

MCPA Policies and Procedures Manual

MCPA Policies and Procedures Manual
May 2019
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MCPA Policies and Procedures Manual

Introduction

In 2013, the Michigan Career Placement Association (MCPA) Executive Board began compiling a manual of policies and procedures abiding by the guidelines of the Bylaws as well as current practices of the Association. A "working version" of the Policies and Procedures Manual was distributed to Board members at the May 2013 meeting. After review and revision, the MCPA Board voted to accept the Policies and Procedures Manual as written on May 6, 2019.

The purpose of the MCPA Policies and Procedures Manual is to provide guidance to Board members and others involved in the work of the association, mentor new board members, maintain consistency of practice, and document best practices of members as they are developed.

As this manual continues to be developed, yearly reviews should be conducted to ensure that the content remains functional and efficient to meet the needs of the Board and the membership. More important, is the

overriding principle that all Policies and Procedures reflect the spirit and intent of the mission of the Michigan Career Placement Association.

I. Organizational Policies and Procedures

Organizational Structure of the Association

1.	The activities of the MCPA are governed by its By-Laws and are clarified in its Policies and Procedures Manual.

Elections/Voting

1.	President-Elect will send out an email to the general membership asking for candidates for positions up for reelection. This information will also be posted on the website. Nominees will need to indicate their interest by the deadline given.
2.	Recommend nominees to the Board for approval.
3.	Provide absentee ballots by request.
4.	Nominees shall be introduced at the beginning of the Annual Conference to all members in attendance.
5.	Nominees shall have ribbons identifying them as officer candidates.
6.	The vote for contested Executive Board Positions will take place during a general session at the Annual Conference.
7.	Prepare and present a written ballot to the membership at the Annual Conference with provisions for write-in candidates.
8.	Ballot results are tabulated by the nominating committee members.
9.	The elected nominees will be announced by day two of the Annual Conference.

Removal from Office

1.	The power of recall of Board members shall be vested in the membership.
2.	Recall of Board members shall be by petition filed with the Association. Signatures of at least twenty-five percent (25%) of the membership shall be required to initiate the recall.
3.	In the case of a recall, at least fifty percent (50%) of the membership must vote and majority must support.

Board Member Attendance Policy

1.	Board members are expected to attend all meetings and contribute to the group.
2.	Executive Board Members must attend at least two of the Executive Board Meetings in the year in order to receive the free Annual Conference Registration Fee.
3.	If unable to attend a meeting, a Board Member should contact the President indicating their absence. You must also send a regional report to the Secretary before the meeting to be put in the minutes.

Committee Organization

1.	Committee members may be reimbursed for meals and mileage at the current guidelines for the State of Michigan rates for official MCPA business. Appropriate forms must be completed and submitted to the Treasurer. See the financial section for further details.
2.	Each committee reports its activities to the Board.
3.	Committee chairs and Executive Board members will keep records of duties and procedures to update the Policy/Procedures manual.

Conferences and Meetings

1.	Location, dates and agenda of the Board meetings shall be determined by the President.
2.	Board members may be reimbursed for meals and mileage at the current guidelines for the State of Michigan rates for official MCPA business. Appropriate forms must be completed and submitted to the Treasurer. See the financial section for further details.

II. Duties of the Executive Board

General Responsibilities

1.	Conduct the business of the association in accordance with the By-Laws, Procedures Manual and other important documents.
2.	Be willing and able to devote the necessary time throughout the entire term of service for MCPA business.
3.	Positively and professionally represent the association in the work-based learning community.
4.	Attend and participate actively in at least two Executive Board meetings. Submit reports to the Secretary one week prior to each meeting.
5.	Demonstrate an interest and ability in serving and representing the members of MCPA.
6.	Act as a liaison to share perspectives from the membership regarding issues under deliberation and discussion.
7.	Support all Board positions and committee chairs to help them fulfill their responsibilities as needed.
8.	Actively participate in committees as needed.
9.	Mentor incoming officers and provide them with paper and electronic files as needed once your term is completed.
10.	Contribute articles for the association to post on the MCPA website.

