

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

Procedure:	Finance Committee
Number:	SOP-201
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees
Reference:	SSCA By-Laws Section 14: Committees; Kenneth Law Scholarship Award Committee, SOP-402;
Effective Date:	February 2, 2002
Revises Previous Date:	July 15, 1998

The committee will:

1. Maintain a budget manual to be used by the Treasurer to classify expenses of the Association and make any changes to the budget manual at the Mid-Winter Training Conference.
2. Prepare budget for SSCA and submit to the Executive Board at the Annual Summer Training Conference (beginning 1990).
3. Review the budget submitted by the President (President-Elect to submit for his/her year as President) for approval prior to submission to the Executive Board at the Annual Summer Training Conference.
4. Review the budget submitted by the Executive Secretary prior to submission to the Executive Board at the Annual Summer Training Conference.
5. Review the Host Committee budget prior to submission to the Executive Board at the Mid-Winter Training Conference and make recommendations to the Executive Board regarding the Budget.
6. Review the Program Committee budget prior to submission to the Executive Board at the Mid-Winter Training Conference and make recommendations to the Executive Board regarding the budget.
7. Review any set-aside monies prior to their being granted to determine the expenditure's impact on the Association's future.

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8. Review/monitor expenditures for Scholarships and, if it becomes necessary, make recommendations to further finance said scholarships.

9. The Finance Committee Chair shall review the financial records for accuracy at the Mid-Winter meeting. In the event of any discrepancies, the Treasurer shall reconcile such discrepancies within 45 days. The financial records will be reviewed again by the Finance Committee Chair upon correction of discrepancies.

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Procedure:	Officer and Member Expenses
Number:	SOP-202
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees (Finance Committee)
Reference:	SSCA Expense Statement/Reimbursement Request, SOP-402
Effective Date:	August 9, 1992
Revises Previous Date:	None

Annually, the President and President-Elect will submit an expense budget proposal to the Chairman, Finance Committee, by November 1. This document will include all planned expenditures through the year ending October 31 of the following year. The types of expenses that are normally considered include the following:

1. Office supplies and postage necessary to conduct Association business;
2. Telephone expense necessary to conduct Association business;
3. Trip expense while on official Association business;
4. Past-President's breakfast;
5. Plaques and awards not provided by other committees; and
6. Rooms and supplies for meetings of officers and the Executive Board.

Specific:

1. The Chairman, Finance Committee, shall review the proposal for detail and by comparing the request with budgets approved in the past.
2. The Chairman shall recommend changes to the President and President-Elect.
3. The Finance Committee shall meet at the annual Mid-Winter Meeting and review the request.
4. The Chairman shall submit the request to the Executive Board with any recommendations from the committee.

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In the event an SSCA business trip by a member of the organization becomes necessary and the trip has not been previously approved, the following shall occur:

1. The member shall contact the President.
2. The President shall make a determination if the planned trip and expenditure is in line with proposals previously approved by the Executive Board.
3. The President shall consult with at least one other officer in the organization.
4. After consideration, the President shall inform the member of the decision.
5. The Treasurer shall report on any expenditure authorized in this manner at the next meeting of the Executive Board for final approval.
6. Officers and members of the organization shall not make arrangements for trips at Southern States Correctional Association expense until they have an approved budget or notification from the President that review of the request has been completed and that he/she will recommend approval at the next Executive Board meeting.
7. Members shall submit requests for reimbursement on SSCA Expense Statement/Reimbursement Request forms based on pre-approved limits.
8. Any questionable expense(s) must be resolved by vote of the Executive Board.

