

NGC Sponsored Events Treasurer Guide

INTRODUCTION

NGC assumed all financial control of its sponsored events.

- Conventions
- Fall Board Meetings
- Any other NGC sponsored event

NGC implemented the following:

- All information and data will be in the **NGC Meeting Portal**.
- The NGC Meeting Bank Account will be maintained at NGC Headquarters.

NGC has a fiduciary responsibility to the members attending the meetings. Therefore, additional security steps were implemented to assure appropriate financial activity in the approval of disbursements and data security.

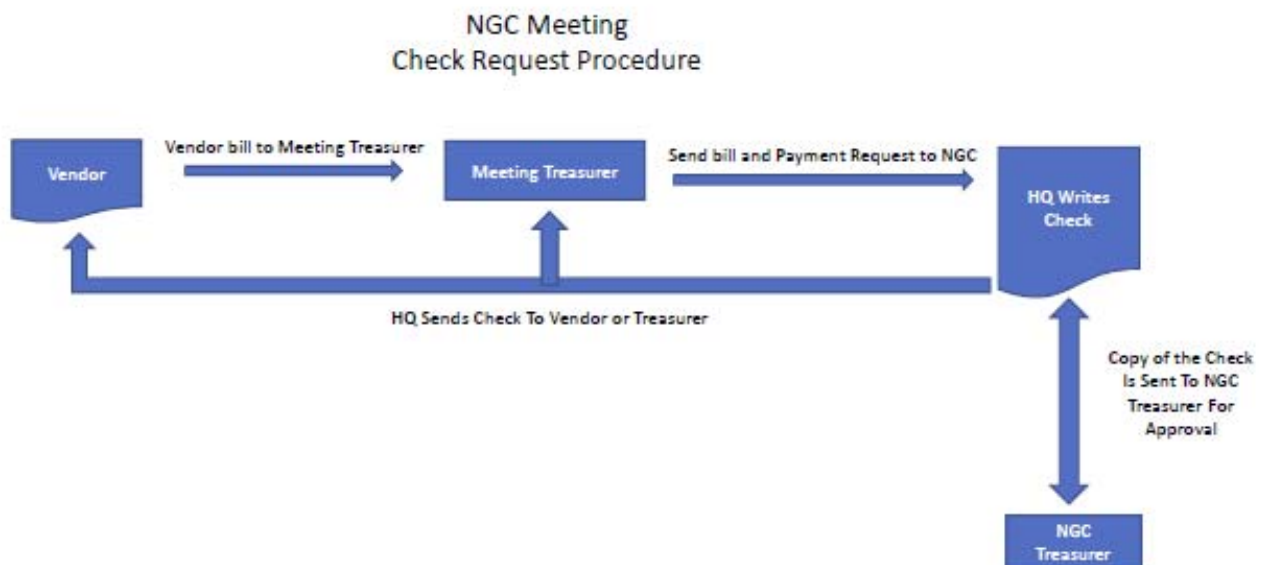
GENERAL INFORMATION

1. All financial activity for NGC-sponsored events will be included in NGC's year-end financial statements, audit and Federal 990 tax return. A separate audit or review of these meetings is not required.
2. A checking account will be established by the NGC accountant, St. Louis, MO., with NGC's Federal Tax ID number. All financial transactions will be managed by NGC headquarters, using the NGC Meeting Portal.
3. The NGC Meeting Chairman will appoint the Meeting Treasurer.
4. Appointed Meeting Treasurer must have general accounting and computer skills (EXCEL) and be able to communicate electronically with the HQ Accounting Staff with all financial documentation.
5. Meeting Treasurer must keep accurate and current records according to requirements from the NGC Accountant.
6. Meeting Treasurer will communicate with Meeting Registrar regularly to verify registrant income.

7. Online registration funds received via the NGC website will be placed in the Meeting checking account:
 - A. Registration information will be forwarded to the Host State Registration Chairman and Meeting Treasurer.
 - B. No refunds are made for cancellation after deadline, as listed on the registration form.**
8. An approval process for all payments/reimbursements must be set up by the Meeting Treasurer, prior to any requests sent to NGC Headquarters.
9. All expenses, with receipts and appropriate vouchers, approved by the Meeting Chairman and Meeting Treasurer, shall be paid by the NGC Accounting Staff. Supporting bills/invoices and receipts for all checks must be sent to NGC Headquarters by either hard copy or electronic scan. NO checks will be issued by the NGC Accounting Staff without proper authorization and documentation.
10. Meeting Treasurer will have access to the NGC credit card for unexpected meeting expenses, occurring between 1 – 3 months prior to event. Credit card expenses must be approved by the Meeting Chairman.
11. All financial banking fees, state registration fees, and miscellaneous application fees are to be paid by NGC.
12. The Meeting Treasurer should regularly compare income/expense numbers with the NGC Portal reports to identify and correct variances.
13. The Meeting Chairman, Vice Chairman and Meeting Treasurer will meet with the hotel to agree on the additional amount due for unexpected services that were requisitioned during the meeting.
14. A procedure for administering tips to hotel personnel must be agreed upon by Meeting Chairman, Meeting Treasurer and hotel management.