President

1.	Serve a one-year term as President. Voting member of MCPA.
2.	Preside at all meetings of the Association. This may include conferences and workshops, board meetings, general membership meetings and any special meetings.
3.	Serve as official representative and chief spokesperson of the MCPA on policy matters.
4.	Preside over the activities of all Officers, as well as standing committees, to ensure the accomplishment of association goals and objectives.
5.	Prepare agendas and organize meeting locations for the various meetings of the association.
6.	Communicate to association members periodically about updates, etc.
7.	Appoint additional Executive Board members and/or committee members as deemed necessary to conduct the activities of the organization with the approval of the Board.

8.	Prepare the annual Association budget with the assistance of the Treasurer, Past President and President-Elect.
9.	Monitor the use, accounting and handling of the Association funds.
10.	Perform the duties of the Treasurer when the Treasurer is unable to do so, and be an authorized signer of checks for the Association.
11.	Serve as the official signatory of MCPA contracts and correspondence.
12.	Initiate affiliation with other groups.
13.	Serve on the Internal Audit Committee.
14.	Mentor President–Elect.
15.	Approve content changes to the website before posting.
16.	May provide service appreciation gifts for board members at Annual conference.
17.	Present at the Career Education Conference and the MTSA Conference.
18.	Serve as Chair of the By-Law Review Committee.
19.	Serve as member of Annual Conference committee. Secure location for Annual Conference for following year.

President–Elect

1.	Serve a one-year term as President-Elect. Serve as President the year following. Serve a third year as Past President. Voting member of MCPA.
2.	Preside and perform the duties of the President during the President's absence.
3.	Serve as Chair of Nominating Committee and oversee elections.
4.	Record the minutes of meetings in the absence of the Secretary.
5.	Arrange for food for board meetings at the discretion of the President.
6.	Assist and advise the President as called upon to do so.
7.	Solicits and selects Honoree of the Year Award winner with assistance of the Past-President and President. Order engraved plaque for winner to present at the Annual conference. See Honoree of the Year Timeline in Section V.

Past–President

1.	Serve a one-year term as Past-President. Voting member of MCPA.

2.	Assist and advise the President as called upon to do so.
3.	Serve as Conference Chair and coordinate the Annual Conference planning committees. Past-President will appoint committee members.
4.	Prepare conference budget with consultation from the President.
5.	Prepare Annual Conference Agenda and distribute to members/post on website. (See Annual Conference Planning Timeline section.)
6.	May be called upon to advise Internal Audit Committee on conference-related budget items.
7.	Present at the Career Education Conference and the MTSA Conference.

Secretary

1.	Serve a two-year term as Secretary. Voting member of MCPA.
2.	Record the minutes of the Board and general meetings.
3.	Share minutes with the President for review and approval.
4.	Distribute copies of the minutes of the meetings to Board members after President's approval.
5.	May be responsible for correspondence for MCPA.
6.	Maintain an accurate roster of Board Members and liaisons.
7.	Send greetings, condolences, etc. as directed by the President.
8.	Prepare and maintain attendance sheets for board meetings.
9.	E-mail requests for reports one week prior to board meetings. Share reports received with the President.
10.	Maintain electronic communication/media, such as a Shared Google Drive, to keep all current documents available to Executive Board members.
11.	Obtain a board meeting agenda from the president.

VP Publications/Historian

1.	Serve a two-year term as VP Publications/Historian. Voting member of MCPA.
2.	Maintain the website and make any necessary changes throughout the school year with the approval of the President. Inform VP of Membership when updates occur.

