

# Wisconsin Emergency Management Association

## Fiscal Policy & Procedures

The Fiscal Policy and Procedures of the Wisconsin Emergency Management Association (WEMA) are established to safeguard the finances of this organization and to aid in the efficient operation of the office of the elected/appointed treasurer and are as follows:

### Annual Budget

The treasurer shall prepare the annual budget for presentation to the Board of Directors by the end of September. The WEMA Board of Directors shall have the responsibility to approve the WEMA annual budget (Article VI, Section 1.) The budget will be shared with the membership at the WEMA annual meeting in October.

### Audit of Financial Records

The financial records of WEMA shall be audited prior to the annual WEMA meeting by the audit committee which shall be comprised of the Vice President, the immediate Past President and a member-at-large (Article VII, Section 2.).

### Change of Office of Treasurer

The complete financial records of WEMA shall be transferred from the out-going treasurer to the in-coming treasurer immediately following an audit of all WEMA accounts. This change in the office of treasurer may occur through election or by appointment to fill an open position.

### Credit Card

WEMA authorizes the President and the Treasurer to each hold a credit card in the name of the association. Charges to the credit card must be for WEMA business only. Credit card charges documentation is required to be submitted to the Treasurer of WEMA by the 10<sup>th</sup> of the month in order to verify accounts with the credit card billing.

### Financial Statements

Financial statements shall be prepared by the Treasurer quarterly. The current financial statement shall be presented at each regular meeting of the Board of Directors and at the WEMA annual meeting. The statement shall show assets, liabilities, receipts and disbursements (Article IV, Section 7.).

### Investments

From time to time as funds allow, excess monies of WEMA may be invested in a savings account or in a certificate of deposit with an FDIC organization with the approval of the Board of Directors.

### Receipt of Revenues

All monies designated for WEMA shall be directed to be received only by the WEMA Treasurer. These monies shall be recorded and deposited on a timely basis as received by the Treasurer.

### Reimbursement of Expenses

Any requests for reimbursement of expenses shall be submitted to the President on the WEMA Expense Reimbursement Form. The President must approve the reimbursement and only expenses with receipt documentation will be approved. The President will forward all approved requests to the Treasurer for process and reimbursement.



## EXPENSE REIMBURSEMENT FORM

Name: [Click here to enter text.](#) Telephone Number: [Click here to enter text.](#)

Mailing Address: [Click here to enter text.](#)

City, State, Zip Code: [Click here to enter text.](#)

Date of Meeting/Expense: [Click here to enter text.](#)

Location of Meeting/Expense: [Click here to enter text.](#)

Purpose of Meeting/Expense: [Click here to enter text.](#)

Mileage: [Click here to enter text.](#) X \_\_\_\_\_ = [Click here to enter text.](#)  
(Current state rate)

Meals (Receipt Required)\*: [Click here to enter text.](#)

Lodging (Receipt Required)\*: [Click here to enter text.](#)

Other expenses (Explanation of expenses and receipt required)

Explanation:	<a href="#">Click here to enter text.</a>	Expense:	<a href="#">Click here to enter text.</a>
	<a href="#">Click here to enter text.</a>		<a href="#">Click here to enter text.</a>
	<a href="#">Click here to enter text.</a>		<a href="#">Click here to enter text.</a>

**Total Requested** [Click here to enter text.](#)

Signature: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Submit to: WEMA Treasurer, 160 South Macy Street, Fond du Lac, WI 54935

For Office Use Only

Approved by: \_\_\_\_\_

Amount Approved: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Check Number: \_\_\_\_\_

\*Usual and reasonable rates will be accepted.