

*POTOMAC AND CHESAPEAKE ASSOCIATION
FOR COLLEGE ADMISSION COUNSELING
FISCAL POLICIES AND GUIDELINES*

**Potomac and Chesapeake Association for
College Admission Counseling**
FISCAL POLICIES AND GUIDELINES

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SECTION 1: GENERAL INFORMATION

The following document establishes guidelines for the fiscal operations for the Potomac and Chesapeake Association for College Admission Counseling (PCACAC) and is a compilation of information taken from numerous sources including the PCACAC Bylaws, previous meeting minutes, Leadership Team decisions, previously “understood” policies, and previous practices and interpretation of those practices. The document will change as the needs of PCACAC change and as determined by the Finance Committee and Leadership Team.

PCACAC is a not-for-profit 501 (C) (3) organization incorporated in Virginia. Its Federal Tax ID number is 87-3852954. It was granted tax-exempt status in 2022. (Prior to 2022, the Federal Tax ID number was 54-1924911 with tax-exempt status granted in 1999.)

PCACAC is on a fiscal year that runs from October 1 through September 30. The membership year is October 1 through September 30.

FINANCE COMMITTEE

The Finance Committee is a standing committee chaired by the Finance Vice President and comprised of the following additional members: the immediate past Finance Vice President, a former PCACAC president, the Executive Assistant as an ex-officio member and others suggested by the Finance Vice President or Leadership Team.

Members of the Finance Committee will meet (either in person or virtually) several times a year to discuss matters related to the financial stewardship of the association. These matters include, but will not be limited to, the annual budget, insurance coverage, association investments, and financial procedures.

FINANCE VICE PRESIDENT DUTIES

- The Finance Vice President serves as a voting member of the Leadership Team and Executive Board, and as chair of the Finance Committee.
- The Finance Vice President is the financial “watchdog” of the organization and is responsible for the fiscal oversight and management of the organization’s funds and will operate in accordance with the Bylaws of PCACAC.
- The Finance Vice President shall maintain accurate and complete financial records (including budget, receipts, and a year-end statement), contracts, correspondence, and other materials relating to the financial affairs of the organization; ensure that taxes and insurance are paid as necessary; write checks as needed and report on the annual financial review. Specific responsibilities include:
 - Develop the Association’s annual budget proposal based on requests received from officers and committee chairs, and present to the Leadership Team, Executive Board for annual approval, and the General Membership
 - Serve as an adviser to the Leadership Team on matters of investment strategy and fiscal policy

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- Serve as principal reviewer to assess the fiscal impact of revenue enhancement proposals received by members and outside vendors
- Facilitate periodic review of the PCACAC Fiscal Policy and recommend changes as appropriate
- Assess the feasibility of contingency expenditures not included in the annual budget and make recommendations to the Leadership Team
- Monitor the activity of NACAC finances and model appropriate policies and procedures
- Oversee PCACAC's insurance policies and facilitate the periodic review of coverage
- Secure mandatory bonding for all officers and the Executive Assistant
- Manage bill payment, maintain oversight of budget and spending, and manage all fiscal accounts and investment portfolios
- Maintain proper fiscal accounting records, and report quarterly to the Executive Board, and semi-annually to the general membership on the financial status of the Association
- The Finance Vice President will work with PCACAC's contracted CPA to complete all necessary paperwork, including tax forms and audit materials as necessary, and generate and submit necessary reports.
- Deposits shall be made by the Executive Assistant or the Finance Vice President.
- The Finance Vice President may write a check to her/himself provided that the necessary documentation has been provided, and the check must be signed by another member of the Leadership Team who has signature authority for the account on which the check is to be drawn.

EXECUTIVE ASSISTANT

The Executive Assistant is selected by the Leadership Team and is employed by PCACAC to perform tasks necessary for the effective operation of the organization. The job description is drafted by the President and approved by the Leadership Team.

The Executive Assistant's compensation is to be reviewed annually as the new fiscal year budget is developed and approved. The organization shall meet any appropriate tax guidelines with regards to the remuneration as well as appropriate insurance coverage. The Executive Assistant is supervised by the President, who will prepare an annual performance evaluation for the Executive Assistant.

