status will be provided to the employee if they transition to another employer during the year. The original employer will also be granted membership for the individual assuming the vacated position.

Members will pay a lower fee than non-members to attend VGFOA conferences and training classes.

## Chapter 3 - Article IV – Executive Board

See Section II on Officers of the Executive Board

## Chapter 4 – By-Laws Article V – Election of Executive Board

The By-laws enable the Executive Board to prescribe the manner in which the elections are held.

The Nominating Committee shall be appointed by the President at least 90 days prior to the annual business meeting. This will enable the committee to meet and present a draft slate of candidates to the Executive Board at least 30 days before the annual meeting. The draft slate may be presented to the Executive Board electronically. If it so chooses, the Executive Board may vote to approve the slate at that time, or it may provide feedback to the Nominating Committee and withhold formal action on the slate until its fall board meeting.

The Nominating Committee will be chaired by the immediate Past-President and be comprised of at least three but no more than five past-presidents. The names of the nominating committee members should be made available to the membership as a whole and the nominating committee process should also be communicated to the membership via newsletter or other form of communication.

The Nominating Committee will solicit potential candidates and weigh the following factors in declining order:

- Service of candidate to the VGFOA, including serving as a VGFOA Committee chair or VGFOA committee member.
- Commitment of candidate to adequately devote time and resources to the VGFOA.
- Achieve diverse and representative Executive Board covering broad areas of geographic, governmental structures and fiscal expertise roles.
- The Association's need for new ideas and perspectives that can be attained by first time Board members.

For the offices of President, President-elect and Treasurer, the Nominating Committee should also consider leadership attributes in serving the organization over the long-term, managing contractual relationships and other duties assigned to such board members.

The nominating committee may require submission of a form for all nominees, and it may establish deadlines for this process as it feels are necessary.

After an interval of three years, Past Presidents may be eligible for one additional three-year term. However, Past Presidents will not be eligible for nomination to any officer positions.

If applicable, a final nominating slate will be presented to the Executive Board at the Board meeting prior to annual election. A simple majority of the Executive Board is required to accept the slate for presentation to the full membership.

If the Executive Board proposes changes to the slate, a two-thirds majority of the Executive Board will be required to accept the revised slate for presentation to the full membership.



The Nominating Committee will present the slate to the membership at the annual business meeting with a voice vote held to record the vote. If there are no objections, then such slate will be considered approved unanimously.

If the vote is not unanimous, form ballots will be made available for the membership to vote, and the results will be tallied and announced within 24 hours of receiving the ballot.

## Chapter 5 – By-Laws Article VI - Annual and Special Meetings

The annual business meeting shall be at the Fall Conference.

The requirement of providing at least 30 days prior to the annual meeting shall be met via advertising of the fall conference.

Special meetings shall meet all notice requirements (at least 10 days prior to the meeting).

The Executive Board will enter into closed session for those discussion items that meet criteria for organizational closed session discussions.

The Executive Board may correspond with one-another via e-mail and/or conference call with results of the Board's opinion or vote documented in subsequent minutes of meeting.

Regularly scheduled Executive Board meetings will occur at least four times per year with the following schedule as a guideline (actual meeting schedule determined at the last Executive Board meeting of the calendar year at times and places most convenient to Executive Board members):

- February or March – at a mutually agreed-upon site and time
- May or June – just prior to the spring conference
- Summer – optional retreat at President's discretion and subject to funding availability
- October – just prior to the fall conference. In addition, at the President's discretion, a brief meeting of the new Board may be held at the conclusion of this conference
- November or December – at mutually agreed-upon site and time

## Chapter 6 – By-Laws Article VII – Amendment of By-Laws

The By-laws Committee shall be comprised of the immediate Past-President and two active Board members appointed by the President.

The President shall establish the committee by January 1 of each year. The immediate Past President shall chair the committee with the goal of having the By-Laws reviewed, and if any edits are proposed by the committee, to have such edits presented to the Executive Board no later than the spring conference meeting. Proposed edits to the By-Laws shall have two-thirds majority support of the Executive Board to be moved to the full membership for consideration.

Prior to taking proposed By-Law amendments to the membership, the Executive Board should seek review by its attorney of such proposed changes.

Proposed by-law amendments shall be made available to the full membership at least 30 days prior to their consideration at the annual business meeting. Majority vote of the attendees at the annual meeting shall constitute approval of By-Law amendments.

## Chapter 7 - Article VIII – Rules of Conduct of Meetings

The Past-President shall serve in the role as understanding the Robert's Rules of Order in order to best conduct the meetings should such consultation be needed.

If it appears that a unanimous vote is not reached via a voice vote, then a roll call shall be done for Executive Board meetings and a ballot format for annual business meetings for the membership.

### Attendance at Meetings and Provision of Appropriate Resources

In order for the business of the VGFOA to be conducted properly, attendance at meetings and the provision of appropriate resources is expected from each and every Executive Board member.

Members who fail to attend 50% of scheduled VGFOA Board meetings during their term and/or who fail to perform their duties (e.g., commitments to assigned duties, committee oversight, etc.) may be removed from the Executive Board, upon vote by the Executive Board, with the resulting vacancy filled in accordance with the By-laws.

## **Section II – Officers of the Executive Board**

## Chapter 8 – President

**Role of the President** – to oversee the Executive Board in meeting goals and other assigned duties through contract oversight of Executive Secretary, formulation of agenda items, conducting board meetings in a proper manner and oversight of other contracted services including: risk management (insurance), legal counsel, audit, administrative services, and education services. The President shall approve all committee assignments. The President shall serve as the chair of the Audit Committee. The President shall also serve as the GFOA State representative and shall coordinate presentation of GFOA Certificates of Achievement to Virginia localities.

### **Duties**

#### Retreat

As part of any strong organization, the VGFOA should hold a formal Board retreat at least every five years to best position itself over the long-term. During the Retreat, the Board should review and update the Strategic Plan and the established Code of Ethics.

#### Risk Management - Insurance

All insurance coverage of the VGFOA and contracted vendors shall require a certificate of insurance to be filed in the VGFOA permanent records.

Insurance – the VGFOA shall always maintain adequate coverage for directors/officers liability, general liability and surety bond coverage in a contractual relationship that is reviewed annually with the vendor to ensure that proper insurance coverage is in force.

General liability coverage - coverage shall be at least \$1 million per occurrence and \$2 million in the aggregate per year.

Directors and Officers - coverage shall be at least \$1 million per occurrence and \$2 million in the aggregate per year.