3.	Maintain historical copies of newsletters and Executive Board Meeting minutes to document MCPA history.
4.	Take pictures at conferences and workshops for inclusion on the website.
5.	Maintain domain name registration.
6.	Set up payment for services to the website host via the Treasurer. ~~Currently done automatically through Ferris State as part of our Annual Conference Registration Contract.~~
7.	Review website periodically for broken links.
8.	Actively seek input from Board Members on site contents and revisions.
9.	Create PDF downloadable files for forms, registrations, etc. from Word documents submitted by Board Members. This creates files that are unchangeable by most readers.
10.	Maintain consistency of style and appearance throughout the website.

VP Membership

1.	Serve a two-year term as VP Membership. Voting member of MCPA.
2.	Receive membership applications from Treasurer after depositing money.
3.	Update and send "New Member Welcome Letter" upon receiving membership applications from the Treasurer.
4.	Update, amend, and provide copies of the "MCPA Policies and Procedures Manual" to Executive Board Members upon request.
5.	Create and distribute membership cards on an as needed basis.
6.	Develop and maintain a membership list based on paying members for the school year. This includes members paying through the Annual Conference and other individuals seeking membership.
7.	Distribute lists to Regional Reps after the Annual Conference for inclusion on their regional membership lists.
8.	Cross-reference Annual Conference attendees with previous year's membership list. Send an email with MCPA membership application attached and encourage previous years members who did not attend the Annual Conference to fill-out and submit an application.
9.	Provide updated membership list to President for emailing as needed.
10.	Field questions regarding membership from MCPA members and others.
11.	E-mail and encourage members to visit the MCPA website after updates have occurred.

12.	Provide each member with a copy of the By-Laws upon request.
13.	Serve as Chair of the Scholarship Committee.

Treasurer

1.	Serve a two-year term as Treasurer. Voting member of MCPA.
2.	Maintain checking and savings account. Maintain a record of all funds deposited and disbursed.
3.	Maintain Certificate of Deposit account. Check around for best rates available as the CD matures.
4.	Receive and deposit all funds of MCPA.
5.	Any request for reimbursement is made to the Treasurer with the appropriate documentation and original receipts. Reimbursement checks should be made as soon as possible, but no longer than 14 days from the date the request was received by the Treasurer. Reimbursement for mileage and meals are made at the current guidelines for the State of Michigan rates. Appropriate forms must be completed and submitted to the Treasurer. See the financial section for further details. The President must approve all disbursements made by the Treasurer. Disbursements made to the President will be approved by the Past-President.
6.	Provide Treasurer's reports at the Board meetings.
7.	Assist in the preparation of the annual budget with the President, Past-President and President-Elect.
8.	Create and provide monthly Treasurer's Reports for the President.
9.	Make a financial report to the membership at the annual business meeting.
10.	Register as a State of Michigan vendor (W-9).
11.	Prepare and file forms to maintain the non-profit status of the MCPA.
12.	Update Chart of Accounts and other MCPA financial documents as needed.
13.	Prepare year end accounts and reports for audit by a tax preparer.
14.	Submit all financial statements and reports to the Internal Audit Committee for review. Be available for questions as needed.
15.	Receive membership applications with checks to be deposited. Scan and email membership applications to VP Membership to be added to lists and email groups.

MI Department of Education Representative

1.	Non-voting member of MCPA.
2.	Act as a State liaison between MCPA and OCTE by providing federal and state updates to the Association.
3.	Present (as requested) at the Annual Conference.
4.	Assist in formulating the Annual Conference agenda and securing speakers as needed.
5.	Work to facilitate statewide responses to questions and concerns raised by the Executive Board and respond to general inquiries from Regional Reps.
6.	Work with the Board to revise and update the MDE/OCTE Work-Based Learning Guide as needed.
7.	If possible, facilitate financial support annually from MDE/OCTE to assist with CTE Work-Based Learning presentations at the Annual Conference.

MI Transition Services Association Representative

1.	Non-voting member of MCPA.
2.	Act as a liaison between MCPA and Michigan Transition Services Association (MTSA).
3.	Provide input to MCPA regarding the work of MTSA.