PCACAC will pay expenses for the Executive Assistant to attend the PCACAC Spring Conference, the PCACAC Summer Institute, and other meetings as required by PCACAC. Expenses include reasonable transportation, registration fees where necessary, lodging and meals in accordance with guidelines outlined elsewhere in this document.

FINANCIAL ACCOUNTS

PCACAC holds several fund accounts which are managed and monitored by the Finance Vice President:

- Operating Account: Truist Checking. This account was opened in May 1998 for annual and operating expenses. Also, funds restricted to the financing of activities for the Ann Powell Mentoring Program are kept in this account.

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- Reserve Accounts:
 - *Capitol Securities*. Vin Bartone, Investment Consultant (vbartone@capitolsecurities.com, (703) 729-3745)
 - Truist Interest Checking. This interest-bearing account was opened in June 2018.
 - Or comparable financial institutions.
 - Transfers between accounts or into new accounts require a majority vote of the Leadership Team. Voting may be done by email.

In June 2008, the Leadership Team voted to set the amount in reserve to an amount equal to at least 80% of a year's worth of expenses.

The Finance Vice President will keep a record of the restricted funds for reporting to the General Membership and Executive Board at the annual spring meeting.

Tax returns will be filed by PCACAC's contracted CPA with assistance from the Finance Vice President.

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SECTION 2: ACCOUNTING AND AUDITING PROCESSES

ACCOUNTING AND AUDITING

- A Finance Vice President's Report shall be given at each meeting of the Executive Board and General Membership.
- At least two signatures will be on the bank's signature card, including the Finance Vice President and a member of the Presidential cycle. Ideally, the signature card will include the Finance Vice President, President, President-Elect and Past President.
- The Finance Vice President's books are to be reviewed annually at the close of the fiscal year by someone other than the Finance Vice President who has been approved by the Leadership Team. Following the review, a report of the review is made to the Executive Board at its Winter Meeting.
- The collection of funds (conference registrations, exhibits, donations, membership dues, professional development activities or others) must be coordinated by the Executive Assistant or done on the PCACAC website.

BUDGET

- An annual line-item budget, developed by the Finance Vice President with the assistance of the Finance Committee and approved by the Executive Board at the annual fall business meeting, will provide the basis for the operation of PCACAC. The budget process will begin in the spring with input from members of the Executive Board.

CONTRACTS

- The President, President-Elect, Past President, and Finance Vice President, are the only persons authorized to sign contracts (including Banquet Event Orders) on PCACAC's behalf.
- Contracts, potential expenditures or financial commitments in amounts greater than \$2,000 require the written approval of the Finance Vice President before a commitment is made by anyone acting on PCACAC's behalf. The intent of this policy is to allow the Finance Vice President to plan for large anticipated expenditures.
- Copies of all signed contracts need to be sent to the Finance Vice President and the Executive Assistant.

CREDIT CARD

- PCACAC Credit Cards will be issued to the Finance Vice President, President, Executive Assistant, and Past President and President-Elect if they so choose. PCACAC Credit Cards can only be used by those whose name is on the card.
- Points from the PCACAC Credit Card may be used for PCACAC travel by anyone holding a company credit card, with preference given to the Executive Assistant, and with the approval (email is acceptable) of the President and Finance Vice President.

PAYMENTS

- Payments greater than \$5,000 require the authorization of the Finance Vice President and one member of the Leadership Team who has signature authority for the account from which the check is to be drawn. "Authorization" means that two signatures are required on a physical check. For an electronic transaction greater than \$2,000, the Finance Vice President and one member of the

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Leadership Team who has signature authority for the account from which the funds will be drawn must have given their written and verbal approval (email approval is acceptable).

- Payments made by the Finance Vice President will be made by check upon the receipt of an approved Request for Reimbursement form. Receipts, invoices, or other documentation will be required for all reimbursements or requests for an advance and must be attached to the form. The signature of the President or the committee chair is required before the form is sent to the Finance Vice President. A committee chair's reimbursement request must be signed by the President before being sent to the Finance Vice President. In either case, the appropriate signature approving the reimbursement is required before the form is sent to the Finance Vice President. The Finance Vice President will use his/her discretion to question a reimbursement request. Forms and receipts should normally be submitted within 15 days of incurring the expense or return from a trip.
- For expenses partially paid by NACAC, a copy of the NACAC reimbursement form that has been submitted to NACAC should be attached.