Surety Bond – coverage shall be at least equal to 50% of previous year-end's cash balance.

Professional liability insurance (e.g., Continuing Professional Education (CPE) risk, misinterpreted guidance provided, etc.) shall be mitigated through oversight by the Executive Board.

#### Risk Management - Business Contingency/Continuity Plan

A business contingency/continuity plan shall be formulated and maintained by the organization that shall address loss of permanent records, contracted service discontinuance, website shutdown and other events that would cause the organization risk in membership, educational training and fiscal loss.

### Other Contractual Relationships

Legal – the VGFOA shall maintain access to legal counsel services that may be accessed in a timely manner for those issues that may require counsel and if under a contractual agreement, such agreements would be reviewed annually.

### Audit Committee

An Audit Committee shall be comprised of the President, President-elect and Past-President with the President serving as chair. The Audit Committee shall make its report to the Executive Board at the Spring Board meeting for the preceding fiscal year. The final report shall be posted on the VGFOA website ~~to~~ for review by the full membership following the report to the Executive Board.

### GFOA Liaison

Organize Board members to present GFOA CAFR and Budget awards to Virginia jurisdictions that request this. Attend the State representatives meeting at the GFOA Annual Conference. Organize the Past President and Board member dinner at the GFOA Annual Conference.

*Amended August 4, 2017*

## Chapter 9 – President-Elect

**Role of the President-Elect** – to serve in the President’s role in the President’s absence, committee oversight and other leadership roles and special committees for assigned tasks from the President.

### **Duties**

Prepare for the assumption of the President role in the subsequent year.

Coordinate and oversee all standing committees.

Act on behalf of the President in the President’s absence or upon concurrence by the President.

Undertake special tasks that further the mission of the VGFOA as assigned by or agreed upon with the President.

Organize the breakfast for Virginia attendees at the GFOA Annual Conference.



## Chapter 10 – Treasurer

**Role of the Treasurer** – to provide oversight over the proposed budget formulation for the Executive Board, present Board financial reports, monitor compliance with financial policies and ensure that actual revenues and expenditures are being recorded and supported in a proper manner. See also Section VI Financial Policies and Procedures.

### **Duties**

#### Audit

VGFOA shall contract with an independent certified public accountant to perform an annual audit of all funds under the control of the VGFOA.

The Treasurer and Executive Secretary shall work together to select the audit firm through a competitive process. Written quotes or a formal request for proposal process may be used.

The audit contract should be for three years with an option to renew for up to two additional one year periods.

For any opinion other than an unqualified opinion or any management letter comments, a corrective action plan shall be formulated by the Treasurer and Executive Secretary adopted by the Executive Board within three months of receipt of the report from the auditors.

The Treasurer and Executive Secretary shall coordinate all audit-related services and shall ensure that all records are complete and control/compliance inquiries are addressed.

Year-end unrestricted net assets shall be greater than 15% of actual revenues with any balance less than such percentage to be addressed by Treasurer and Executive Secretary in a corrective action plan to achieve such threshold during next fiscal year.

The audit shall also ensure compliance with required IRS reporting (e.g., Form 990, Form 1099) within prescribed deadlines.

The audit, to the extent practical, shall also determine compliance to by-laws and polices established.

## Chapter 11 - Past-President

**Role of the Past-President** – to chair by-laws committee, chair nominating committee, and ensure rules of meeting (as defined per by-laws) are followed. The immediate Past President may undertake other leadership roles and special committees as requested by the President.

### **Past-President – Duties**

Ensures rules of meeting are followed

Serves as Chair of the Nominating committee (communicates with Board nominees after Board has approved the slate recommended by the Nominating Committee)

Serves as Chair of the Bylaws Review Committee

Conducts other duties as assigned by President

### **Joseph N. Black Lifetime Member Award**

Joseph N. Black Lifetime Member Award – recognizes retired members who have made outstanding contributions to the field of public finance in the Commonwealth. The award was named in honor of Joseph N. Black, founding member of VGFOA. As this is a prestigious award and recognizing the fact that Executive Boards do transition over time and may not be cognizant of the merits of someone who is now retired, the Nominating Committee will maintain a list of potential candidates and their contributions that were noteworthy.

Annually, the Nominating Committee will recommend to the Board one to three members for the Award.

All Joseph N. Black Lifetime Member Award recipients will be recognized on a plaque that the VGFOA shall display at the annual conference and through recognition on the website.

*Amended May 21, 2013*  
*Amended August 4, 2017*

## **Section III – Executive Secretary**

## Duties of the Executive Secretary

The Board will contract for executive secretary services using a calendar year contract subject to renewable one-year terms for a period of up to five years. Every five years, the Executive Board will determine how best to solicit and procure executive secretary services. The Executive Secretary contract will meet legal contractual terms with legal counsel review done, as applicable.

As a regular part of the last meeting of the calendar year, the Executive Board will conduct a formal performance review of the Executive Secretary. This may include a closed session discussion to evaluate performance. The Board shall evaluate the performance under the existing contract, determine whether a renewal is desirable, and agree upon contract renewal terms for the succeeding calendar year. The President or his or her designee shall negotiate such renewal with the Executive Secretary.

If there will be a transition of services to a new executive secretary, then contract terms should ensure that an extension of existing executive secretary services will negate any lapse in service during the transition. This shall also apply to any circumstance that defers renewal of the existing contract past January 1.

If there will be a transition of services to a new executive secretary, the Executive Board may contract for a "turnover audit" of all VGFOA accounts, funds, receipts, disbursements, and other financial activity since the date of the last annual audit to be completed as of and through the date of the transition.

The following represent the minimum responsibilities for such contractual services for which remuneration would be based:

- Update and maintain the Association's website.

- Retain VGFOA records to include CPE certificates, certificate course completions, financial records, audit & tax records, board meeting minutes, committee reports, and correspondence.

- Maintenance of Financial Records - process all receipts via credit card, checks and cash in connection with the organizations activities. Make payment of expenditures incurred, with the approval of the Committee Chair and Treasurer within budget appropriation in a timely manner with supporting documentation properly maintained.

- Prepare monthly financial statements to include monthly revenues and expenditures, monthly revenues and expenditures - budget to actual, balance sheet, and cash flow projections. Quarterly statements will be presented to the Executive Board.

- Coordinate the Annual Audit for delivery to the Board by May 1 of each year. In coordination with the Treasurer, prepare a written response to any management letter comments received.

- Perform day-to-day activities of the Association including responding to member and associate member inquiries.