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Procedure:	Investment of SSCA Funds
Number:	SOP-203
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 4: Duties of Officers (Treasurer) and Section 14: Committees (Finance Committee) SSCA By-Laws Section 4: Duties of Officers and Section 14: Committees; Duties of Executive Secretary, SOP-107; Treasurer, SOP-104
Reference:	
Effective Date:	July 18, 2007
Revises Previous Date:	August 9, 1992

The Association desires to invest excess Association funds (funds not required to meet normal Association expenses) to ensure safety from loss of funds while gaining the best possible rate of return.
Specific:

1. The Association's regular business account will be maintained in an interest bearing checking account at a federally insured bank that pays competitive interest rates.
2. The Executive Secretary will maintain this account and coordinate with the Association Treasurer to ensure safety and proper expenditure of the Association funds.
3. On or before May 1 and November 1, the Executive Secretary and Treasurer will review the account balance and will determine an estimated balance needed to meet expected Association expenses over the next six (6) months while taking into account anticipated revenues.
 - a. Funds determined to be in excess of funds necessary to meet Association expenses shall be transferred to an Association money market account with a federally insured bank or the U. S. Treasury that is paying a competitive interest rate.
 - b. In the event the account balances in either the regular business account or money market account increase to a level approaching the \$100,000 maximum insured by the FDIC, the Executive Secretary and Treasurer shall open another account in another federally insured financial institution to hold excess funds.
 - c. Fund balances shall be regularly monitored to ensure that balances do not exceed \$100,000.

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4. The Treasurer shall report all transactions occurring between Association accounts at the next Association Executive Board Meeting.

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Procedure:	Training Grant
Number:	SOP-204
Authority:	Board of Directors
Reference:	None
Effective Date:	January, 1999
Revises Previous Date:	July 16, 1994

The Training Grant was established to enable SSCA to provide quality training/trainers to the members in participating states. The Training Grant is a way to give something back to SSCA members and promote SSCA to non-members.

Specific:

1. The SSCA President-Elect will send a letter to each State Representative no later than August 1 of each year, requesting the name, address and phone number of the President or contact person of the state association(s) of their respective state. The State Representative will submit that information to the President-Elect no later than August 15.
2. The President-Elect annually will send an information packet to the President, or contact persons, of each state association(s) within our membership by September 1 of each year. A copy of that letter will be sent to the appropriate State Representative. The information packet will consist of:
 - a. Application for SSCA Training Grant
 - b. List of State Representatives to include their addresses and telephone number
 - c. SSCA reimbursement form
3. The application for SSCA Training Grant will be completed by the state association(s) and submitted to the appropriate State Representative. The State Representative will conduct a background check. Once the background check has been completed, the State Representative will contact the President-Elect for approval of expenses. Those expenses will not exceed \$500.
4. State Representatives will confer with the state association(s) to ensure the conference program reflects SSCA's sponsorship of the speaker and will secure a copy of the conference program to submit to the President-Elect for the master file.

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5. Once training has been completed, the speaker or requesting state association(s), whichever has incurred expenses, will submit the SSCA reimbursement along with receipts to the President-Elect. The President Elect will approve or disapprove expenses and forward approved reimbursement requests to the Treasurer for payment. If questions arise concerning the expenses, the President-Elect will contact the speaker or state association(s) for an explanation.

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SSCA TRAINING GRANT APPLICATION

SPEAKER NAME:

AGENCY EMPLOYED:

SPEAKER'S ADDRESS:

SPEAKER WORK PHONE #:

SPEAKER HOME PHONE #:

STATE ASSOCIATION CONTACT PERSON:

STATE ASSOCIATION PHONE #:

APPROPRIATE STATE REPRESENTATIVE:

SESSION TOPIC:

SSCA REIMBURSEMENT CHECK TO BE MAILED TO:

(Address - Please print)

PLEASE PROVIDE OTHER TRAINING CONDUCTED INCLUDING CONTACT PERSON AND PHONE NUMBER

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Procedure:	SSCA Expense Statement/Reimbursement Request
Number:	SOP-205
Authority:	SSCA Constitution, Article XI-Authorization of By-Laws and Standard Operating Procedures; SSCA By-Laws Section 7: Duties & Responsibilities of Executive Board Program Committee, SOP-303; Officer & Member Expenses, SOP-202
Reference:	
Effective Date:	July 19, 2005
Revises Previous Date:	February 2, 2002

Reimbursable travel must be approved in advance as stipulated in the Association's Standard Operating Procedures. Individuals requesting reimbursement of approved expenses will use the attached Expense Statement/Reimbursement Request.