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SECTION 3: PCACAC INVESTMENT POLICY

The Leadership Team will be responsible for specific investments and the relationships with investment advisors and financial institutions. A review of investments including individual positions of mutual funds will be a regular and required part of Finance and Leadership Team meetings. Approvals of all investment decisions must be made by a majority vote of the Leadership Team and must include the President voting in the affirmative. The Committees will be mindful of the necessity of not making investments in areas that are antithetical to the interests of PCACAC. Voting may be done via email.

Investment Guidelines: Funds may be invested in the following instruments:

- Money market accounts
- Certificates of deposit
- Savings accounts
- Commercial bonds with a Moody's Rating of AAA or better
- Government issued bonds
- Bond funds
- Mutual funds, when initially invested, must meet the following criteria:
 - Overall Morningstar rating of 4-5 stars
 - A low risk rating
 - A value or blend in medium or large companies
 - A category rating of 4-5
 - A beta of 1 or lower
 - A management tenure of four or more years
 - The ratio of equity funds to cash and bond accounts may not exceed 60-40.

PCACAC Endowment

The PCACAC Endowment Fund was established on July 25, 2019. The purpose of the Fund is to enhance the mission of the Association by generating income for programs to support underrepresented counselors of the Association and any other initiatives designated by the Leadership Team or donors to the Fund.

In accordance with the PCACAC Investment Policy, the Finance Committee will serve as the custodian of the Fund and the Leadership Team will serve as the stewards of all income/proceeds generated by the Fund.

It is recommended that income from the Fund be distributed annually and at such other times as deemed necessary and/or feasible at the discretion of the Leadership Team.

Disbursement of income from the Fund need not occur annually in the event causes and programs have not been approved by the Leadership Team sufficient to utilize total income available, or in the judgment of the Leadership Team, total annual disbursement of income is not recommended and any remaining monies will be reinvested.

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SECTION 4: NACAC RELATED POLICIES/PROCEDURES

NACAC COLLEGE FAIRS

PCACAC can receive a stipend from NACAC for each National College Fair in our region according to the Revenue Sharing Agreement. The NACAC letter of agreement details the arrangements. The Revenue Sharing program is set to expire in 2024.

NACAC CONFERENCE REIMBURSEMENT

1. **Executive Assistant** - PCACAC will pay usual and customary travel expenses for the Executive Assistant to travel to NACAC. PCACAC will pay for single-room lodging and per diem allowance for meals as outlined in the reimbursement/travel guidelines (Section 7). Payment of Conference registration fees will be at the discretion of the Leadership Team.
2. **Leadership Team** - Any Leadership Team member **whose institution will not fund** attendance at the NACAC National Conference may request reimbursement. Reimbursement is dependent upon the financial health of the organization. Following the Conference, a Request for Expense Reimbursement form with all receipts attached must be submitted to the President for signature and then forwarded to the Finance Vice President for reimbursement no later than 15 days post Conference.

NACAC LEADERSHIP GROUPS AND PROGRAMS

PCACAC leadership may be required to participate in various NACAC programs as outlined by the NACAC Board of Directors. The continuation of programs and meetings may be subject to the discretion of the NACAC Board of Directors.

- PCACAC will pay travel expenses of its President, President-elect and Past-president *when it is not possible for the expenses to be reimbursed by the member's employing institution* according to the PCACAC Travel Guidelines.
- If necessary, PCACAC will pay the registration fees for the Past-President, President and President-elect to attend both the Leadership Engagement and Development program and Winter Meetings *when it is not possible for the expenses to be reimbursed by the member's employing institution*. Travel and lodging expenses at these meetings will be in accordance to Section 7 of PCACAC's Fiscal Policy. *Full hotel costs will be covered in the event that it is not possible for a room to be shared at these specific events. If a situation arises that payment for hotel and lodging are in question, a majority vote by the Leadership Team is needed to decide on what will be covered and what will not be covered by PCACAC.
- If necessary, PCACAC will pay the registration fees for the Finance Vice President and Finance Vice President -elect to attend the Treasurer's Development Institute *when it is not possible for the expenses to be reimbursed by the member's employing institution*. Travel and lodging expenses at

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these meetings will be in accordance to Section 7 of PCACAC's Fiscal Policy. *Full hotel costs will be paid for in the event it is not possible for a room be shared at these specific events. If a situation arises that payment for hotel and lodging are in question, a majority vote by the Leadership Team is needed to decide on what will be covered and what will not be covered by PCACAC.