- Perform administrative duties for all educational training as outlined in the contract

- Plan and coordinate conferences as outlined in the contract.

- Maintain minutes of all Executive Board and annual business meetings of the VGFOA with all actions properly and clearly recorded.

Maintain a book of accounts for the VGFOA and report to the Executive Board the status of the financial activity of the VGFOA.

Assist the Treasurer with the preparation of a proposed budget for the VGFOA for approval by the Executive Board by December 31<sup>st</sup> of each year.

Coordinate Executive Board meetings. Assemble meeting materials available at least one week prior to the Executive Board meeting. Coordinate as needed with Board members who will be responsible for bringing additional committee reports and other materials to the meeting which are not available at least one week in advance.

Maintain the Membership Directory.

In coordination with the Treasurer, invest idle funds of the VGFOA.

Coordinate the online publication and emailing of the newsletter, provide design, editorial, and production support.

Maintain teleconference capabilities for the VGFOA to conduct meetings.

Assist with maintenance of historical records that will be helpful to VGFOA in keeping a history of activities.

Other duties may be assigned by the Executive Board with the concurrence of the Executive Secretary.

The Executive Secretary shall have a Business Continuity Plan in place and share such plan with the VGFOA as a means of ensuring continual operation in the event of an emergency.

**Section IV –  
VGFOA and Radford University’s  
Government and Nonprofit Assistance  
Center (GNAC) Education Program**

*Amended December 5, 2011*

## Duties of VGFOA and GNAC

### GNAC responsibilities:

- Perform development and administrative duties for all educational courses, including on-line courses, as outlined in the contract.
- Design courses for program with Education Committee input and approval.
- Develop course schedule consistent with Education Committee's rolling five-year plan where certificate program could be achieved within a five-year period.
- Provide lead instructor for each course.
- Establish course fees with the Education Committee's approval.
- Review accounting of receipts and disbursements of each course and approve settlement.
- Develop, administer, and grade course tests, providing results to participants and summary statistics to Education Committee.
- Maintain records of participants, providing web access for participants to review transcripts.
- Work with Education Committee to design appropriate certificate to be approved by the Board.

### VGFOA responsibilities through the Education Committee:

- Assistance in planning the program to include review and approval of dates, times, locations, and course fees.
- Assist in development of course material.
- Review and approve new course materials.
- Provide a list of instructors.
- Review the accounting of receipts and disbursements of each course and approve settlements.

*Amended December 5, 2011*



## **Section V - Committees**

## Chapter 12 - Standing Committees - Overall Structure

Committee members shall be appointed by the chair of the committee with the consent of the President. Annually, the President shall recognize the committee members formally to appoint or reappoint them to their committees and offer VGFOA's appreciation for their service. All Board members are asked to assist in securing committee members, and committee involvement is encouraged of the active membership.

Committee size shall be determined by the committee chair. Each shall generally be comprised of no less than three and no more than ten members. Associate members are encouraged to participate on VGFOA standing committees.

Committees shall meet in person or via teleconference or other acceptable automated fashion a minimum of once per year in a pre-scheduled meeting. Committees are encouraged to assemble briefly at the spring and fall conferences to allow committee members a chance to work with one another in person.

Committees shall formulate and maintain agreed-upon guidelines, responsibilities and duties that at a minimum prescribe manners in which the committee can meet and communicate (e.g., via conferences, e-mail, conference call) as well as attendance/participation goals for active membership in committee.

A goal of the committees is to encourage greater participation from the membership, and to rotate committee assignments as needed to preclude anyone from serving on one committee too long.

Committee slots may be occupied by a representative of a targeted governmental entity on an on-going basis, if agreed-upon by the committee chair and President.

## Chapter 13 - Associate Member Relations Committee

Purpose: To ensure associate members and prospective vendors for membership are provided with pathways to illustrate their goods/services, provide educational and technical resources and contribute appropriately for such access to the full membership.

The committee should include a representative from the associate membership.

Organizations wishing to advertise will be given access to sponsor programs, scholarships, training programs, newsletters and other materials as deemed appropriate by the Board member overseeing such materials with fees based upon established associate member fee schedule adopted by the Board.

Exhibitor space will be provided at conferences as facility space permits with agreed-upon fees provided for such use of space and access of exhibitors to conference events. Vendors will be provided first-come, first-serve selection of exhibitor space based upon their order of payment to the VGFOA for exhibiting.

Vendor relations will focus on the ability of VGFOA to promote services of vendors via Website and/or newsletter in a manner that is fair and equitable to all vendors who are associate members.

## Chapter 14 – Mentorship and Awards Committee

Purpose – To provide support to VGFOA members interested in developing their leadership abilities and enhancing their technical skills in government finance, and to provide oversight over an awards program recognizing both individual members, their organizations, and providing scholarships for future members.

### Mentorship Program

The Mentorship Program prepares VGFOA and Virginia governments for the future through effective knowledge transfer and development of future leaders by:

- Integrating continuous learning by sharing knowledge.
- Providing support in professional endeavors by offering advice and encouragement to one another.
- Motivating mentees to rise to the challenge of taking the next step (i.e., job promotions, participating in VGFOA committees or taking a leadership role in a committee).
- Facilitating professional networking.
- Providing guidance on competencies, accessing views on topics of interest, reviewing perspectives and mindsets.
- Offering support on techniques and strategies for successful achievement of goals.

### Awards and Recognition Program

The Mentorship and Awards Committee provides recommendations of award recipients to the Executive Board for approval, subject to funding availability.

Presentations of awards will be based upon the time/place most convenient to the recipient with the goal of recognizing recipients at a conference. Where beneficial, information about programs is shared at conferences to further benefit the membership.

Mentorship and Awards Committee members and Executive Board members may not apply for any individual award or scholarship. The locality of a Committee or Executive Board member may apply, but the related member must abstain from such award discussion and vote.

The following represents such award and recognition programs:

- Innovations Award: to recognize governmental entities that developed innovative programs.
- GFOA Advanced Government Finance Institute Scholarship: to provide a scholarship to assist with costs of attendance.
- Certificate Program Scholarship: to promote the VGFOA Certificate Program by providing an incentive to members in pursuit of the VGFOA Certificate.
- Pettigrew Scholarship: to recognize undergraduate or graduate students in pursuit of a career in government finance, named in honor of Edward T. Pettigrew, VGFOA's first president.