Regional Representatives

1.	Appointed by the President with the approval of the Board. Serve a two-year term. Voting members of MCPA.
2.	Represent their respective regions on the Executive Board by attending at least two Executive Board meetings per year.
3.	**Organize and facilitate regional area meetings at least twice per school year.** ▪ Survey members concerning location of meetings, frequency, topics of discussion, format of meeting. ▪ Send out invitations for all MCPA members in the Region to attend ▪ Create an agenda ▪ Arrange for the speaker ▪ Determine location ▪ Arrange for the food, if appropriate ▪ After the meeting, turn in detailed receipts to the Treasurer for reimbursement if needed (up to $100 annually). The $100 can be spent on the facility, food, copies, speakers or other items approved by the President.

4.	Act as regional advisors to the Executive Board regarding issues of concern.
5.	Provide input to the conference committee on presenters from their respective regions.
6.	Disseminate information to regional members.
7.	Serve as the first line resource for members in your region regarding questions, issues, etc.
8.	Actively recruit new members to MCPA.
9.	Determine goals for the region.
10.	Disseminate scholarship information to the region, review applications (w/ committee as necessary) using an approved rubric, select regional recipient, and notify the VP of Membership/Scholarship Chairman of selection.
11.	Represent MCPA at local meetings, conferences, etc. school groups or other agencies, where appropriate.
12.	Establish a regional membership list for dissemination of information.

III. MCPA Standing Committees

Annual Conference Planning Committee

1.	Chaired by the Past-President with at least three additional members, including the President. The committee members are appointed by the Past-President with the approval of the Board for a term of one year. The MDE Liaison may be a good resource to serve on this committee.
2.	Coordinate meetings or conference calls regularly to plan the Conference.
3.	See the Annual Conference Timeline in Section V.

Nominating Committee

1.	Chaired by the President-Elect with two additional members appointed by the President-Elect with the approval of the Board for a term of one year.
2.	Coordinate the distribution, collection and tabulation of the ballots.
3.	See the Nominating Committee/Elections/Voting Timeline in Section V.

Internal Audit Committee

1.	A Chair with three additional members appointed by the President with the approval of the Board for a term of one year. The Treasurer and/or President shall attend the committee meetings.
2.	Review the annual financial records of MCPA at the close of the fiscal year.
3.	The committee may choose to seek financial expert advice outside the MCPA Board including, but not limited to, that of consultants considered to be experts in the field, regarding financial governance of the MCPA.

Scholarship Committee

1.	The VP of Membership will chair the committee with three additional Executive Board Members who are appointed by Chair or volunteer to serve a one-year term.
2.	Evaluate/edit the MCPA Scholarship Application and submit to VP of Publications/Historian to post on the MCPA website by the January Executive Board Meeting.
3.	Communicate and send reminders to MCPA membership and Regional Representatives regarding the Scholarship Timeline.
4.	Select Scholarship Winner(s) from the Regional Winners.

5.	See the Scholarship Committee Timeline in Section V.

By-Law and Policies and Procedures Review Committee

1.	The President will chair the committee with two additional Executive Board Members who are appointed by Chair or volunteer to serve a one-year term.
2.	Meet on an as needed basis when an issue is presented to the Executive Board that needs clarification or potential amendment to the By-Laws.
3.	Propose necessary amendment of By-Laws to the membership attending the Annual Conference for a vote. Amendment passes with 2/3 vote approval.

IV. MCPA Financial Reporting

MCPA Budget

1.	The President shall monitor the working Association budget with the assistance of the Treasurer and President-Elect.
2.	The President and Past-President shall present the annual budget to the Board at the May Board meeting for approval for the next fiscal year. The budget will cover the period August 1 through July 31.
3.	The Past-President, as Conference Chair, may be requested to advise the President on the Conference Budget.

Budget Documents

4.	MCPA Annual Operating Budget	Prepared by the President, with the assistance of the President-Elect and the Treasurer. Submitted to the Board for approval.
5.	Annual Conference Budget	Prepared by the Past-President as Conference Chair and submitted to the President to include in the annual operating budget.