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SECTION 5: PCACAC SPECIFIC MEETINGS/EVENTS

BOARD MEETINGS AND RETREATS

A PCACAC Full Board member (which includes the Executive Board and Delegates) should request a reimbursement from PCACAC for travel expenses *when it is not appropriate or possible for the expenses to be reimbursed by the member's employing institution*. PCACAC will reimburse the Board member using the guidelines as outlined in Section 7.

SPRING CONFERENCE

The annual Conference will be budgeted to operate on a breakeven or surplus basis. The budgeting process and an income/expense analysis will be used to determine the amount to charge for registration fees. PCACAC members will receive a reduced registration fee as a benefit of membership. The Finance Vice President shall be consulted in setting the Conference fees.

Spring Conference Reimbursement

1. If the member's employing institution will not pay the Conference registration fee for a member of the Executive Board, PCACAC will reimburse one-half of the Conference registration fee to attend the Conference.
2. Strong efforts should be made to attract session presenters/speakers from the PCACAC membership with the understanding that they will pay the standard registration fees and will not be reimbursed for transportation and other expenses.
3. Invited speaker, presenters, and panelists who are not PCACAC members whose experience or knowledge is essential to a specific presentation can be reimbursed one night's lodging and meals, with consideration given for conference registration fees and travel. Reimbursement will be provided upon receipt of a completed Request for Expense Reimbursement form, which must be signed by the Conference Chair and include all receipts.
4. The number of invited presenters and or speakers must be limited and is at the discretion of the Leadership Team and within the guidelines of the budget for the Conference.
5. An honorarium can be provided to the Keynote Speaker, but any honorarium amount of more than \$1000 must be approved by the Leadership Team. If the Speaker is a current member of NACAC's Board of Directors making an appearance as part of her or his official duties, the Speaker will not be provided an honorarium.
6. A person cancelling her or his registration more than two weeks (14 days) prior to the start of the Conference may receive a full refund minus a \$100.00 processing fee upon the written request to the Executive Assistant. No refunds will be made for no-shows or cancellations made less than two weeks (14 days) prior to the Conference. Any request for a refund must be made in writing to the Executive Assistant who will then submit the written request and verification to the Finance Vice President for reimbursement.

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SUMMER INSTITUTE

The Summer Institute will be budgeted to operate on a breakeven or surplus basis. The budgeting process and an income/expense analysis will be used to determine the amount to charge for registration fees.

PCACAC members will receive a reduced registration fee as a benefit of membership. The Finance Vice President shall be consulted in setting the Summer Institute fees.

1. The host institution will provide some financial support for the Summer Institute including but not limited to reception/welcome dinner and/or a financial contribution.
2. The registration fee for the Summer Institute will be waived for all faculty of the Summer Institute.
3. Lodging for Summer Institute faculty will be provided at the host institution as double occupancy. Lodging off-site will not be reimbursed by PCACAC.
4. A person cancelling her or his registration more than two weeks (14 days) prior to the start of the Summer Institute may receive a full refund minus a \$50.00 processing fee upon the written request to the Executive Assistant. No refunds will be made for no-shows or cancellations made less than two weeks (14 days) prior to the event. Any request for a refund must be made in writing to the Executive Assistant who will then submit the written request and verification to the Finance Vice President for reimbursement.

HIGH SCHOOL COUNSELOR WORKSHOPS AND PROFESSIONAL DEVELOPMENT

Drive-In workshops are budgeted to operate on a breakeven or surplus basis. The budgeting process and an income/expense analysis will be used to determine the amount to charge for registration fees.

PCACAC members will receive a reduced registration fee as a benefit of membership. The Finance Vice President shall be consulted in setting the fees.