- McReynolds Scholarship: to recognize full-time government finance employees (VGFOA members) who are actively pursuing an undergraduate or graduate degree, named in honor of James O. McReynolds, a Past President of the VGFOA.
- CPFO Award: to encourage members to participate in the GFOA Certification Program
- Certificates of appreciation, other awards, resolutions or forms of recognition may be provided to an individual, governmental entity or an organization. Such recognition may be initiated by a member of the Executive Board with consensus from a majority of the Board.
- When developing new scholarships and awards, the Executive Board shall try to establish them in the name of a member or past-member who has made significant contributions to the organization and/or to the establishment of such applicable scholarship/award.

### VGFOA Historian

To maintain the continued documentation of VGFOA's history, the Awards and Membership Committee will coordinate with the Executive Secretary to keep records helpful in maintenance of VGFOA's history. Historian duties may also entail use of the VGFOA digital camera to document conference activities, to be archived on the web.

*Amended October 19, 2011*  
*Amended December 5, 2011*  
*Amended May 21, 2013*  
*Amended March 27, 2015*  
*Amended August 4, 2017*

## Chapter 15 – Communications, Legislative and Standards Setting Committee

Purpose: Provide oversight to:

- Communication strategies to best inform members on VGFOA's activities including standard setting, State and Federal legislation impacts;
- Formulate positions on activities of standard setting authorities by conducting research and writing the official VGFOA response;
- State and Federal legislation impacts, particularly items with significant fiscal impact and/or any other impacts may be imposed upon governmental entities; and
- Technical manner in which such content and other information can be maintained on the Website.

Communications - to provide oversight over the solicitation and production of virtually all content delivered to the membership via newsletter, Website and/or e-mail distribution outlets.

Technology – to manage the Website and related technologies (e.g., e-mail distribution) in order for content providers to best communicate to the membership and other interested parties at-large; including monitoring of other applicable Websites for further enhancements to the VGFOA Website.

Standards Settings/Legislative - remain apprised of activities of standard setting authorities (e.g. GASB) and State and Federal legislation impacts.

### E-mail

E-mail distributions to entire mailing list will be coordinated through the Communications Committee chair. Communications are permitted that meet educational and informational standards for VGFOA members at-large.

### Website

The Website will contain the membership list of all members with e-mail addresses also provided.

Job postings on the Website for governmental finance positions should be posted for a period through application deadline and/or three-months, whichever is shorter.

All award winners shall be posted to the Website including a standing page section for lifetime member awards.

### Newsletter

A newsletter shall be published on a periodic basis and distributed to all members of the organization via e-mail and/or website posting. Advertising considerations may be accepted for the newsletter only upon consent of the Executive Board.

#### Prototype Policies and Documents

The VGFOA will advocate for prototype financial policies, requests for proposals and other related information to be disseminated in an organized manner via the VGFOA webpage and/or other communication means.

#### Vendor Communications

Solicitations by vendors through the VGFOA Listserv will be prohibited. Solicitations are allowed on the VGFOA LinkedIn page, however, such solicitations shall only be posted under the “Promotions” tab on the group page. Vendors sponsoring VGFOA conferences or events may send pre-conference or pre-event notices to attendees; following the conference or event, vendors may send follow up notices for a period not to exceed 10 days. All other e-mail solicitations referencing VGFOA, either explicitly or implicitly, will be prohibited.

#### Legislative

Periodic State legislative updates shall be provided to members in a timely manner covering topics such as the Governor’s budget proposals and General Assembly actions during the session. A report on the final adopted budget bill should be made available to the membership.

Periodic Federal legislative updates shall be provided to members in as necessary to keep members up-to-date on federal legislative activity that impact local finances.

For both State and Federal updates, references to other sources (i.e. VML or VACO updates) may be substituted if they meet members’ objectives for timeliness, propriety and completeness of information.

#### Standards Setting

Updates shall be performed as needed in order to best apprise members of standard setting body actions (e.g. GASB, GFOA, etc.)

Review exposure drafts and formulate an official VGFOA response to those by the comment deadlines. Any VGFOA official response should be prepared and routed to the full Executive Board for input then sent under the signature of the President.

Work closely with the Education and Conference Committees to design courses offerings and/or conference session topics that will orient members to proposed changes in standards and prepare them for implementation of the changes.

Standard Setting Bodies, Entities and Agencies Monitored:

- U.S. Government Accountability Office (GAO)
- Office of Management and Budget (OMB)
- Virginia Auditor of Public Accounts (APA)
- Internal Revenue Service (IRS)
- **Governmental Accounting Standards Board (GASB)**
- Auditing Standards Board
- **Financial Accounting Standards Board (FASB)**
- **International Accounting Standards Board (IASB)**
- International Auditing and Assurance Standards Board
- Accounting and Review Services Committee
- Federal Accounting Standards Advisory Board (FASAB)
- Public Company Accounting Oversight Board (PCAOB)
- American Institute of CPAs (AICPA)
- International Federation of Accountants (IFAC)
- Securities and Exchange Commission (SEC)

*Amended December 5, 2011*  
*Amended August 4, 2017*



## Chapter 16 – Fall Conference Chair and Spring Conference Chair

Purpose: To provide oversight for the Spring and the Fall Conferences, including formulating the agenda and being the point of contact with the hotel. There will be a separate chair for the Spring conference and the Fall conference, along with two separate committees serving under the Chair.

All conferences shall be held at locations as agreed upon by the Executive Board. The Spring conference is traditionally held in May or June, on dates that do not conflict with the annual GFOA conference.

The focus of the Spring conference is the education of government finance officers on technical matters. The focus of the Fall conference is the development of managers, directors, and leaders.

Facility arrangements and other conference/training-related items shall be coordinated between the Board member/Committee member assigned oversight and the Executive Secretary.

Conference fees shall be formulated and approved by the Executive Board to achieve desired margins, after consideration of estimated attendance, facility fees, other expenses, and sponsors and exhibitors. The conference committee shall work to maintain the desired profit margin, as adopted in the budget.

Refer to Chapter 23, Financial Policies and Procedures, and Chapter 24, Travel and Expenditure Policies, for additional information related to the conference committees.

Sample conference parameters shall include:

- Proper times for speakers, concurrent sessions and adhering to such times.
- Continuing Professional Education (CPE) hours. CPE hours shall be based upon established standards of the Virginia Board of Accountancy

For those CPE hours required in specific areas such as ethics, the conference planning shall ensure that all CPE goals can be met through VGFOA conferences and/or other related-training.

