



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