FINANCE & BUDGET COMMITTEE POLICIES & PROCEDURES

1. Management responsibility for the investment of the Association’s funds rests with the Treasurer, who shall have the authority to move monies between approved instruments at his/her discretion. The Treasurer must investigate options for renewal of current investments and must be discussed/approved by the Finance Committee. Any movement of monies/renewal of investments shall be reported at the next board meeting. Any other consideration for new/different investments must be reviewed by the Finance Committee and approved by the Executive Board.

2. The Treasurer shall maintain all checking, savings and investment accounts in a financial institution covered by FDIC or FSLIC insurance with authorized signatures for the withdrawal of those funds. The amount invested in any one institution shall not exceed the federal insurance limit.

3. The Treasurer shall research fees, charges and interest paid for the various types of accounts as directed by the Board.
4. The Treasurer shall have signature authority for checks up to $10,000. The President or Secretary is required to authorize checks greater than $10,000. Authorization may be given via fax or e-mail with an explanation of the amount of the check and its intent. This document will be maintained by the Treasurer. The President, Secretary, and Treasurer have authority for signatures and this is updated yearly upon transition of new executive board.

5. The Treasurer shall report on all account balances and investments on a monthly basis to the Executive Board and on a quarterly basis to the membership.

6. All requested reimbursements must be submitted on the MdHIMA expense statements to the Treasurer within 30 days after the expenses are incurred. Receipts must be attached to the expense statement for proper reimbursement.

7. The MdHIMA delegates (including the President and President-elect) shall receive full registration reimbursement for the AHIMA national convention. MdHIMA will also reimburse delegate expenses incurred from summer and Winter Team Talks and as reimbursing the President and President-elect for expenses incurred for attending the AHIMA Leadership Conference. They shall be reimbursed for the transportation
expenses which include airfare to/from the event, taxi/bus fees, parking fees, and mileage reimbursement if convention is located within driving distance. If the convention is located where the preferred mode of travel is by personal automobile, the travel will be reimbursed at the current government mileage rate per mile. If the delegate chooses to rent a car, the Association will reimburse the delegate the government mileage rate per mile for the distance traveled. The delegate will be responsible for the cost of the rental car, gas, etc. Delegates (including the President and President-Elect) shall also be reimbursed for 2 nights of lodging expenses during the AHIMA national convention. These 2 nights will coincide with the activities the Delegates are involved in. MdHIMA will also pay for expenses incurred for meals for Delegates while attending Delegate functions. MdHIMA shall pay for additional lodging, meals, and other expenses for the President and President-Elect if they represent MdHIMA at AHIMA meetings beyond the House of Delegates. All receipts are required for reimbursement to be paid.

8. Registration fees for all MdHIMA educational sessions will be waived for the President of MdHIMA as well as one individual that is in charge of organizing the meeting. Registration fees for the Annual Meeting will be waived for the Past-president and two directors of MdHIMA.
9. The registration fees for all MdHIMA educational sessions will be decided and approved by the Chairperson of Arrangements, Education, Data Quality, Annual Meeting Committees and the President of MdHIMA.

10. If the finance committee and/or executive board determine an audit is necessary, then a review and audit could be conducted.

11. Any exception to the above policies must have prior approval of the President of MdHIMA or Designee.