Regular invitees to VGFOA Conferences shall include representatives of the rating agencies (Fitch, Moody's and Standard and Poor's), as well as representatives of the Virginia Municipal League (VML), Virginia Association of Counties (VaCO), the Auditor of Public Accounts (APA), Government Finance Officers Association (GFOA), and Governmental Accounting Standards Board (GASB).

*Amended December 5, 2011*

*Amended August 4, 2017*

## Chapter 17 - Education Committee Co-Chairs

Purpose: to formulate a structured educational training schedule that includes the Virginia Government Finance Officers Certificate Program (Certificate Program), the Certified Public Finance Officers Program (CPFO Program) and the Professional Development Program.

Elements of the Conference Committee shall also pertain, as applicable, to this committee and therefore are not repeated in this section.

### Certificate Program:

- The Certificate Program is comprised of courses and electives as approved by the Executive Board. These courses may be offered by the VGFOA in a classroom setting or online via the internet.
- Participants shall have seven years to complete the Certificate Program requirements once the first course is successfully completed. An extension may be granted at the discretion of the Education Committee co-chairs.
- All classes of VGFOA members shall be eligible to participate in the Certificate Program. Only members in good standing shall be awarded a Certificate.
- All records of individuals participating in the Certificate Program will be maintained by the Educational Services Provider.
- Through an agreement with the Educational Services Provider, the VGFOA shall retain net revenue for each student attending or participating in such courses. The Education Committee co-chairs will approve individual course settlements with the Educational Services Provider and monitor course participation to report to the Executive Board.
- The Education Committee will work with the Educational Services Provider to participate in the conferences as appropriate to enhance the Certificate Program

### CPFO Program:

- The CPFO program is designed to help prepare individuals that are pursuing the Government Finance Officers Association (GFOA) CPFO designation and is comprised of preparation courses offered in a classroom setting for the five GFOA CPFO examinations.
- All classes of VGFOA members shall be eligible to participate in the CPFO Program.
- All records of individuals participating in the CPFO Program will be maintained by the Educational Services Provider.
- Through the budget process, the VGFOA Board may choose to subsidize the cost of the exam for CPFO Program participants. In order to be eligible for the subsidized exam, participants shall take the exam within six months of attending a CPFO Program course.

An instructor who develops a course will receive credit for the course once having taught the course and without having to pass the exam. An instructor who teaches a course but did not develop the course will receive credit for the course once having taught the course and passed the exam

Professional Development Program:

- The Professional Development program is designed to supplement the other educational programs offered by the VGFOA and is comprised of courses and training sessions offered in a classroom and/or web-based setting as approved by the Executive Board.
- All classes of VGFOA members shall be eligible to participate in the Professional Development Program.
- All records of individuals participating in the Professional Development Program will be maintained by the Professional Development Program Provider.
- Through an agreement with the Professional Development Program Provider, the VGFOA will be billed quarterly, a reconciliation of revenues and expenses will be prepared following each workshop. Additional charges will be incurred for participants over the contract allowance of 30 participants, the additional charge will be agreed upon prior to the workshop and will vary based on location. The Education Committee co-chairs will approve individual course settlements with the Professional Development Program Provider and monitor course participation to report to the Executive Board.

*Amended December 5, 2011*  
*Amended December 14, 2012*  
*Amended August 4, 2017*







## Chapter 18 – Special Committees

Special Committees may be on-going and/or formulated by the President as needed.

**Nominating Committee** – appointed by the President, chaired by the immediate Past President. Formulates slate of nominees for positions on the Executive Board.

**By-Laws Review Committee** – appointed by the President, chaired by the immediate Past President. Includes at least two other Board members. Annually reviews and proposes recommended changes to Articles of Incorporation, By-Laws and Policies and Procedures. Ensures consistency among these documents.

**Audit Committee** – chaired by the President, and including the President-Elect and immediate Past President. Annually reviews the results of the audit prior to the report going to the full Board.

**Conference Location Committee** – Contracts will be negotiated between the conference facility and VGFOA with the following considerations:

- A reasonably projected attendance should be used to provide a guarantee of funds to be paid to the facility
- Standardized contractual agreements shall be reviewed by legal counsel and, upon consent, approved by the Executive Board within desired parameters
- The final contract should be reviewed by the VGFOA attorney, and the Treasurer and signed by the President
- In order to assure facility accommodations at desired place and time, such contractual arrangements for facilities shall be made at least 12 months in advance
- Multi-year agreements are encouraged where beneficial

*Amended August 4, 2017*

## Chapter 19 - Collaborating Organizations

The VGFOA recognizes that it is a value to its membership to encourage and solicit educational and other informational items from other organizations; it has provided collaborative opportunities for such organizations to provide information to the VGFOA.

The following organizations have been identified as collaborative organizations:

Treasurer's Association of Virginia  
Association for Governmental Accountants, Virginia Chapter  
Local Government Auditors Association  
Virginia Society of Certified Public Accountants  
Virginia Association of School Business Officials  
Virginia Association of Counties  
Virginia Municipal League  
Virginia First Cities

Reciprocal member recognition shall be given to the Treasurer's Association of Virginia which shall entitle such members to receive information on conferences and educational training.



## **Section VI – Financial Policies and Procedures**

## Chapter 20 - Financial Policies and Procedures

### Code of Ethics

A code of ethics shall be followed which defaults to the current GFOA Code of Ethics.

### Internal Controls

The VGFOA is a small organization that is primarily volunteer-based except for the Executive Secretary and Educational Services Provider. Board members are not in close proximity to one another, therefore, the internal controls noted in this policy are best attempts to mitigate risk given the size and regional dispersion of the organization.

### Budget

By December 1, each committee chair and the Executive Secretary shall submit budget requests for the next fiscal year to the Treasurer.

By the December Board meeting, the Treasurer shall prepare a draft balanced budget for the next fiscal year.

These are the financials goals for the budget:

- Positive conference and educational course margins
- Projected year-end net assets be at least 15% of total projected revenues

A budget shall be prepared for each conference and educational session to reflect expected revenues, expenses and net income. Assumptions used to determine expenditure budgets for contracted services, conference and education training costs, awards and scholarships and other committee needs should be documented.

The Executive Board shall adopt a balanced budget for the upcoming fiscal year by December 31<sup>st</sup>.

During the fiscal year, the President may approve expenses not budgeted in an amount up to \$2,500 per year. The Officers, by a majority vote, may approve expenses not budgeted in an amount up to \$5,000 per year. Approval of expenses not budgeted in excess of \$5,000 requires the approval of the Board by a majority vote. When approving expenses not budgeted, every effort should be made to use savings in other budgeted line items or revenues in excess of budget before using the unrestricted net assets.

