



**The Government Finance Officers Association  
Of South Carolina  
Policy Guide  
January 2021**

## Policies & Procedures

The Government Finance Officers Association, South Carolina (the “GFOASC”) has developed and adopted a comprehensive set of policies and procedures that are consistent with the GFOASC’s goals and objectives. They provide the basis for decision-making and ensure the GFOASC’s ongoing stability.

<b>Table of Contents</b>				
<b>Tab</b>				<b>Page</b>
FP	1	-	Administrative Policy	3
FP	2	-	Annual Business Meeting & Election Policy	5
FP	3	-	Executive Committee	6
FP	4	-	Nominating Committee	7
FP	5	-	Membership Committee	8
FP	6	-	Program Committee	11
FP	7	-	Certification & CPE Committee	12
FP	8	-	Financial Review Committee	14
FP	9	-	Scholarship Committee	15
FP	10	-	Professional Ethics Committee	18
FP	11	-	Conference committee	21
FP	12	-	Policy & Procedure Committee	22
FP	13	-	Technology Committee	22
FP	14	-	Finance Policies – Treasurer Duties	23
FP	15	-	Travel Policy	26

## **FP 1: Administrative Policy**

**Purpose:** The following summarizes the GFOASC Administrative Policies:

**Scope:** The members of the GFOASC Board of Directors (the “Board”) shall serve as chair or liaisons on the various committees of the Association. A job description and responsibilities of each committee shall be made available to the membership. Appointments to the various committees are to be made at the beginning of each year, no later than the January Board meeting.

**Policy:** The Board of Directors shall meet upon the call of the President or any three members of the Board.

Special committees may be established by the President as needed.

The Board may appoint a committee to study the By-Laws and make a recommendation to the Board for any changes. The State Representative shall serve as Chair of the committee to maintain a Policy and Procedural Manual.

The GFOASC shall make the Membership Roster available to members, participating sponsors and vendors upon their request. The membership roster *is not* available for sale by the GFOASC and may not be sold by members, sponsors or vendors.

The Board shall approve, and issue press releases as deemed necessary and may make resolutions in support of various issues.

The Board shall take no position on issues with a political nature.

The President and the Board may award Certificates of Appreciation as deemed appropriate.

The Board may grant an award for innovation or excellence in state, local, municipalities, school districts and Higher Education.

The Board may make charitable contributions during the year on behalf of the GFOASC as allowed by Internal Revenue Service (IRS) regulations that pertain to non-profit status.

Upon notification of a member’s death, a Board members spouse, children or parent, a memorial may be made in the memory of the deceased member. The Administrative Contractor may handle this responsibility.

## **Administrative Contractor**

The GFOASC handles all administrative functions through an Administrative Contractor. This position is managed through an independent contractor firm. In the event the association should be without an Administrative Contractor, a designee(s) of the Executive Committee would handle the administrative functions.

The administrative contract shall be renewed on an annual basis. The GFOASC Executive Committee will review the contract 60 days prior to the renewal date and vote 30 days prior to the renewal date.

The full Board will receive a copy of the contract via email and/or conventional mail to review no later than November 1st of each year, with necessary changes highlighted. The contract will be reviewed by each Board member and voted on at the board meeting prior to December 1st of the same year. If for some unforeseen reason, the Board is unable to meet prior to December 1<sup>st</sup> the vote can be obtained via email.

The Administrative Contractor's functions are monitored by the GFOASC Executive Committee and are stated in the contract each year. Disputes, questions or problems shall be addressed in the form of a written complaint to the Executive Committee. The Executive Committee shall file a summary report to the Board.

The Executive Committee will be responsible for monitoring the performance of the contractor on an annual basis. The results will be presented to the Board each September at the regularly scheduled Board meeting.

## **FP 2: The Annual Business Meetings & Election Policy**

**Purpose:** The purpose is to hold two annual businesses meetings and to annually elect officers of the association at the fall conference.

**Scope:** Two business meetings are held each year. One is held in the spring and one in the fall. Typically, the first is held at the annual Spring Conference and the second is held at the annual Fall Conference. The terms for President and President-elect shall be for one (1) year, and the term for Secretary, Treasurer, State Representative, and all directors shall be for two (2) years. The Treasurer will be elected in odd years. The State Representative and Secretary will be elected in even years, and two board members will be elected each year.

**Policy:** This policy outlines GFOSASC general business polices on how to handle the annual business meeting and the annual election process.

### **Business Meeting:**

- The current President presides over the meetings.
- The President must choose a Parliamentarian at the beginning of each meeting.
- By-Law and or Constitutional changes are to be presented and voted on at one or both conference meetings each year.
- Minutes of the business meetings shall be taken by the Secretary, or a designee approved by the President.
- Election of new officers is by electronic voting and is open two weeks prior to the annual Fall Conference business meeting.

