

### **Financial Guidelines for NYNAC**

- Keeps Delegate, Chairperson and Convention Coordinator well informed of any problems that may arise. Financial concerns need to be discussed with the Financial Committee for guidance.
- Follow Guidelines from Convention and Assembly Treasurer as listed below:
  1. All NYNAC checking accounts require two signatures (***NYNAC Coordinator and NYN Area Treasurer***) which aids as a safeguard and as a protection to the person in charge of the monies.
  2. Our Federal Tax number EIN, necessary for opening a bank account is available through the NYN Area Treasurer.
  3. State Tax Exempt Certificate for sales tax exemption is also available through the Area Treasurer. This number is to be used ONLY for NYN purchases.
  4. Contact NYN Area Treasurer for seed money (\$1000) to be used for first securing the venue. Then other expenses and set up for account guidelines can be done. ***Seed money is issued once during the three year term. At the end of each year, the seed money for start up of the next year's Conference needs to be available in the account. This \$1000 rolls over for each year of the 3-year term. NYN DOES NOT ISSUE \$1000 SEED MONEY EACH YEAR. Plan accordingly when setting up budget to cover this.***
- \*\*\*Account is set up as NYNAC <three-year term> (years). Address used is ***NYN Area Assembly*** and ***Current NYN Treasurer***. Bank statements are sent to NYN Treasurer who makes a copy for NYN records and then forwards the original and canceled checks to the NYNAC Coordinator. Seed money will be issued at the beginning of the NYNAC Coordinator's 3-year term, and deposited in the account.
- \*\*\****NO DEBIT CARDS***\*\*\*
- 5. Most banks will require documentation to authorize opening the bank account, especially to use the NYN tax-exempt status. Check with the financial institution on what documentation is required to open an account. Work with the NYN Area Treasurer to set up the account.
- Maintains the financial records for NYNAC. This includes receiving registration fees, paying all Conference expenses, and maintaining accurate records that clearly show attendance numbers, income and expenses. Keep all receipts for expenses. List cost of registration and a breakdown of adults and teens. A complete financial report needs to be submitted to the NYN Treasurer by March 1 following each year's Conference, a verbal report to the Area Spring AWSC and Assembly meetings and a written report to the Area Secretary.
- Request that all forms are returned to NYNAC Coordinator at least **6 weeks in advance of NYNAC** with money and Notarized Permission Forms. Keep Sponsors informed of this legal obligation. ***Deadlines need to be adhered to so that contracts can be signed and paid without added expense for changes in food and housing needs.***
- Return excess funds (any funds above the initial seed money) to the Area Treasurer each year following the Conference. At the end of the three-year term, return all of the funds to the Area Treasurer (including the \$1000 seed money) as soon as possible following the NYNAC Conference, along with the detailed financial report as defined above. A new check for seed money will be issued to the incoming NYNAC Coordinator.
- ***Fundraising:*** June 4, 1994 Assembly passed the following recommendation:
  1. ***Alateen members show personal responsibility for financing their own way.***
  - 2./3. *The initial source of fee assistance "as needed" should be at the group or district level. If additional funds are needed for fee assistance beyond the group or district level, the District Representative shall request these funds from NYN. Fundraising is kept within the fellowship.*
- The NYNAC Coordinator and the Finance Committee will work together in setting up a realistic budget for each year. Good communication needs to be established. The NYNAC Coordinator will meet with the Finance Committee 4 times per year (prior to each AWSC meeting). Meetings can be set up as needed anytime by request of Coordinator or Committee.