The budgeted expenses for the conferences are revenue driven. If revenues exceed budget due to increased attendance or sponsorship, the expenses may then exceed the budget as long as the net income from both conferences combined is as budgeted or exceeds budget. Likewise, if the revenue is less than budgeted, the expenses must also be adjusted to be less than budget.

A periodic budget review will be conducted by the Treasurer as part of the regular financial reporting of the organization.

## Receipts

All receipts shall be recorded in a cash receipt log by payee, date, account code and dollar amount.

Deposits shall be prepared in a timely manner and made at the bank within 5 business days of receipt.

If a check is returned for insufficient funds, services related to such checks will be placed on hold until a new check is received and properly processed by the VGFOA. The payee of a returned check must pay the VGFOA to cover the bank fee for a returned check plus \$15.

Cash received should be acknowledged by the Executive Secretary including the date, amount received, payer, person accepting payment and purpose.

All money received for Conference Sponsorships shall be paid directly to the VGFOA, which will then offset the cost of the event.

All Regional Organization expenses sponsored by Associate Members should be paid directly by the sponsor. The VGFOA will not accept money directly from Associate Members for Regional Organization Sponsorships.

## **Collection Policy**

### Membership

- Membership fees are from January – December each calendar year.
- Members are billed annually in November for their membership dues.
- Membership dues (full and associate) are due January 31.
- Late fees will be assessed for payments received after January 31. (New Members will not be assessed a late fee.)
- After a three-month period of nonpayment (February 28), notification of membership suspension will be sent.

### Conference Registration, Educational Courses, and Regional Events

- Participants have the option to make an online credit card payment at the time of registration or they can choose the “bill me” option.
- VGFOA will send an invoice within 7 days to those choosing the “bill” me option.
- Payment is due within 20 business days of the invoice.
- A second notice will be sent on delinquent payments 30 days after the original invoice was sent.
- All open accounts receivable will be reported to the Treasurer on a monthly basis. The Treasurer will discuss with the administrator any invoices that are over 60 days old. The Treasurer will contact the respective committee chair, as appropriate, and follow-up with responsible individuals.
- The VGFOA has the right to pursue additional collection actions on delinquent invoices.

### Sponsors/Exhibitors

- Sponsors/exhibitors have the option to make an online credit card payment at the time of registration or they can choose the “bill me” option.
- VGFOA will send an invoice within 7 days to those choosing the “bill me” option.
- VGFOA must receive payment within 10 days of the invoice date or the date of the conference, whichever is sooner; otherwise, their sponsor/exhibit booth/additional attendee registration may be cancelled.

### **Cancellation Policy**

#### Membership Cancellation

The Virginia Government Finance Officers’ Association (VGFOA) reserves the right to refuse/cancel a membership in the VGFOA. If VGFOA refuses a new or renewing membership, registrants will be offered a full refund.

At times, members (full and associate) may find it necessary to cancel their membership to the VGFOA. In such cases,

- Membership cancellations received within 7 days of the membership renewal deadline are eligible to receive a full refund.
- Cancellations received after the stated deadline will not be eligible for a refund.
- Cancellations will be accepted via fax or email, and must be received by the stated cancellation deadline.
- All benefits and incentives of membership received by participant will be cancelled by the VGFOA.
- All refund requests must be made by the member or credit card holder. Refund requests must include the name of the member and/or transaction number.
- Refunds will be issued either by refund credit in the system or refund check.

#### VGFOA Event Refund/Cancellation

The Virginia Government Finance Officers’ Association (VGFOA) reserves the right to cancel an event due to low enrollment or other circumstances which would make the event non-viable.

- If VGFOA cancels an event, registrants will be offered a full refund. Refunds will be made to the person or entity that paid for the event.
- Should circumstances arise that result in the postponement of an event, registrants will have the option to either receive a full refund or transfer registration to an event at a future date.

#### Registration Cancellation by Participant

- Cancellations will be accepted via fax or email, and must be received by the stated cancellation deadline.
- Unless otherwise specifically stated on registration materials, the deadline to cancel a registration and be eligible for a refund is 7 business days before the event.
- All cancellations that qualify for a refund will be credited either through a refund check payment or a credit may be applied toward future events at the time of cancellation. Please note that this includes invoice payments made by credit card.

- All refund requests must be made by the attendee or credit card holder. Refund requests must include the name of the attendee and/or transaction number.
- Cancellations received after the stated deadline (7 business days unless otherwise specifically stated on registration materials) will not be eligible for a refund. The registrant has the option of (1) substituting another person to attend, or (2) apply the credit balance toward a future event or conference.
- Refunds will not be available to registrants who do not give advance notice of cancellation and who do not show up at the event.

#### VGFOA Vendor Cancellation Policy

The Virginia Government Finance Officers' Association (VGFOA) reserves the right to cancel an event due to low enrollment or other circumstances which would make the event non-viable.

- If VGFOA cancels an event, sponsors/exhibitors will be offered a full refund.
- Should circumstances arise that result in the postponement of an event, sponsors/exhibitors will have the option to either receive a full refund or transfer registration to an event at a future date.

#### Cancellation by Vendor

- Cancellations will be accepted via phone, fax or email, and must be received by the stated cancellation deadline.
- Cancellation of a sponsor/exhibitor must be made 30 days prior to the conference to be eligible for a refund. No refunds will be given for any cancellations of a sponsor/exhibitor within 30 days of the conference.
- Unless otherwise specifically stated on registration materials, the deadline to cancel a registration for an additional attendee and be eligible for a refund is 7 business days before the event. Additional attendees follow the same guidelines as the participants, stated above.

### **Purchasing and Disbursements**

#### Disbursements

An original vendor invoice shall be submitted prior to disbursement of funds. The invoice should contain sufficient detailed information to satisfy the VGFOA records as to the purpose of the expenditure. Disbursements shall be approved by the appropriate committee chair and the Treasurer with payment processed by the Executive Secretary. The committee chair should document his/her approval in an email then forward the approval with the supporting documentation to the Treasurer and the Executive Secretary or designee. The Treasurer will then provide written approval to the Executive Secretary or designee via e-mail, at which time the Executive Secretary can then disburse the funds. All disbursement requests must flow through the appropriate committee chair prior to being sent to the Treasurer and/or Executive Secretary. In the absence or unavailability of the Treasurer, the President shall make such approval. In the event the Treasurer is seeking reimbursement, the President shall approve. In the event the President is seeking reimbursement and the Treasurer is unavailable, the President-Elect shall approve. All reimbursements shall be approved by someone other than the requesting individual.