1. The host institution will provide some financial support for the Drive-In Workshop.
2. The registration fee for the Drive-In Workshop will be waived for all Workshop faculty.
3. Faculty expense reimbursement will be based on the guidelines in Section 7. For expenses not covered by the member's employing institution, a Request for Expense Reimbursement form should be completed with all receipts attached, signed by the Professional Development Committee Chair, and submitted to the Finance Vice President no later than 15 days post event.
4. A person cancelling her or his registration more than two weeks (14 days) prior to the start of the event may receive a full refund minus a processing fee upon the written request to the Executive Assistant. No refunds will be made for no-shows or cancellations made less than two weeks (14 days) prior to the event. Any request for a refund must be made in writing to the Executive Assistant who will then submit the written request and verification to the Finance Vice President for reimbursement.

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SECTION 6: PCACAC SCHOLARSHIPS AND AWARDS

1. **Marion Flagg Scholarship** - The Inclusion, Access and Success (IAS) Committee is charged with the selection process. The number of scholarships that the organization can support will be evaluated annually (during the budget process). Either full or partial scholarships may be awarded up to the budgeted amount. The scholarships cover the following expenses: one year of PCACAC membership dues, the PCACAC Conference registration fee, and either lodging at the conference hotel or travel reimbursement within the guidelines in Section 7 up to a maximum amount as determined by the IAS Committee within the annual budget. Requests for reimbursement shall be submitted to the Finance Vice President with all receipts attached and the signature of the IAS Chair within 15 days of the Conference.
2. **Ann Powell Mentor Program** – The Ann Powell Mentor Program Committee is a sub-committee of the Professional Development Committee and is charged with the selection process. The number of scholarships that the organization can support will be evaluated annually during the budget process. Scholarships for membership will be awarded up to the budgeted amount.

3. Student Support Grant Program

The Student Support Grant Committee is charged with the selection process. The Student Support Grant (SSG) is an award to fund initiatives that directly support students in the college transition process. The amount of the grant and the number of awards will be evaluated annually (during the budget process). The SSG will reimburse recipients for the proposed project or event. Possible uses for the SSG could include: college or financial aid workshops, group trips to college campuses, and prospective student programming. The funds may not be used for individual students, or to pay speaker honoraria. The SSG Grant will be dispersed after all receipts, with the signature of the Student Support Grant Chair, are submitted to the Finance Vice President. Receipts are due within 30 days following the approved event or project.

4. **Richard L. Apperson Award** - The Richard L. Apperson Award, named in honor of PCACAC's first president, is the association's highest honor presented to a PCACAC member. It is awarded annually to a member whose career embodies the ideals of the association - providing extraordinary service to students, to PCACAC and to the college counseling profession. The Nominating Committee will bring forward names to the PCACAC Leadership Team in January. Each year the recipient will take temporary possession of the engraved permanent bowl until the next recipient is chosen. The recipient will receive a small engraved Jefferson cup to keep.
5. **John A. Blackburn Award** – The Past Presidents' Committee is charged with the selection process. There is no requirement to select a recipient unless it is deemed there is an appropriate nominee. If the recipient of the Blackburn Award is a member in good standing of PCACAC, the cost of attending the conference will not be covered by PCACAC, but PCACAC will cover the cost of two dinner guests of the recipient at the meal where the award is presented. Should the recipient be from outside the PCACAC region, PCACAC will endeavor to facilitate the recipient's attendance at the Conference if the recipient is unable to attend otherwise. Initial funding of the Blackburn Award was through donations from past presidents of PCACAC. Each year the recipient will take temporary possession of the engraved permanent plaque until the next recipient is chosen. In addition, the recipient will receive a smaller, engraved permanent plaque to keep.

