

**MISSOURI STATE MEDICAL
ASSOCIATION ALLIANCE**

**FINANCIAL
POLICIES
AND
PROCEDURES**

April, 1999

**Revised 2009
Approved March 2010
Revised & Approved May 2019**

- I. Tax Status

The Missouri State Medical Association Alliance** is qualified as a 501(c)(3) organization for tax purposes.

- II. Fiscal Year

The fiscal year shall be July 1st through the last day of June.

- III. Assets
 - A. Cash
 - 1. Cash shall be maintained only in a financial institution checking and/or savings account or in certificates of deposit.
 - 2. Only the treasurer, budget and finance chair and the president shall be authorized to sign checks and to maintain financial accounts in the name of the Alliance.
 - 3. An interest-bearing savings account shall be maintained. When interest is not paid on the checking account, money not needed to pay expenses shall be kept in interest bearing accounts.

 - B. Equipment and supplies

With prior approval of the Budget and Finance Committee, equipment and supplies may be purchased, leased or rented as needed to keep the organization functioning.

- IV. Revenue
 - A. Membership Dues
 - 1. Amount
 - a. Regular and associate members

The amount of annual state dues shall be \$25.00
 - b. Direct Members

The amount of annual state dues shall be \$25.00
 - c. Resident Physician Spouses and Medical Student Spouses
 - 1) The amount of annual state dues shall be \$8.00
 - 2) Resident spouses have the option to pay \$25.00 dues to qualify as regular state members

** hereinafter in these Financial Policies and Procedures referred to as the Alliance

d. Honorary Members

Honorary membership may be conferred as determined by The Bylaws and shall be exempt from payment of state dues.

2. Collections

- a. The American Medical Association Alliance shall provide membership dues collection guidance to the state alliance.
- b. Membership dues collection materials shall be submitted to the state treasurer by the county treasurer for verification that the remitted dues agree with the number of paid members listed on the collection forms. In case of an error between the number of members and the dues submitted, the individual submitting the dues shall be notified and asked to correct the discrepancy.

B. Non-Dues Income

1. Meetings

- a. Receipts from registration fees, ticket sales and other events shall be considered non-dues income.
- b. An account known as the Meeting Account shall be established for bookkeeping purposes. Funds remaining after meeting expenses are paid shall remain in this account. These funds shall be available to pay for meeting expenses i.e. speakers' fees.

2. Investment Income

- a. Income from investments shall be considered non-dues income.
- b. An investment summary shall be prepared by the treasurer for presentation to the Board of Directors at each of its meetings.

V. Monetary Reserves

A. Purpose

- 1. The monetary reserve shall be kept available to pay expenses that the budget and finance chair and the treasurer decide are essential for continuation of growth and the effective functioning of the organization.
- 2. The Executive Board may vote to supplement the budget with

funds from this reserve account or may vote to draw upon it to finance an expenditure that was unforeseen at the time the budget was prepared.

B. Amount

The recommended monetary reserve shall be approximately 100% of the annual budget with the minimum requirement being 50% of the annual budget.

VI. Budget

- A. The Budget and Finance Committee shall meet prior to the Annual Session to prepare a proposed budget for submission to the Board of Directors for approval prior to being presented to the General Assembly.
- B. The amount to be budgeted shall be based on a statement of available income prepared by the treasurer that includes dues collected in the fiscal year, interest income established on the basis of assumed rate of return for the ensuing year, and other non-dues income amounts established on the basis of current year's actual income.
- C. In preparing the budget, the Budget and Finance Committee shall consider the statement of available income prepared by the treasurer, the current year's budget compared to the incurred and year-end expenses, financial considerations drawn from board and committee reports, task force and special committee requests, actions of the General Assembly membership projections, reports, and socioeconomic factors and forecasts.
- D. At the direction of the Board of Directors, funds from the monetary reserve account may be drawn upon for the budget, when receipts have fallen below average or when unusual or heavy expenditures are foreseen.