Financial Reporting Documents

6.	Monthly Treasurer's Report	Treasurer's Report showing payables and receivable for the month and the current balance of all assets and liabilities.

Accounting Documents

7.	Authorized signature cards	Authorized signature cards are obtained from the bank and completed by the Treasurer and President.
8.	Chart of Accounts	The document includes the MCPA Operating Budget account number, the Account Description or name of expenses category, and a listing of typical items charged to the account.

Disbursement / Reimbursement Policies and Procedures

9.	The Treasurer and President are authorized signatories to all Bank accounts.
10.	The President and Past-President will be issued debit cards.
11.	Only one authorized signature is required on all checks disbursed by MCPA.
12.	The Treasurer shall prepare checks for the Association. The President shall prepare checks for the association in the event the Treasurer is unable to do so.
13.	Requests for reimbursement are made to the Treasurer with the appropriate documentation. (Reimbursement request forms and original receipts.) The President must approve all disbursements. Disbursements made to the President will be approved by the Past-President.
14.	Reimbursement checks should be written as soon as possible, but no longer than 14 calendar days from the date the request was received by the Treasurer.
15.	Reimbursement to board members for mileage to meetings related to MCPA business approved by the Board, is made at the current state rate.
16.	Reimbursement for meals when traveling on business of the association and approved by the board, is made at the current state allowances.
17.	Speakers for association workshops and conferences will receive free registration to the event and may be reimbursed for mileage, meals and/or lodging if their district does not reimburse these expenses.

Reimbursement Documents

18.	Reimbursement Request Form	Form used by a Board member to request reimbursement for expenses on behalf of MCPA approved under the budget and /or by the Board. Original receipts must accompany the request form. Reimbursement for per diem cost for meals shall not exceed $50.00, which must be accompanied by itemized receipts.
19.	Debit Card Use Form	Form used by the President and/or Past-President to report the use of the Debit Card for purchases. Original receipts must accompany the form.

20.	Conference Request Form	Form used by a Board Member to request reimbursement for conference attendance on behalf of MCPA approved under the budget and/or by the Board. Original receipts must accompany the form. Reimbursement for lodging shall not exceed the cost quoted for the conference/venue hotel. Reimbursement for per diem cost for meals shall not exceed $50.00, which must be accompanied by itemized receipts.
21.	Mileage Reimbursement Form	Form used by a Board Member to request reimbursement for mileage on behalf of MCPA approved under the budget and/or by the Board.
22.	Speaker Reimbursement Form	Form used by a speaker to request reimbursement for expenses on behalf of MCPA approved under the budget and/or by the Board. Original receipts must accompany the request form.

IV. Timelines

Nominating Committee/Elections/Voting Timeline

- Form an elections committee at the January Executive Board Meeting.
- E-mail members by the end of May looking for interested people to run for an open office. Post open positions on the MCPA website.
- Submit nominations to the Executive Board two months before the Annual Conference.
- Give candidates picture and bio to the President Elect who will share with the VP of Publications/Historian to post on the MCPA website at least 30 days before the Annual Conference.
- Hold a vote for contested positions at the Annual Conference.
- Absentee ballots must be received at least three days prior to the Annual Conference.
- Tally the votes and announce the winners on/by the 2nd day of the Annual Conference.

Honoree of the Year Timeline

- E-mail membership in March with the form and put form on the website
- May 1 – Applications due
- Form committee to choose finalist
- June 1 – Winner chosen. Contact winner and invite to Annual Conference along with family and/or school personnel.
- Send winner info to the Michigan CTE group, as well as the MASSP for some PR.
- Purchase a plaque for the winner

MCPA Website Update Recommendations

<u>Website Update #1 (November/December)</u>

- Annual Conference recap
- Spotlight on the "Honoree of the Year" winner
- Regional Rep updates
- President's Corner (Personal Philosophy, Vision and Direction of MCPA)
- State update
- Executive Board roster
- Spotlight on New Executive Board Members (Brief statement regarding goals while in office)