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SECTION 7: REIMBURSEMENT/TRAVEL GUIDELINES

PCACAC expects that all reimbursable expenses be reasonable, necessary, and be supported with appropriate documentation and receipts. An “eligible PCACAC member” is defined as a member of the Leadership Team, the Executive Board or a committee volunteer acting directly on behalf of an established PCACAC committee. Reimbursements must comply with the following guidelines:

- An eligible PCACAC member should request a reimbursement from PCACAC for travel expenses *when it is not appropriate or possible for the expenses to be reimbursed by the PCACAC member’s employing institution.*
- All requests for reimbursement must be submitted on a Request for Reimbursement Form with all receipts attached. The form must be signed by the President or the Committee Chair responsible for calling/hosting the meeting. The form should be submitted to the Finance Vice President no later than 15 days post meeting or event.
- When traveling by car, PCACAC will reimburse eligible members at the rate of 50 cents per mile *when it is not appropriate or possible for the expenses to be reimbursed by the PCACAC member’s employing institution.*
- When meals are an allowed part of travel on PCACAC business and *when it is not appropriate or possible for the expenses to be reimbursed by the PCACAC member’s employing institution,* the eligible member reimbursement amount for meals excluding tips, may not exceed \$63 per day. This per diem can generally be viewed as allowing up to \$15 for breakfast, \$18 for lunch, and \$30 for dinner. Tips should not exceed 20 percent. All requests for reimbursement must include itemized receipts.
- Reimbursements for incidentals typically include parking (at non-valet rates where self-park is an option), commuter tolls, and tips for baggage handlers, housekeeping and other service personnel, and related travel expenses *when it is not appropriate or possible for the expenses to be reimbursed by the PCACAC member’s employing institution.* Except as otherwise noted, expenses in excess of \$250 require the approval of the President or Finance Vice President prior to committing to the expenditure.
- **Transportation**
 - Eligible PCACAC members seeking reimbursement are responsible for making their own reservations as soon as possible in advance of the date of the event. When making travel arrangements, travelers are requested to book the lowest available roundtrip coach airfare. Eligibility for such fares is often restricted. Travelers making first-class, last-minute, or similar arrangements will be responsible for the difference in cost. Cancellations or penalties assessed for ticket exchanges are not eligible for reimbursement and are the sole responsibility of the individual unless due to unanticipated changes to the event’s schedule. Reimbursement requests for cancelled travel due to a family or similar emergency must be made in writing. Airfares in excess of \$500 per ticket and any exceptions to this policy require the prior written consent of the President and the Finance Vice President.

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- Eligible PCACAC members should use complimentary hotel shuttles, flat-rate airport shuttle services, or public transit when possible. Taxis or economical chauffeur services will be reimbursed if other forms of ground transportation are not available.
- Reimbursement will be provided after the travel is completed. Exceptions to this policy may be granted by the President and the Finance Vice President. If an exception is granted, eligible PCACAC members may submit requests to PCACAC for reimbursement once travel is booked and need not wait until the travel is completed. Proof of purchase is required, which can be the airline's confirmation record to include the travel itinerary, date of purchase, ticket price and form of payment. In some cases, such as State and Regional Presidents' Council Grant recipients, this guideline may also apply to registration fees for the NACAC National Conference.
- Other Modes of Transportation: Travel by train or bus will be reimbursed for the face value of the ticket and, if traveling by car, PCACAC will reimburse eligible individuals according to the current PCACAC mileage guidelines. The level of reimbursement associated with these alternative modes of transportation should not exceed the amount of the lowest available round trip coach airfare to and from the same site.
- **Lodging:** One-half of the double occupancy rate of lodging may be reimbursed for eligible individuals *when it is not appropriate or possible for the expenses to be reimbursed by the PCACAC member's employing institution*. Those who prefer to have a single room will be responsible for the additional cost above the double- occupancy rate.

Addendum: Document Retention Policy

NACAC policy adopted by PCACAC in August, 2018

NACAC Document Retention and Destruction Policy

I. Purpose, Goals and Definitions

The purpose of this Document Retention Policy ("DRP" or "policy") is to standardize the procedures by which the records of the National Association for College Admission Counseling ("NACAC") shall be maintained, stored, or destroyed in the ordinary course of business. The records of NACAC are important to the proper functioning of the organization. Such records can be in electronic or paper form. Thus, items that you may not consider important, such as interoffice emails, desktop calendars and printed memoranda are records that are considered important under this policy. If you are ever uncertain as to any procedures set forth in this policy (e.g., what records to retain or destroy, when to do so, or how) it is your responsibility to seek answers from your supervisor or the director of finance and administration.