VII. Disbursements

- A. The treasurer, chair of the Finance Committee or president shall be authorized to disburse funds.
- B. Bills for allowed and budgeted expenses and expense forms shall be submitted to the budget and finance chair for approval.
- C. The budget and finance chair shall issue a voucher for payment and forward it along with approved expense forms and receipts to the treasurer for payment.
- D. The treasurer shall issue checks, record all transactions, and file all expense reports, receipts and vouchers.
- E. Receipts and reimbursement vouchers shall be submitted to the budget and finance chair within 60 days of the event and/or purchase. The treasurer

shall pay these within 60 days of the receipt of the reimbursement voucher

VIII Travel Expenses

A. Reimbursement shall only be for:

1. The authorized Alliance member
2. The dates of the meeting/event
3. Expenses related to the meeting/event

B. Board and committee members serving as a representative to AMA Alliance meetings or for service as an in-state representative, shall be reimbursed at the discretion of the president.

C. Meeting Attendees

1. AMA Alliance Annual Meeting

The General Assembly shall elect 2 representatives to attend the AMA Alliance Annual Meeting. The State President appoints 2 more representatives to attend the AMA Alliance Annual Meeting. The attendees shall submit a Request for Reimbursement to the Budget and Finance Chair for those expenses up to the budgeted amount.

2. Other Meetings

The Alliance may reimburse, in whole or part, attendees to select meetings. The president and/or president-elect shall determine who qualifies. The attendee shall submit a request for reimbursement to the budget and finance chair for those expenses up to the budgeted amount.

Board Officers

Board Officers may request reimbursement for travel expenses only up to the amount in their budget. If they have specific expenses that need to be covered during the year (i.e. prize money for the health contests or printing of annual report booklets), the specified expenses need to be covered before travel expenses may be reimbursed.

IX External Contracts

Contracts entered into by the Alliance with the expectation of reimbursement by MSMA shall be reviewed and approved by the MSMA Advisory Council prior to the execution of the contract.

X. Organizational Gifts and Donations

A. Memorial Contributions

1. Upon notification of the death of a current member, a card shall be sent. If the deceased is a current board member, a donation directed by the Executive Committee of \$25 shall be made to the Missouri State Medical Foundation.
2. Upon notification of the death of a president or past president, a donation directed by the Executive Committee of \$50 shall be made to the Missouri State Medical Foundation.
3. Upon notification of the death of a current member's spouse, child, parent, son-in-law, daughter-in-law or grandchild, a card shall be sent.

XI. Financial Statements

- A. The treasurer shall prepare an income statement and a balance sheet for each Board of Directors meeting.
- B. Financial statements shall be kept on file by the treasurer.
- C. Financial statements, as specified, for the most current period shall be reviewed at meetings of the Board of Directors and the Budget and Finance committee.

XII. Meeting and Event Planning

- A. At the discretion of the president, an event chair shall be appointed for planning, budgeting, implementation, outcome and evaluation of the event.
- B. The meeting chair shall file a pre meeting and post meeting report with the president, treasurer and budget and finance chair.
- C. The meeting budget shall be submitted no later than 60 days prior to the event.
- D. Expenses must be paid before profit or charity disbursements. Expenses include but are not limited to expenses incurred by the event chair.
- E. Refunds of event fees

Full refunds will be made if notification of cancellation is received by the event chair five business days prior to the opening event.
- F. The meeting/event registration fee will be paid by any Alliance member attending any or all events on the agenda.

XIII. Transactional Analysis

- A. A transactional analysis shall be performed at the end of the fiscal year..
 - B. The complete review shall be available upon written request to any Alliance member in good standing.
 - C. Financial records including the annual budget, all financial statements, all vouchers with receipts for expenses, itemized lists of expenses and of receipts, canceled checks, bank statement and treasurer's books for review shall be stored by the Treasurers or at the Missouri State Medical Association office for a period of at least seven years
- XIV. Financial Policies and Procedures Document
Review and change of the Financial Policies and Procedures document shall be the responsibility of the Alliance finance and budget committee.

Revised May 2019

Approved by the MSMAA Executive Board
May 29, 2019