Specific:

1. For the purpose of calculating travel and meal reimbursement, each day shall be divided into four equal quarters in the following manner.
 - a. First quarter shall be 12:00 Midnight to 6:00 AM
 - b. Second quarter shall be 6:00 AM to 12 Noon
 - c. Third quarter shall be 12 Noon to 6 PM
 - d. Fourth quarter shall be 6 PM to 12 Midnight.
2. Meals shall be reimbursed on the following travel schedule:
 - a. Breakfast - When travel begins before 6:00 AM and extends beyond 8:00 AM
 - b. Lunch - When travel begins before 12 Noon and extends beyond 2:00 PM
 - c. Dinner - When travel begins before 6:00 PM and extends beyond 8:00 PM or when travel occurs during night-time hours due to Association requirements.

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3. The traveler is eligible for meal reimbursement for all official travel occurring within the time above except that no meal allowance shall be made for meals when travel is confined to the city or town of official headquarters or immediate vicinity. Immediate vicinity shall mean an area within a 25 mile radius of the official headquarters.
4. The travel reimbursement form shall contain the time the traveler departed and the time of return.
5. Mileage will be reimbursed in accordance with guidelines set out by the Federal Government and meals shall be reimbursed at the following rate:
 - a. Mileage **Consistent with federal guidelines**
 - b. Breakfast: \$ 10.50
 - c. Lunch: \$ 10.50
 - d. Dinner: \$ 21.00 (meal total not to exceed \$42.00/day)

Attachment: Expense Statement/Reimbursement Request

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SOUTHERN STATES CORRECTIONAL ASSOCIATION Expense Statement/Reimbursement Request

Name _____ SSN: _____

Mailing Address: _____

Purpose/Location Date(s) _____

Transportation

- * 1. Commercial (Plane _____ Train _____ Other _____) \$ _____
 - 2. Personal Vehicle (Tag # _____ State _____)
Ending Odometer _____
Beginning Odometer _____
Total Miles _____
Non-SSCA Use Miles _____
Total SSCA Use Miles _____ x \$ _____
 - * 3. Taxi fares _____
 - * 4. Parking/Tolls _____
- TOTAL \$ _____

Meals (Daily total not to exceed \$42 per day)

Date	Breakfast	Lunch	Dinner	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	\$ _____

Lodging

Date	Hotel/Motel Name	Cost	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	\$ _____

Other

- * U.S. Postage _____
- Total (A 1-4, B, C and D)** \$ _____

* Receipt Required

I do solemnly swear that the above statements are true and I have incurred the described expenses.

Signed _____ Date _____

FOR OFFICIAL USE ONLY

Approved by _____ Verified by _____ Check # _____ Date Pd _____

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Procedure:	Event Insurance
Number:	SOP-206
Authority:	SSCA Constitution, Article XI-Authorization of By-Laws; SSCA By-Laws Section 14: Committee
Reference:	None
Effective Date:	July 19, 2000
Revises Previous Date:	July 14, 2010

Specific:

1. The chairman of the Host Committee shall secure a minimum of three bids for event insurance for the Mid-Winter Training Conference and the Annual Summer Training Conference.
2. A recommendation of acceptance of the lowest bid that provides adequate coverage, along with the other Bids, shall be submitted to the President of the Association for approval prior to the Mid-Winter Training Conference.
3. The President will notify the Treasurer to issue a check securing this coverage for these two meetings a minimum of one month prior to the beginning of the Mid-Winter Training Conference.
4. The Event Insurance is a Host Committee expense shown on the Host Budget Report as Event Insurance – 4557.