The goals of this DRP are to:

1. Specify what documents to retain for future reference and use;
2. Specify when documents are no longer necessary for the proper functioning of NACAC and can be destroyed; and
3. Ensure that you, as a NACAC employee, know what documents should be retained, the length of their retention, means of storage, and when and how they should be destroyed.

"Records" discussed herein refers to all business records of NACAC (and is used interchangeably with "documents"), including written, printed, and recorded materials, as well as electronic records (i.e., emails and documents saved electronically).

NACAC officers, directors, employees and volunteers who have and Records at their homes, offices or other locations shall comply with the provisions of this Policy and shall cooperate with the director of finance and administration in the retention or destruction of any such Records.

II. Governing Laws

Federal and state laws require NACAC to maintain certain types of records for particular periods. Failure to maintain such records could subject you and NACAC to penalties and fines, obstruction of justice, spoiling of legal evidence, and/or seriously harming NACAC's position in litigation. It is NACAC's intent to adhere to all applicable federal, state, and local statutory and legal guidelines and it is imperative that you fully understand and comply with the document retention policy.

III. Administration of this DRP

To ensure compliance with this DRP, NACAC's director of finance and administration is responsible for the following oversight functions:

- Implementing the DRP;
- Ensuring that employees are properly educated, understand, and follow the DRP's purpose;
- Provides oversight on actual retention and destruction of documents;
- Ensuring proper storage of documents;
- Periodically following-up with counsel to ensure proper retention periods are in place;
- Suspending the destruction of documents upon foreseeable litigation; and
- Keeping corporate officers, directors, and employees apprised of changes in relation to the DRP.

NACAC's director of finance and administration shall annually review the DRP and inform the chief executive officer of any recommended changes.

IV. Schedule for Retention and Destruction of Records

Schedule "A", attached at the end of this DRP, lists several categories of records, as well as records that contain specific retention periods. This is referred to as a Document Retention Schedule ("DRS"). If there is any question as to the Schedule "A" categorization of a specific Record, your supervisor, the chief executive officer, deputy executive director, or director of finance and administration should be consulted.

Records shall be retained and stored in accordance with Schedule "A". After the time specified in the Schedule for retention has passed, a Record shall be destroyed. Destruction of Records shall proceed on a regular basis in accordance with the Schedule, except as provided in Section V. "Cessation of Record Destruction/Deletion" in this Policy.

Destruction/Deletion of Email Records

If any Email exists that can be categorized in accordance with Schedule "A", it is each officer's, director's and employee's responsibility to copy it to an electronic file on the network common drive or save in a format other than Email, as Email will be destroyed and deleted on a regular basis. The chief executive officer or deputy executive director will work regularly with the director of information technology to delete all Email Records on a regular basis. Deleted Emails will be purged from NACAC's electronic servers and systems except as provided in Section V. "Cessation of Record Destruction/Deletion" in this Policy.

V. Cessation of Record Destruction/Deletion

If a lawsuit is filed or imminent, or a legal document request has been made upon NACAC, ALL OFFICERS, DIRECTORS, EMPLOYEES, AND VOLUNTEERS SHALL IMMEDIATELY CEASE RECORD DESTRUCTION. The chief executive officer and director of finance and administration shall ensure that every NACAC officer, director, employee and volunteer is aware of and is complying with the need to preserve potentially discoverable records. Record destruction can resume only upon specific approval and advice of the chief executive officer and NACAC legal counsel.

A critical understanding of this section is imperative. Should you fail to follow this protocol, you and/or NACAC may be subject to fines and penalties, among other sanctions.

VI. Policy Review and Approval

This Policy has been reviewed and approved by the NACAC Board of Directors as of November 16, 2008 and can be amended from time to time by the Board of Directors. The DRS may be amended from time to time by either the Board of Directors or chief executive officer.