All checks for more than \$5,000 require both the Treasurer's and President's written approval prior to disbursement.

All disbursements shall be logged in a cash disbursement journal, recording payee, date, description of good/service, dollar amount and account code.

The Treasurer shall review supporting documentation for expenditure transactions throughout the year. The Treasurer will also review a detailed list of disbursements each month.

## **Reward Points Accumulated from VGFOA Purchases**

### **Reward Points Accumulated from VGFOA Purchases**

#### Hotel Loyalty Programs

The VGFOA will accrue points in loyalty programs when hosting conferences at the respective hotels or during Board travel. These points are to be used solely for VGFOA Board travel. A record of points awarded and points redeemed shall be maintained by the Executive Secretary.

#### Reimbursements

From time to time, the VGFOA may need to reimburse an individual for a purchase or expense rather than paying for the item directly. In such cases, the VGFOA shall still be presented with a detailed vendor invoice indicating the vendor, date of purchase, item or service purchased and the amount. In the event of meals, a detailed receipt should be presented and it should list the parties who participated in the meal and the business purpose.

#### Procurement

The VGFOA is not bound by Virginia Public Procurement. However, given the leadership role played by the organization in government finance, VGFOA shall follow prudent competitive purchasing processes. Particularly where contracted services are concerned, the VGFOA should follow competitive procurement practices. This would include services such as administrative, educational, audit, and banking services. For goods, the VGFOA should perform price comparison using judgment and based on the cost of the item to be acquired.

#### Contracts

Written contracts should be used for contracted services such as conferences, audit, executive secretary, educational and banking services. The contract negotiation process should be led by the officer or board member most responsible for arranging the service. Contracts terms, including renewals, should not extend beyond a five-year period. Prior to approval, contracts should be reviewed by legal counsel as considered necessary. Contracts should be made available for review by the Executive Board and signed by the President.

## Debit Card

The President and Executive Secretary are authorized to use the VGFOA Debit Card. When practical, the appropriate committee chair, Treasurer and/or President must approve the expenditure prior to the use of the card. Detailed receipts must be obtained for all card charges. These should be submitted to the Executive Secretary as soon as possible.

To mitigate misuse or theft risk, for credit card or procurement card transactions, card constraints should limit the amount of allowable daily purchases. A limit of \$500 shall be placed on daily cash withdrawal.

Card statements shall be reviewed by the Executive Secretary and matched to detailed receipts to verify that the amounts are accurate and to check for errors. The monthly statement shall be reviewed by the Treasurer, and the front of the statement shall be signed to indicate approval of transactions. For any transactions without proper receipt, the individual responsible for the transaction shall document the purpose of the purchase. This shall be approved by both the Executive Secretary and the Treasurer. Any unapproved purchasing card transactions shall be reimbursed by the individual making the charge.

## Debit Card Usage Policy

The Executive Secretary will maintain two debit cards, one card in the name of the Executive Secretary, and one in the name of VGFOA. The debit card in the name of the VGFOA is only to be used by the Executive Secretary and members of the executive board as needed for approved expenditures. The debit card in the name of the Executive Secretary may be used by individuals as authorized by the Executive Secretary.

For vendors doing repeat, or ongoing, business with VGFOA, the Executive Secretary will provide card information directly to the vendor so that it can be retained on file, as appropriate. The Executive Secretary will keep a record of vendors who keep the debit card information on file;

For VGFOA members transacting business with vendors who don't keep the card information on file, VGFOA members should either

- Request an invoice be sent to the Executive Secretary, or
- Request that the Executive Secretary provide debit card information directly to the vendor; with the committee chair (as appropriate) and Treasurer approving payment in advance.

All receipts should be forwarded to the Executive Secretary for processing. Prior to paying debit card bills, the Executive Secretary will obtain approval from VGFOA's Treasurer.

### Bank Account

The Treasurer and Executive Secretary shall have electronic access to the VGFOA bank account. The Treasurer shall periodically access each bank account to review the activity during the month and at month end. Other individuals may have access upon written approval of both the Treasurer and Executive Secretary.

### Bank Reconciliations

Monthly bank reconciliations shall be prepared by the Executive Secretary by the 10th business day of the following month and are reviewed and approved by the Treasurer as indicated by e-mail approval.

### Investments

Investment decisions of the VGFOA shall be made by the Executive Secretary with approval by the Treasurer. Such decisions shall take into consideration the current and upcoming budget as well as VGFOA's cash flow requirements.

### Permitted Investments

All investments shall be made within prescribed limits of the Code of Virginia as it pertains to local governments.

Investments will be limited to the following:

- Money market accounts
- Bank certificates of deposit not to exceed 10 year maturities

The total amount invested in any bank may not exceed FDIC insurance limits.

In recognition of its fiduciary role in the management of all public funds entrusted to its care, it shall be the policy of the VGFOA that all deposit and investment balances be invested with the same care, skill, prudence and diligence that a prudent and knowledgeable person would exercise when undertaking an enterprise of like character and aims under circumstances prevailing at that time.

### Investment – Objectives

Safety - the safeguarding of principal shall be the foremost objective of the investment program by mitigating credit risk and interest rate risk with all other objectives subordinated to the attainment of this objective.

Liquidity - the investment portfolio shall be managed at all times with sufficient liquidity to meet all daily and seasonal needs, as well as special projects and other operational requirements either known or which might be reasonably anticipated.



### Fund Balance

The projected year-end fund balance shall be a minimum of 15% of total projected revenues. Should the fund balance fall below this level, the VGFOA will restore its fund balance to this level within a five-year period.

### Periodic Reporting by the Treasurer

At each Board meeting, a summary year-to-date report for the most recently completed month/quarter shall be presented to, and accepted by, the Board. These financial reports shall include the following information:

- Balance Sheet
- Detail Accounts Receivable listing
- Year-to-date Income Statement with actual revenues and expenditures compared to budgetary balances as well as projection by budget area through fiscal year-end.
- Net revenue and expense summaries for each educational training session and conference held since the previous Board meeting.

Non-year-end financial reports shall be prepared on a cash basis.

### Accounting System

The VGFOA owns accounting software which is used for periodic reporting by the Treasurer and for budget purposes. The Executive Secretary may utilize an accounting system of its choosing, such system to interface with the Association's system.

### Contributions

The VGFOA may be solicited for contributions to various causes that promote governmental financial standards, education and practices. Contributions shall be approved by majority vote of the Board, preferably through adoption in the annual budget.

