

**I. Philosophy**

In order to provide the necessary financial control for the region, the Regional Council recognizes that it is essential for each region to have a Regional Treasurer.

**II. Policy Statement**

The policy of the Regional Council is that the Midwest Region will adhere to USPC Bylaws (2.2.2, 2.4) with the following additions.

**III. Amplifying Instructions & Guidelines**

- A. The Regional Treasurer will be a Corporate member of USPC.**
- B. The Region will pay the Corporate dues of the Regional Treasurer.**
- C. The Regional Treasurer may serve unlimited terms.**
- D. An independent audit of the Regional books will be conducted every odd numbered year.**
- E. The Regional Supervisor, with the consent of the Vice President Regional Activities, may remove, with or without cause, the Regional treasurer from office. (Bylaws 2.4)**
- F. Reimbursements over \$25 must have a receipt.**

**IV. Delegation Of Authority**

The Regional Supervisor shall have the overall responsibility for enforcing this policy.

**V. Enactment**

Established: Joy E. Poling  
Regional Supervisor

Date: 3/1/98  
Revised Date: 11/04/00

## **VI. Attachment A TO POICY MW3014**

### **A. Non-Profit Operation**

An attempt should be made by the Midwest Region Council to carry out Regional programs in such a way that in any given year, income and expenditures should be approximately in balance. In the event that income exceeds expenditures, this profit shall be built into the budget for succeeding years. It is understood that a minimum balance level, set annually by the officers of the Region, shall be maintained in the Regional treasury to cover unexpected contingencies. This balance should be at a sufficient level to provide a cushion for both Regional Quiz and Rally competitions in the event that income from such events fails to cover expenses.

### **B. Treasurer Responsibilities.**

Among the duties of the Regional Treasurer are to:

1. Establish and maintain a Regional checking/savings account. Make investments of funds where appropriate.
2. Receive and make deposits of dues and other income.
3. Make payments from the Regional account in accordance with budget authorizations and consistent with established policy (see Policy MWO700, MW4100, and MW7800).
4. Prepare an annual Treasurer's report to include a statement of all income and expenses for the year from the Regional treasury and any other accounts maintained by the Region
5. Prepare periodic financial reports throughout the year for distribution at Regional Council meetings,
6. Oversee the establishment of any special accounts authorized by the RS or the Regional Council.
7. Maintain records of assets, receipts, expenditures, deposits, withdrawals, reports, and financial statements.
8. Develop a proposed budget for approval at the annual meetings of the Regional Council.
9. Perform such other duties as assigned by the RS or approved by the Regional Council.

### **C. Budget**

A Regional budget is to be approved by officers in attendance at the annual meeting of the Regional Council or at the first meeting of the Regional Council in the new fiscal year. The proposed budget is to be developed by the Treasurer and should reflect the desires of the RSs, DCs, and other Regional Officers. The Treasurer may be assisted in this responsibility by a budget committee appointed by the RS.

The budget, once approved, governs all expenditures in the designated fiscal year. It should reflect projected income as well as other sources for expenditures including balances in the Regional treasury and other accounts.

Unused portions of budget accounts *do not* carry over to the succeeding year. However, expenses accrued in a given year can be credited against that year's budget. That is, claims for reimbursement after the end of a fiscal year will be paid provided that they do not exceed the budget in the year in which the expenses occurred.

#### **D. Expenditures**

The Treasurer is authorized to make payments and reimburse expenses for any item specifically covered in the budget and in compliance with the guidelines set forth in Policy MWO700. For items not specifically budgeted, payments of up to \$50 may be made from the miscellaneous account in the budget *provided* that approval must first be obtained from the RS and provided that the expenditure does not exceed the amount budgeted in this account. Non-budgeted items or over-budgeted items in excess of \$50 must be authorized by the RS subject to approval of the Regional Council.

The Treasurer must have receipts or other supporting documents before issuing payment for all reimbursements over \$25.00.

#### **E. Profit from Quiz and Rallies and other Regional events.**

Any profit from Regional Quiz, Rallies, testings, clinics, or other Regionally-sponsored events hosted by a Regional club shall belong to the Region. Every attempt shall be made to insure that the host club is reimbursed for any legitimate expenses associated with the activity in question. In the event of losses, the Regional Council may authorize payments from the Regional account to the host club in accordance with Regional policies.

The Regional Council may authorize, or delegate to the treasurer the authority to authorize, the establishment and maintenance of special accounts for Quiz, Rallies, and similar Regional functions. Organizers of such Regional events shall establish entry and participant fees at a level that is intended to cover all event expenses.

Host clubs shall be permitted to carry out appropriate fund-raising activities in conjunction with the event that they are hosting. Such fund-raising activities should be cleared through the RS to assure that there is no conflict with fund-raising activities of the Region itself. Where an activity is hosted by more than one club, such as Rally, clarification must be made of the role of the club(s) in the host city.

Subject: **REGIONAL TREASURER**  
Policy NO: **MW3014**

Effective Date: **March 1, 1998**  
Revised Date: **November 4, 2000**

**F. Regional Fund Raising Activities**

The Region may from time to time engage in special fund raising activities in support of Regional or USPC programs such as Championships. Such programs must first be approved by the Regional Council. The RS may designate an activity chair person to oversee the fund-raising program, Any profits from the activity shall be placed in the Regional treasury.

Approved by the Regional Council (date) \_\_09/20/2003