UNITING OUR MEMBERS AND THE NATION
Empowering leaders, educating students, strengthening communities

Sound Fiscal Policies, Sound Fiscal Protocols and Sound Fiscal Procedures Equals a Fiscally Sound Association!

Paul McCorkle, CFO/CIO
South Dakota Education Association
COMPETENCY: STRATEGY AND FISCAL HEALTH

• NEA Leadership Competency progression level:
  • Level 2: Mobilizing & Power Building

• NEA Leadership Competency theme:
  • Understands the interdependency of strategic planning, budget development, and business policy
NEA Strategic Goal and NEA Organizational Priority:

• NEA Strategic Goal
  • Building the capacity of the local, state and national union to ensure the success of public education.

• NEA Organizational Priorities
  • Early Career Educator
  • Supporting Professional Excellence
Who am I?

• Paul McCorkle, CFO/CIO of South Dakota Education Association

• Policies, Protocols and Procedures are important to help safeguard the association from fraud and allows for more transparency
Why is it Important to have Policies, Protocols and Procedures?

• Safeguards

• Checks and Balances

• Good Stewardship
First! Some Basics

• Do you have procedures in place?

• What might be some basic procedures a local should have?
With Others at the Table

Outline briefly the process of paying a bill in your association
Best Practices

• Create and ratify a budget

• Deposits
  • Who deposits the money
  • Treasurer or someone else?
Best Practices cont.

• How soon are deposits made after the money is received?
• Vouchers - what are they and how are they used?
• Checks - how are they handled?
Best Practices cont.

• Bank statements and reconciliations
• Financials - who and when?
• How do you do this in your local?
• Develop a routine
The Dreaded Audit

• Why?
• Who?
• What are they looking for?
• Frequency?
• Who receives the audit?
Policies Your Association Should Have

• We’ve talked about some of the very basics, now let’s talk about what are some policies your association should have

• Remember – these are Best Practices
The Ultimate Document

• Bylaws
  • Make sure you understand your bylaws as they usually contain the framework for which guides your organization
More Guidance

• Board Policy
  • Directs the organization, but not the detail

• Protocol
  • Actions/steps taken

• Procedure
  • The actual step by step process
Examples

• Dues Policy
  • Establishes how much and how collected

• Dues Protocol
  • General steps - What steps we take if there are dues that need to be collected

• Procedure
  • Step by step process – the “how to”
Typical Policies

• Review bylaws
  • Frequency bylaws are reviewed

• Review policies
  • Frequency policies are reviewed
  • Do they meet LMRDA standards?
Typical Policies cont.

• Budget safeguards

• Travel policy
  • Allowable expenses for travel

• Credit card policy
Additional Policies

• Expense vouchering
• Investment policy – short-term and long-term
• Operational reserve fund
• Designated funds
Additional Policies cont.

• Conflict of interest
• Document retention policy
• Harassment policy
• Cyberfraud
Protocols

• Membership cancellation
• Grants
• Media
Procedures

• Deposits
• Accounting
• Processing dues receivable
• Processing membership
Session Outcomes

The content from this session can be used in the following ways in your current position/role:

• Structure to protect dues dollars
• Transparency to your membership
• Strengthen and stability of organization
Contact Information

Thank you for attending

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Closing

• Please complete the evaluation for this breakout session by using the NEA Summit Mobile App! (Allow at least 5 minutes at the end of the session.)

• Please visit the Leadership Development Resources website at www.nea.org/leadershipdevelopment