<u>Website Update #2 (March/April)</u>

- Annual Conference preview and registration info

- State update
  - President's Corner (Highlights or Year in Review, share FAQ regarding placement)
  - Call to membership to serve regarding open Board positions
  - MCPA Scholarship winner(s)

Website Update #3 (One Month Prior to Annual Conference)

1. Candidates for open Board positions (picture and biography)
2. Agenda for Annual Conference
3. Past-President's Corner (Letter to Membership highlighting three-years of service)

Timeline for Conference for 20XX

The following is a timeline for setting up a conference for year 20XX.
The times are listed in order PRIOR to conference.

"T Minus"	**Activity**	**Notes**
24 months	Establish Conference Committee	President-Elect right after election; Begin a Binder with all activities; Have hard copy contracts; notes
24 months to 20 months	Investigate Conference Site Locations, Negotiate contract with Conference management company	Works best for 2-year agreement with site
24 months to 12 months	Work with current Conference Committee Chair/Past-President	Past-President is Chair
20 months	Create Budget	Use template from old budget; Follow final Conference Binder from most recent conference
18 months	Review previous Committee Survey follow up	Use this to begin format for your conference
16 months	Begin putting agenda together for conference; Create list of potential topics to be covered	Based on new rules/legislation
12 months	Semi-Finalized conference schedule; Begin requesting speakers for conference; Begin assigning Board Members tasks as needed; Set up SCECH activities	Many speakers/vendors want one contact person; Begin creating how information will be disseminated (LiveBinder™, handouts, etc.)
12 months	Begin creating your presentation as host	Create PPT/Word on bio's for speakers, activity introductions, 'news', cover what will be in conference, welcome speech, etc; This will take all year, add to it as you will forget!

10 months	Send out ‘formal’ request for speakers and get confirmation; Begin filling out speakers with agenda items, including our members for awards, etc.	Keep in mind that speakers may cancel for a number of reasons, be somewhat flexible; Begin thinking of alternative activities
8 months	Begin looking at food menu	Determine format for meals – brunch, plated meals, etc.
8 months	Begin Registration	Conference Registration and Venue room reservations
4 months	Scholarship winners, Awards, etc; Begin Awards Lunch Agenda	Contact winners/parents for recognition
3 months	Agenda should be finalized	Send out requests for requirements for speakers (laptop, projector, etc)
3 months	Finalize conference venue requirements	Breakout rooms, microphones, projectors, easels, etc.; Finalize food menu
3 months	Send Speakers letter detailing their presentation	Letter has times, locations, equipment provided; Note handouts should be brought with speaker; Send presentation material to be uploaded into app/LiveBinder, etc.
3 months	Review venue with venue personnel	Walk through entire conference; Review registrations, rooms reservations, etc.
3 months	Assign Board members responsibilities	Arrival Registration, Activity ‘supervisor,’ etc.
2 months	Visit Venue	Walk through venue with hosts, making sure everything is in order; Finalize menu for food/coffee, etc.
1 month	Review Registrations again	Cross check with rooms versus conference registrants;

< 1 month	Follow details	You will be in panic mode; determine what you will need to do; have all props ready;
1 day	Check in early	Do final walk through, make sure everything is according to what you planned for
Start	Pray!	
Afterward	Follow-up with venue for issues, costs, etc.	Keep Treasurer involved; Everything by Invoice only; All receipts in hard copy
	Finalize event with binder, pass on to next Conference Committee	

~~**visiontra**~~

At the Conference

- Bring printer to print extra name tags and certificates
- Bring laptop for podium and presenter use to access LiveBinder
- Bring 3 baskets/boxes to collect evals, nametags and SCECH's info
- Make sure Past-President signs up for SCECH's to be able to facilitate questions
- Go through the room after for lost and found, etc.