Schedule A – Document Retention Schedule*
(*Specific Records and Retention Period Subject to Change)

TYPE OF RECORD	SPECIFIC RECORD	RETENTION PERIOD
Accounting Records		
	Annual financial statements	Permanent
	Monthly financial statements	3 years
	General ledger	8 years
	Journal entries	8 years
	Special reports	8 years
	Canceled checks	8 years
	A/P paid invoices	8 years
	Business expense records	8 years
	Credit card receipts	3 years
	Cash receipts	3 years
	A/R invoices	8 years
	Sales Records/Accounts receivable	8 years
	Audit reports	Permanent
	Expense reports	8 years
	Loan documents	8 years after final payment
	Stop payment orders	3 years
	Bank reconciliations	3 years
	Bank statements	8 years
	Check Registers	8 years
	Investment account statements	5 years
	Budget Detail	3 years
	Budget Summary	8 years
	Annual Depreciation schedules	8 years
Tax Records		
	State & local tax returns	Permanent
	Form 990 & supporting documentation	Permanent
	Form 990-T & supporting documentation	Permanent
	Supporting documentation for taxes	3 years
	City & State sales, use, and property tax reports & supporting documentation	5 years
	Unclaimed property filings & supporting documentation	5 years
	1099 forms	8 years
	Payroll taxes (W2, W3)	Permanent

	Payroll taxes (Form 941, state withholding forms, state unemployment returns)	8 years (or longer if designated by state law)
Payroll Records		
	Salary, position & classification records	7 years after tax due or paid
	Payroll deductions	6 years
	Daily time sheets & leave records	5 years
	W-2 forms	8 years
	Federal & state withholding forms	7 years after tax due or paid
	Garnishments	3 years after termination
	Payroll registers	4 years after tax due or paid
	State employment & unemployment forms	4 years
	State unemployment tax records	Permanent
	Cancelled payroll checks	8 years
	Deductions register	8 years
	Earnings records	8 years
Insurance Records		
	Policies	5 years after expiration
	Claims for loss/damage, accident reports, appraisals	5 years after settlement
Organizational Records		
	Articles of Incorporation and Bylaws	Permanent
	Board and Board Committee Meeting minutes	Permanent
	Standing Committee Meeting Minutes	10 years
	General Assembly and General Membership Meeting minutes	Permanent
	Board, Committee and Organizational Charts	10 years
	Annual Reports	Permanent
	Long Range Plans	5 years after completion
	Calendars	1 year
Legal Records		
	General Contracts	3 years after termination
	Hotel Contracts	3 years after termination
	Convention Center Contracts	3 years after termination
	Event Decorator Contracts	3 years after termination

	Financing records or contracts	10 years after expiration
	Property maintenance and repair records	5 years
	Trademark registration	Permanent
	Copyright registration	Permanent
	Patents	Permanent
	Litigation claims	5 years following close of case
	Court documents & records	5 years following close of case
	Deposition transcripts	5 years following close of case
	Discovery materials	3 years following close of case
	Leases	6 years after termination
Personnel Records		
	Recruitment applicant logs & records	1 year after taking action or creation of record
	I-9 forms	The later of 3 years after date of hire or 1 year following termination
	Employee application materials	7 years after termination
	Offer letters	7 years after termination
	Performance evaluations	7 years after termination
	Salary change forms	7 years after termination
	Records of employment decisions (promotion, transfer, demotion, training, discipline, termination)	7 years after termination
	Requests for reasonable accommodation	7 years after termination
	FMLA records	7 years after termination
	Termination agreements	Permanent
	Job descriptions	Permanent
	Personnel manuals	Permanent
	Medical and safety records	7 years after termination
	Accident reports	7 years after termination
	Workers compensation records	10 years
	Current beneficiary information (most recent)	7 years after termination
	Salary reduction agreements	7 years after termination
	Incentive plan records	7 years after plan expires
	Retirement plan records	7 years after plan expires
	Pension plan records	7 years after plan expires
	Other benefit plan records	7 years after plan expires

Historical Records for Affiliates	Letters from states or regions requesting affiliate status	Permanent
	Affiliate documents proving organization as not-for profit organization status (IRS5013c)	Permanent
	Affiliate documents showing incorporation	Permanent
	Affiliate Bylaws and other governing documents	Permanent
	Affiliate business meeting minutes	Five years
	Affiliate annual financial reports including dues schedule	Five years
	Affiliate governing board members, Assembly delegates-annual list	Five years
	Affiliate National Fair Agreements	Three Years