

MD ENA Financial Disbursement Guidelines

1. Courses - ENPC, TNCC

ENPC and TNCC course directors work with the Treasurer regularly to submit payments, receipts, and requests for reimbursement as ENA administrative procedures and website instruction require. The annual budget will reflect these amounts.

Adjustments may be made to the budget for courses where some of the financial support is coming from another source, such as when a hospital pays for instructors and the tuition for participants from that hospital is discounted. An explanation of any deviations from the accepted budget must be submitted with the final budget. If an outdated budget was used in financial calculations, then the Treasurer will make adjustments based on the correct fee structure, adjusting course profits as needed.

Refunds will be made to participants at the discretion of the course director using the guidelines on the course registration forms and/or flyers (generally discouraging refunds in less than 15 business days from the course unless the participant finds a course attendee replacement).

2. Instructor's Courses - ENPC and TNCC

Participant fees will be determined during the preplanning phase of the course. The cost shall not exceed the cost of a provider course and should be set with the goal of the course breaking even; no profit expected.

Indirect fees paid to ENA are \$30.00 per participant or at current ENA standard.

3. ENA Leadership Orientation

The Council officers will be reimbursed for the expenses to be reimbursed: airfare (at lowest cost) and room plus taxes for up to two nights. Members should share rooms.

4. National ENA General Assembly

The budget to cover expenses for the delegates is set in January of each year. After the conference, receipts for each delegate's expenses are submitted to the Treasurer to account for delegate monies remitted. Failure to provide receipts will be considered taxable income for the delegate recipient. The amount paid each delegate is the total amount in the delegate budget divided by the number of delegates attending the entire assembly.

5. Post Office Box

Rental and bulk mailing fee is split between Maryland State and Mid Maryland chapter.

6. Storage Fees

\$50 per month is paid to MMC ENA each year and the remainder is paid by MMC.

7. Postage and mailings, including labels and stamps, are reimbursed with receipts.

8. Printing and copying are reimbursed with receipts and should be reasonable.

9. Gifts and Donations - as approved by the council officers and should be reasonable.

10. Supplies - as budgeted, through discretionary funds, and if for courses, with Course Committee approval.

11. Refreshments - reimbursed with receipts for meetings from President or President Elect or designee.

12. Discretionary funds for President up to \$200 per year may be used for gifts, donations, awards, etc.

13. Miscellaneous expenses - phone calls, etc., with receipts, as approved by council officers.

14. Project Directors and Chairpersons of Committees are responsible for managing the budget, including authorization of expenditures, for an event of committee in cooperation or consult with the state officers and the Maryland Council ENA budget.

15. Expenses exceeding \$1,000 require two authorized signatures on the check.

All monies will be disbursed from Maryland Council accounts according to above guidelines and after receipt of the financial voucher.

Banking

There are Three accounts, and depending on prevailing interest rates, some funds may be held in certificates of deposit (CDs), savings accounts, and/or money market accounts.

Money is transferred

1. to savings opportunities (CDs or other interest bearing accounts) or vice versa at the Treasurer's discretion based on interest rates, projected expenses and to maintain a minimum operating budget (currently balance of \$1,000 in the checking account).
2. from the Trauma account to the Md. State accounts with a majority vote by the Maryland State ENA Board of Directors and the approval of TNCC/ENPC Chairpersons.
3. into investment (i.e. CDs) at the discretion of the Treasurer except that any CD with more than 24 months of maturity must be approved by the State Board of Directors. Funds may not be invested into a non-FDIC institution and/or

insured account without approval from the Board of Directors.

The accounts will be audited annually and on a periodic basis and/or at the discretion of the treasurer or by a vote of the Maryland Council or the MD ENA Board of Directors.