

## **NCMGA Financial Expenditures Guidelines**

The secretary/treasurer of NCMGA is responsible for maintaining the balance for NCMGA. Listed below are anticipated yearly expenditures for NCMGA.

1. NCMGA bi-annual meeting expenditures (not to exceed \$1500 per meeting)
  - Honorariums (see document: Guidelines for NCMGA honorariums)
  - Meals for meeting (see document: Guidelines for Host Site Meeting Planners)
  - Relevant supplies – name tags, photocopies, pens
  
2. NCMGA bi-annual executive committee business meetings (past president, president, vice-president, secretary/treasurer) (not to exceed \$200 per meeting)
  - Travel to meeting (mileage reimbursement based on current NC privately owned vehicle (POV) mileage reimbursement rates)
  - Conference call expenses
  - Meals for meeting
  
3. NCMGA travel grants for students (maximum of \$2500 per year)
  - \$150 granted per student applicant
  
4. Maintenance of NCMGA Website
  - Annual Website Starter 5 Page Package - \$104.88 1 Website Starter 5 Page
  - Weblistings - Local – Annual fee \$99.99
  - Updates to website (manager fee per hour)
  
5. Funding for Vice President to attend the SERGG meeting each year
  - conference registration
  - travel expenses
  
6. Supplies for secretary/treasurer
  - business cards, filing system, receipts, photocopies, computer disks, stamps

Other expenditures will be considered by the officers on an individual basis depending on whether they are reasonable and acceptable. Any single expenditure exceeding \$1,000 should be voted on by the majority of the NCMGA membership. NCMGA secretary/treasurer will monitor the balance, and balance will stay greater than \$1500 at all times.

Guidelines created September 2009 by NCMGA officers, presented to members at the annual business meeting in fall 2009, revised and updated after business meeting in October 2009.