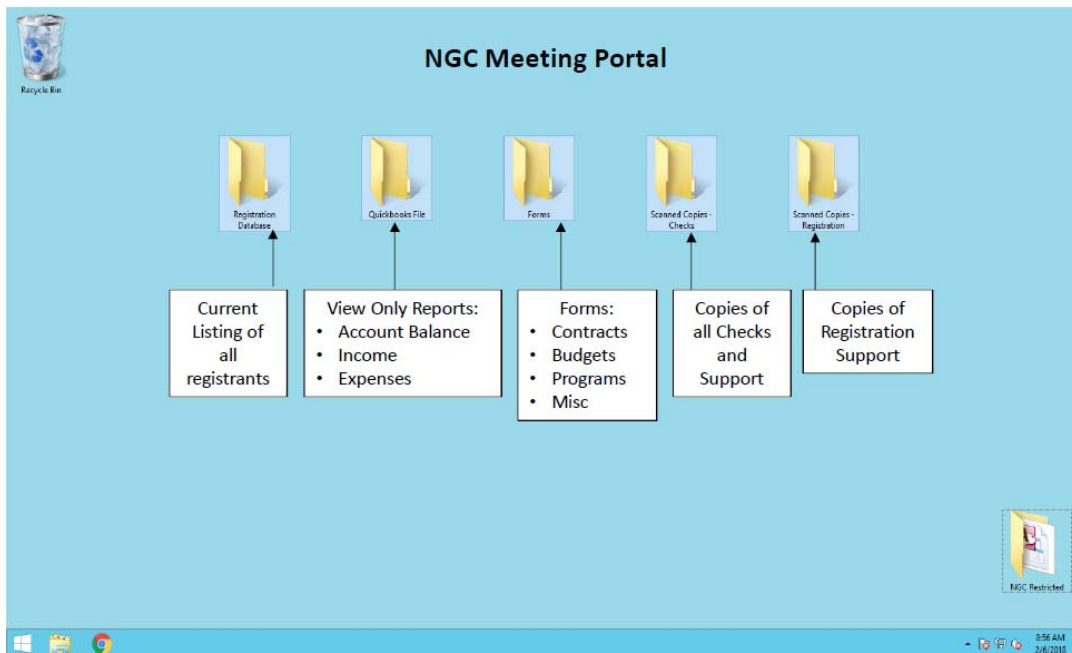
APPROVAL OF DISBURSEMENTS & DATA SECURITY

1. All NGC Meeting information will be stored for protection in the NGC Meeting Portal.
2. Only NGC Meeting Chairman, Meeting Treasurer, NGC Accountant and NGC Elected Officers will have access to all meeting information.
3. All disbursement vouchers must be approved by both the Meeting Chairman and Meeting Treasurer.
4. For security reasons, the Meeting Treasurer will be the only person that can send a disbursement voucher to NGC. All other payment requests will be returned.
5. Check Request Process:
 - A. Meeting Treasurer will complete disbursement voucher and email it to Headquarters.
 - B. Meeting Treasurer will include a copy of support documentation with disbursement voucher.
 - C. HQ will process check and send to NGC Treasurer for approval. Once approved, NGC will send the check to the Meeting Treasurer or vendor. (NGC will process the checks as soon as possible).



NGC MEETING PORTAL

1. The Meeting Chairman and Meeting Treasurer should contact NGC Accountant to verify portal set up.
2. Secure cloud-based platform to allow sharing of information between NGC and NGC Meeting Chairman and Meeting Treasurer.
3. Financial Review - Meeting Treasurer will review reports by the NGC Accounting Staff at HQ on NGC Meeting Portal.
 - A. Review bank balance
 - B. Review check register
 - C. Review report on registrations
4. Training - Additional training will be provided at NGC Fall Board Meeting and NGC Convention. NGC Accountant will establish training for the meeting chairmen and meeting staff. The training sessions will be conducted by conference calls along with videos.
5. Approved users
 - A. NGC – Headquarters Accounting Staff
 - B. NGC President, Vice Presidents and
 - C. Meeting Treasurer and Meeting Chairman