After the Conference

- Collect check from Ferris for money collected so far and then they need to send another check when they have collected all the money (up to 90 days after workshops)
- Send follow up email to participants – thank you for attending, summer conference info, etc. Distribute Survey to all participants for feedback.
- Check in periodically with Ferris to see who hasn't paid.

Scholarship Timeline

October

- Evaluate scholarship application and make revisions so subcommittee can bring thoughts and finalize at Executive Board meeting.

January

- Put application on the MCPA website/distribute to Regional Representatives.
- E-mail members regarding the application.

March

- March 15 – Applications due

April

- Regional reps pick finalist and send to Scholarship Chairperson (VP of Membership)

May

- Scholarship Committee announces winner and sends them information about the Annual Conference.
- Publicize the winner!!!!

Reminders

- The Chair needs to e-mail the scholarship winner and their coordinator who submitted the application to notify them about winning.
- Mail a congratulatory letter and information about the Annual Conference to the winner(s) of the scholarship. Send the winner(s) name and contact information to the Treasurer so the check(s) for the scholarship can be distributed.

V. Forms

Conference Attendance & Reimbursement Request Form

https://drive.google.com/file/d/1DccGM6vS2B1cESV3kvOK6zKl2tw_vMJ4/view?usp=sharing

MCPA REQUEST TO ATTEND OVERNIGHT CONFERENCE/WORKSHOP FORM

Name: _____ **Conference:** _____

Date(s) of Conference: _____ **Conference Location:** _____

Please include year

Justification for Travel: _____

INSTRUCTIONS FOR COMPLETION

A. Submit this completed request form to the Treasurer and President for approval prior to conference/workshop. Only conference related expenses will be covered. Any activities not tied to the conference are the responsibility of the individual.
B. After approval, request form is returned to conference/workshop participant via email.
C. Immediately after attending conference/workshop, conference attendee submits completed request form with actual costs to Treasurer and President. If amounts differ from estimated costs, explanation and approval of the MCPA Executive Board is required before reimbursement of those unapproved expenses.
D. If out of state, per diem rates for that city state must match Federal guidelines: https://www.gsa.gov/travel/plan-book/per-diem-rates.

ESTIMATED Complete PRIOR to Attending		**ACTUAL COSTS** Complete AFTER Attending
$_____	Registration	$_____
$_____	*Meals-*see below*	$_____
$_____	Lodging	$_____
$_____	Mileage	$_____
$_____	Airfare	$_____
$_____	Parking	$_____
$_____	Misc.	$_____
$_____	**TOTAL**	**$_____**

For all travel reimbursement, full itemization of expenditures is required.

Attach extra detail or breakdown of funding sources as needed.

Exceptions to the reimbursement rates require advance MCPA Board approval.

Conference Agenda must be submitted to show included meals.

A Google Map showing mileage must accompany the receipts

_____ _____
Employee Signature *Date*

_____ _____
Employee Signature *Date*

PRE-TRAVEL APPROVAL

☐ Approved ☐ Denied

_____ _____
Treasurer Signature *Date*

_____ _____
President Signature *Date*

POST-TRAVEL APPROVAL

Amount Approved for Reimbursement:

$_____

_____ _____
Treasurer Signature *Date*

_____ _____
President Signature *Date*

_____ # of Breakfasts @ $_____.00 = $_____

_____ # of Lunches @ $_____.00 = $_____

_____ # of Dinners @ $_____.00 = $_____

Break out the partial travel days and where some meals are provided as part of the event.