### Donation to GNAC Foundation

A strategic relationship exists between VGFOA and GNAC, as GNAC serves as the Educational Services Provider and the VGFOA-GNAC partnership provides the Certificate Program to the VGFOA Membership. Revenues from the Certificate Program courses are split between VGFOA and GNAC, with GNAC using its share of revenues as a funding source.

In response to Radford University reducing monetary support to GNAC in 2010, the GNAC Foundation was created so that GNAC could be self-supporting through an endowment. The main purpose of the GNAC Foundation is to provide a stipend for the future replacement of the GNAC Director, currently Bruce Chase, as well as for faculty who teach VGFOA-GNAC Certificate courses.

In 2011, VGFOA's fee per participant for Certificate courses was increased from \$50 to \$70 so that VGFOA could give a \$5,000 donation (\$20 x an estimated 250 participants per year) to GNAC each year. Receiving the funds as a donation as opposed to revenue affords GNAC the ability to further build the GNAC Foundation.

The GNAC representative has the ability to spend the endowment as they see fit (such as use for GNAC operations, etc.). Therefore, in order to ensure the endowment is being used for future VGFOA benefit, the GNAC representative shall annually submit a report to the Board on the Education/Certificate Program and the cash flows of the Foundation.

The Education Co-Chairs shall include in their annual budget request a donation, if any, to be made in support of the GNAC Foundation.

#### Record Retention

All record retention guidelines of the Library of Virginia shall be followed.

Records to be permanently retained shall include minutes of board meetings, by-laws, IRS filings, audit reports, adopted budgets, certificates of insurance and other documents deemed appropriate.

Critical records are deemed to be general ledger records of revenues and disbursements and membership lists. The authorization received from the appropriate committee chair and Treasurer indicating approval for disbursements shall be maintained in supporting documentation records for check disbursements.

Permanent and critical records shall be secured in a fire-proof location in the offices of the Executive Secretary with back-up of such records at an off-site location. Electronic records shall be backed up offsite on a daily basis.

#### Business Continuity Policy

The VGFOA shall have adequate business continuity plans in place to ensure continuation of operations in the event of an emergency. Service providers are asked to have such plans in place as well. The VGFOA President shall oversee this process.

*Amended December 5, 2011*

*Amended March 23, 2012*

*Amended October 17, 2012*

*Amended June 10, 2014*

*Amended December 5, 2014*

*Amended March 27, 2015*

*Amended August 4, 2017*

## Chapter 24 – Travel and Expenditure Policies

### Executive Board Travel:

- Board Meetings and Conferences - VGFOA shall provide lodging and mileage for Executive Board members. Any rooms “upgraded” and/or “comped” as part of contracts with hotels may only be used during the days of the conference (including one night immediately preceding the first day of the conference). The order of use of upgraded and/or comped rooms shall be current Past President, President, President-Elect, Treasurer, Board members, GNAC representative, Executive Secretary and staff, speakers, and members from the Conference and Associate Member Relations Committees.

Guests attending VGFOA Board events shall pay their own costs. The VGFOA Board may determine a pre-arranged flat fee for guests to attend a particular function.

- Business Meetings - Contingent upon funding availability, the President and/or President-elect may be reimbursed for costs associated with business meetings that they may need to conduct on behalf of the VGFOA with such costs not exceeding IRS allowable per diems for lodging and meals and IRS mileage reimbursement rate.
- Annual Government Finance Officers Association Conference – To support participation at the Government Finance Officers Association's annual national conference, the VGFOA will reimburse documented expenses for the President, President-elect and immediate Past-President to attend the conference in an amount approved in the annual Budget but not to exceed \$1,000 per Officer. The reimbursement will be made after the Conference and upon receipt of invoices supporting the expenses and a reconciliation of the total cost to attend the conference, the amount reimbursed by VGFOA and the amount paid for by the Officer's jurisdiction.
- GFOA Certificate of Achievement Presentations - Upon request, mileage reimbursement to support appearance by a representative of the VGFOA to present GFOA Certificate of Achievements to localities requesting presentation.
- Other Presentations - If appearing on behalf of the VGFOA to testify, make a presentation or otherwise represent the VGFOA, when required by or with prior authorization of the Executive Board, then VGFOA shall reimburse meals, lodging and mileage at the allowable IRS per diem reimbursable thresholds.

Other costs, including incidentals and other non-Board related meals shall be borne by the Board member with the desire that each Board member's governmental entity provide such reimbursement as would pertain to any other governmental travel for educational training or business.

### Executive Secretary Reimbursable Expenditures:

Reimbursable expenses for attendance at VGFOA Conferences and Board meetings shall include, in addition to any other defined in the contract:

- All lodging and meals costs at conferences for two administrative staff.
- All lodging and meal costs at board meetings outside the Richmond area for two administrative staff

### Other Conference Related Travel Expenditures:

#### Speaker travel:

- If the speaker is an associate member or non-member/non-governmental employee, then no reimbursement will be provided unless otherwise approved by the Executive Board and/or addressed in another policy section (e.g., vendor relations).
- If the speaker is a full active member, then a free registration shall be permitted
- If the speaker is not a member, but is a governmental employee, then a free registration is permitted, and, if requested by the speaker, one night's hotel lodging shall be permitted.
- For keynote speakers, accommodations can be made for one night's lodging and reasonable travel reimbursement if requested by the speaker.
- Travel costs may include airfare or mileage reimbursement for a speaker. The speaker's meals should be covered during the VGFOA conference or by the VGFOA if the speaker attends a Board dinner, unless covered by an associate member.

Approval for expenses related to travel of speakers to a VGFOA conference shall be made in advance by the Conferences Committee Chair in coordination with the Treasurer, subject to funding availability.

### Committee Member Lodging and Registration Costs

Subject to funding availability in the conference budget, VGFOA shall provide one or more nights of hotel accommodations and registration upon justification and request of the committee chair for members from Conference and Associate Member Relations Committees for the spring and fall conferences.

### Past President Registration Costs

VGFOA waives the conference registration fee to either the Spring or Fall Conference for all Past Presidents. It is not the policy of the VGFOA to pay Past Presidents' hotel costs at conferences. Doing so shall require prior approval by the Board. (It should be noted that the VGFOA did this as a special occasion for the VGFOA 40<sup>th</sup> anniversary.)

*Amended December 5, 2011*  
*Amended October 17, 2012*  
*Amended December 5, 2014*  
*Amended March 27, 2015*  
*Amended August 4, 2017*