BUDGET

1. A budget for the meeting shall be prepared by the Meeting Chairman and Meeting Treasurer and submitted to the Finance Committee for approval six months or more before the meeting.
2. The budget shall include money for hotel expenses, meals, printing, postage, programs, workshops, hospitality, ways and means, tours, tickets, AV equipment, table decorations, badges, rental properties, committee expenses, protocol, and all other-expenses pertaining to the meeting.
3. While it is understood that it is difficult to accurately foresee attendance, as well as corporate donations that will determine convention income, it is strongly emphasized that ***NGC Meetings should NEVER be regarded as income producers for NGC.***
4. A registration fee must be charged to/for anyone attending the convention.
 - A. Determine the pricing structure of the Registration fees
 - B. EXCEPTIONS: those special guests who attend the convention for only one meal:
 - a) Spouses of Award of Excellence winners
 - b) Outside speakers for one meal function
 - c) Immediate family members of the incoming NGC President at the Installation Banquet
 - d) A lower in-State registration fee may be established in the budget for those attending convention events.
5. Price for Full-time and Part-time meal package plans and individual meal prices for part-time attendees must be determined and reflected on Registration Form. **NOTE: The premise for pricing should be that it is cheaper to purchase the Full-time meal package.**

FINANCIAL REPORTING

1. A preliminary financial report must be presented to the Finance Committee and approved by the Board of Directors at the next NGC meeting following the NGC sponsored event.
2. The final financial report is due to the Finance Committee meeting scheduled approximately one (1) year after the meeting.
3. After receipt, review and acceptance of the financial documentation and final report of the event, the NGC Accounting Staff will notify the Meeting Chairman the amount of excess funds that will be distributed to the host, as outlined in the Meeting Manual.
4. In the event of a deficit, the remaining balance will be paid through the Endowment Fund by the NGC Accounting Staff.

ADDITIONAL DOCUMENTATION REQUIREMENTS

Sales Tax – At the earliest convenience, the host state should research the possible cost savings to convention pricing via a sales tax exemption license and forward necessary information/paperwork to the NGC Accountant. A copy of the Sales Tax exemption license must be available for inspection prior to the setup of convention.

Liability Insurance - A copy of the Certificate of Liability Insurance must be available for inspection by the hotel prior to the setup of convention. Copy of the Certificate of Liability Insurance is available by contacting NGC Headquarters. Please note this policy covers NGC meeting space ONLY.

Credit Application- Hotel credit application will be provided by the NGC Accountant.

TIMELINE

THREE YEARS PRIOR:

1. Meeting Chairman appoints Meeting Treasurer and reviews responsibilities.
2. **Sales Tax** – the host state should research the possible cost savings to convention pricing via a sales tax exemption license and forwards necessary information/paperwork to the NGC Accountant. A copy of the Sales Tax exemption license must be available for inspection prior to the setup of convention.
3. A hotel credit application is completed by NGC Accountant.
4. **Meeting Portal** - Contact NGC Accountant to verify portal set up as established by the NGC Accountant.

TWO YEARS PRIOR: Meeting Chairman will contact NGC Accountant to set up cloud training sessions.

EIGHTEEN – TWELVE MONTHS PRIOR:

1. Review budgets with all Committee Chairmen.
2. Determine prices for meals based on final cost from hotel. Price is based on meal costs, taxes (if applicable) and gratuities.
3. Determine prices for full time and part time meal package plans and individual meal prices for part time attendees. NOTE: The premise for pricing should be that it is cheaper to purchase the Full-time meal package.
4. Determine the pricing structure of registration fees.
5. A preliminary proposed budget is prepared by the Meeting Chairman, Vice Chairman and Meeting Treasurer (see Appendix Sample Budget) Send copy to NGC Accountant, Finance Chair and Meeting Coordinator.
6. Determine deadline date for registration and refunds. No refunds after cancellation deadline date.
7. Review all contracts for payment structure and establish timeline.

SIX MONTHS PRIOR:

1. A copy of Sales Tax Exemption License and Certificate of Liability Insurance must be available for inspection prior to set up.
2. A final proposed budget for the meeting shall be submitted to the Finance Committee for approval six months or more prior to the meeting.
3. Secure NGC credit card for payment of unexpected expenses ONLY where time is of the essence.

TWO MONTHS PRIOR: Review all requirements for catering, all audio visual, staging, programs, meals, with a final charge for each.

ONE MONTH PRIOR: Submit vouchers to NGC for total amount due to pay for workshops and/or speakers.

AFTER NGC MEETING:

1. Approve final payments and submit vouchers. Submit all financial records to NGC Accountant.
2. Prepare preliminary financial report for the Board of Directors at the meeting following the NGC sponsored event/meeting.
3. The Final Financial Report will be provided by the NGC Accountant, and is due to the Finance Committee Chairman at the NGC meeting scheduled approximately one (1) year after the NGC sponsored event/meeting.