Total Available for all meals $ _____

Mileage Reimbursement Form

Updated January 1st, of each calendar year, due to change in federal requirements

https://drive.google.com/open?id=0B9WPvhyPjfk8ZDYzMmp4cGRuZVllYlVybHZYUm1WUjVqZWlr

Mileage Reimbursement Form

MCPA Account # 12

Date Submitted _____

Name	
Street Address	
City, State ZIP	
Telephone Number	
Email Address	

Mileage Rate ***0.58*** (Federal Reimbursement Rate)

Date	Purpose of Travel	Travel Location	Round Trip Miles	TOTAL
				-
				-
				-
				-
				-
				-
				-
				-
Total Mileage			0	**$ -**

Parking Fees (attach receipt) $ -

TOTAL REIMBURSEMENT $ -

Signature of Requester _____ Date _____

Authorized by _____ _____

President or Treasurer Date

FOR TREASURER'S USE

Paid by _____ _____

Signature of MCPA President or Treasurer *Date*

Check # _____

Internal Audit Committee Forms

Michigan Career Placement Association (MCPA)
Internal Auditing Committee Procedures

As soon as possible after the end of the fiscal year (the last day of July), an internal auditing committee shall obtain the following financial records from the treasurer:

- ❑ The ledger
- ❑ The checkbook and canceled checks if provided by the bank; checkbook may be used in lieu of a ledger
- ❑ All paid disbursement vouchers/invoices
- ❑ The bank statements covering all transactions for the fiscal year (August 1 – July 31)
- ❑ The bank statements showing transactions of the investment account(s)
- ❑ Copies of all the treasurer's reports including the annual report ending on the last day of July

According to the Bylaws of the organization, under Article VII - Committees:

The Internal Audit Committee shall consist of three members appointed by the President with the approval of the Executive Board. They shall review the annual financial records of the organization.

The three members constituting the Internal Audit Committee for the review of the August 1, _____, to July 31, _____ fiscal year records are listed below (please print your names):

_____

Auditing Committee Member Date

_____

Auditing Committee Member Date

_____

Auditing Committee Member Date

MCPA Audit Report
August 1, _____ through July 31, _____

This report is intended solely for the information and use of the MCPA internal audit committee, officers, and others within MCPA.

The internal auditing committee has examined the financial records for the fiscal year (see above) in compliance with the bylaws and report as follows:

The audited balance as of August 1, ____		_____
		_____
		_____
Total cash receipts from August 1, ____ through July 31, ____	$_____	
Total cash disbursements from August 1, ____ through July 31, ____	$_____	
Closing balance as of July 31, ____		$_____

Comments and/or recommendations:

1. _____

2. _____

3. _____

4. _____

5. _____

The internal auditing committee certifies that the records of the treasurer are correct as of July 31, _____.

Signed:

_____

Auditing Committee Member Date

_____

Auditing Committee Member Date

_____

Auditing Committee Member Date

MCPA Audit Committee Survey

Audit Procedures for Consideration	**Initials of three committee members**	**Date**
1. Verified all bank statements for the fiscal year were present and opening and closing balances matched the general ledger/checkbook.		
2. Verified all receipts for the fiscal year were present to detail the cash disbursements made.		
3. ~~Selected a random sample (minimum of five) of expense checks and tested for propriety.~~ Examine all checks and traced to ~~ledger/checkbook amounts~~ ledger/Quickbooks. Noted agreement of endorser and payee. Agreed all amounts to supporting documentation (receipts, etc.)		
4. Investigated ~~checks~~ expenses representing large amounts to related parties (officers, sponsors, etc.) for reimbursements. Reviewed supporting documentation, recording of payment, and acknowledgement of proper authorization.		

Internal Control Questionnaire

General	**Yes**	**No**
1. Are accounting records kept up to date and balanced monthly?		
2. Is a chart of accounts used?		
3. Is a budget system used for watching income and expenses?		
4. Are regular financial reports available?		

Cash Receipts	**Yes**	**No**
1. Is the listing of receipts sufficiently documented?		
2. Are receipts deposited intact?		

Cash Disbursements	**Yes**	**No**
1. ~~Are all disbursements made by check~~ Were all disbursements registered in Quickbooks?		
~~2. Are pre-numbered checks used?~~		
3. ~~Is the treasurer's signature required on all checks?~~ Were all disbursements approved by 2 party authorization?		
~~4. Does the treasurer sign checks only after they are properly completed? (Blank checks should not be signed.)~~		
~~5. Are all voided checks retained and accounted for?~~		