

SAMPLE GUIDELINES

Maryland State ENA Financial Disbursement Guidelines

1) Courses- ENPC, TNCC, CATN, etc.

- Per budget and with the approval of the Course Director- all final monies to be paid with final receipts and budget submitted.
- 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 are discounted). An explanation of any deviations from the accepted budget must be submitted with the final budget. If an out of date budget was used in financial calculations, then the treasurer will make adjustments based on the correct fee structure, adjusting course profits as needed.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.
- All course budgets must be submitted to the State Treasurer to ensure profits are disbursed appropriately.
- Profits from TNCC/ENPC courses are split equally between the state Trauma account and the chapter that hosted the course.
- All profits from CATN courses go to Trauma account.
- Refer to ENPC/TNCC/CATN Course Planning Operating Procedure for more detailed information.
- It will be the responsibility of the Course Directors, Treasurer and the Course Committee Chairpersons to assure that the sub accounts for courses are finalized in a timely manner.

2) Instructor's Courses ENPC and TNCC-

- Participant fees will determined during the pre-planning 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/participant
- No profit is expected from these courses
- Updates for Course Instructors will be held at no charge to the participants EXCEPT for manual costs. Instructors teaching in the course will be paid according to course guidelines.

3) State Leader's Meeting (typically preceding the National Leadership Challenge)-

- Airfare for both President and President Elect round trip (airfare booking should be done enough in advance- at least 30 days- to take advantage of discounts)
- President's room plus tax for up to 2 nights.
- 1/2 of room rate plus tax for up to 2 nights for President Elect.
- If President and President Elect share one room during the conference, payment will be reimbursed for one room with tax for up to 2 nights.
- If the President and/or President Elect chooses to drive instead of fly, he/she/they will be reimbursed at the current federal rate and parking and tolls up to \$450 each.
- \$ 50.00/day for 2 days for President and Pres. Elect- stipend

4) National ENA Delegates Conference- amount voted at the Md. State Meeting for delegates selected

5) P.O. Box- rental and bulk mailing fee is split between Md. State and Mid Maryland Chapter

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- 6) Postage and mailings (including labels and stamps)- reimbursed with receipts
- 7) Printing and copying- reimbursed with receipts and should be reasonable
- 8) Gifts and Donations- approved at the Md. State ENA meeting or through discretionary funds and should be reasonable
- 9) Supplies- as budgeted, through discretionary funds, and if for courses, with Course Committee approval
- 10) Refreshments- reimbursed with receipts for meetings (from President or President Elect or designee) and for courses (from Course Director)
- 11) Discretionary funds for President less than \$ 200.00
- 12) Other miscellaneous expenses- phone calls, etc.
- 13) ENCARE funds are used for injury prevention activities and are a line item in the State checking account.
 - a) Income into the accounts is primarily from grant sources. The grant author/administrator will provide a copy of the grant proposal to the treasurer and disbursements will be made based on the details in the grant proposal **AND** with the authorization of the grant author/administrator. Financial grants will be reported at State ENA meetings.
 - b) For award grants (awarded in one lump sum **before** projects are initiated) once the grant time period or project has terminated, unused grant funds will remain in the general ENCARE fund account and will be available for general ENCARE fund use. If the grant is not jurisdictionally specific, monies spent will be based on determined state need and as voted by the ENCARE committee with recommendation to the State ENA.
 - c) For reimbursement grants (awarded as an intent to reimburse expenses **after** project is initiated), MD State ENA will purchase the items/services from the ENCARE account and then will be reimbursed upon application to the grantor. The grant author/administrator will be responsible for completion of the documentation to the grantor for this reimbursement.
 - d) Maryland ENCARE members will meet annually to develop a budget that will be submitted for approval at the State ENA meeting during the budget development process.
 - e) General ENCARE funds will be disbursed as indicated by the annual budget guidelines and approved projects only. Application for reimbursement will be made to the Maryland State ENCARE Institute Chairperson (EIC) or designee by voucher form system (see Md. State Financial Guidelines). Vouchers will then be forwarded to the Md. State Treasurer for payments. Priority will be given to those members who are actively involved in injury prevention activities.
 - f) ENA members can apply to the ENCARE committee with injury prevention activity proposals. These proposals will be reviewed and voted on at ENA State meeting with a recommendation from the ENCARE committee.
 - g) Items purchased for injury prevention use i.e., bicycle helmets, car seats, etc. will be distributed by a trained professional in the injury prevention field due to liability concerns. Documentation of items distributed will be kept by the Md. State EIC.

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- h) Duplicate financial records may be kept by the Md. State EIC. If this is done, monthly or quarterly reconciliation of totals will be completed with the Md. State Treasurer's financial records.
- i) Due to the nature of the reimbursement grants, the ENCARE fund balance cannot be less than \$1500.00 without first notifying the Md. State EIC.
- All monies will be disbursed from Maryland State accounts according to above guidelines and after receipt of the financial voucher.

Money is transferred

- 1) to the Md. State savings account from the Md. State checking account or vice versa at the treasurer's discretion based on projected expenses and to maintain a minimum balance of \$ 1,000.00 in checking
- 2) from the Trauma account to the Md. State accounts with a majority vote by the Maryland State ENA Board of Directors and the TNCC/ENPC/CATN Chairpersons.

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 Md. State Council or the Maryland State Board of Directors.

5/05