### **Election Process:**

- The Nominating Committee (Defined in FP4) shall arrange for elections during the annual Fall Conference time
- The Nominating Committee shall also during the annual Fall Conference manage the process of online voting and the reporting the results of the elections.
- Elections shall be held concurrently for all Officers and Directors.
- Elections may be made by online ballot.
- All elections shall be decided by a plurality of the membership.
- All current members with dues paid as of September 15 or 15 days prior to the fall conference shall be allowed to vote. (30 days prior to the Fall Conference until 5:00 pm the Friday prior to the Fall Conference on Sunday)
- Results of the election are announced at the annual fall business meeting.

### **FP 3: Executive Committee**

**Purpose:** The Executive Committee shall take emergency action on matters which cannot wait for a formal meeting of the Board of Directors.

**Scope:** The Executive Committee shall be composed of the President (who shall be Chairperson), President Elect, Secretary, Treasurer and one Board member to be appointed by the President.

**Policy:** All actions taken by the Executive Committee are subject to review and ratification by the Board of Directors.

#### **Executive Committee**

Specific information regarding membership makeup, responsibilities and meetings is in the Association By-Laws. At the request of the President, this committee shall take emergency action on matters, which cannot wait for a formal meeting of the Board of Directors. All actions taken by the Executive Committee are subject to review and ratification by the Board of Directors.

## **FP 4: Nominating Committee**

**Purpose:** The Nominating Committee shall meet as often as necessary to accomplish their goals. The Nominating Committee Chairperson shall make periodic progress reports to the President on the status of their activities.

**Scope:** The Nominating Committee shall be comprised of four members; the Immediate Past President who shall serve as Chairperson, and three other members who shall be appointed by the Board. The three members other than the Immediate Past President shall be chosen from different categories of membership as defined in Article III, Section 1. No member of the nominating committee is eligible for nomination.

**Policy:** The Nominating Committee shall present to the Association's regular and agency membership 30 days prior to the annual fall meeting at least two (2) qualified candidates for each position to be filled.

### **Nominating Committee**

The election process is also a responsibility of the nominating committee.

Duties and Responsibilities:

- In nominating candidates for the various offices and for Board membership, the Nominating Committee shall seek nominees from the different categories of memberships as defined in Article III, Section 1.
- The Nominating Committee shall obtain prior consent from each person whose name is to be placed in nomination.
- The Committee shall also obtain brief background data showing the person's qualifications for office from each nominee.
- This background data shall be distributed with the list of nominations to the membership.
- Names will be listed in alphabetical order on the left of the ballot, with all professional designations reflected.
- Nominee names and biographies will be made available to the membership at least 30 days prior to the election online. The Nominating Committee Chair will provide this information to the GFOASC administrative contractor in final form for publication on the Web site. <http://www.gfoasc.org/>
- The nominating committee chair obtains the results and gives them to the President at the annual Fall Conference Business Meeting to be announced.
- **For additional detail see Section 4 of the By-Laws**

## **FP 5: Membership Committee**

**Purpose:** The goal of the Membership Committee of the GFOASC is to review the policies and methods for promoting membership in the Association as well as maintaining an accurate membership roster and working with accounts receivable.

**Scope:** Committee activities may: solicit membership to the organization, communicate the benefits of membership, conduct membership drives, submit articles as needed to solicit members and provide any statistical reports as necessary.

**Policy:** Specific information regarding membership makeup, responsibilities, meetings and dues structure is in the Association By-Laws. This committee is responsible for organizing an effective recruiting program; to prepare materials for distribution to potential members or to help familiarize them with the Association; and to work with the President or the one charged with the membership roll responsibility on updating the membership rolls.

### **Membership Committee Chair:**

The Membership Committee Chair is appointed by the President and their term will be at a minimum of two years. The Chair will appoint members to the Membership Committee who show a desire to assist in this regard.

### **Charge of the Membership Chair and Committee:**

1. Maintain the membership database and/or directory.
2. Provide membership application form(s) as needed for publication and for interested individuals or Agencies.
3. Meetings can be held as needed to meet the membership goals of GFOASC.
4. Any expenses shall be voted on by the Board such as advertising or publication advertising.
5. Membership Chair shall work with the Administrative Contractor and the Treasurer to collect any outstanding debts owed to GFOASC and try to contact those members whose emails were returned, or mail returned for any reason.
6. Seek new members to join the organization and seek new ways to advertise and promote the organization.

### **Procedures:**

The Membership Committee and Administrative Contractor or Treasurer shall send annual membership dues notices to the members and shall maintain an accurate roster of paid members. The dues should be paid within thirty days or by January 31. After February 1, a member will be given a courtesy final notice to pay his/her dues. As of March 1, such unpaid members will be dropped from the current membership roll and will lose all privileges associated with membership until his/her dues are paid.

- The classes of membership are as follows: Regular, Honorary, Agency, Retired and Associate as stated in the By-laws.

- The Board may refuse membership to any member or agency with cause. Such causes may be criminal charges or an association that did not fit in with the mission of GFOASC.
- Anyone with any outstanding debts to GFOASC shall enjoy no benefits of membership until it is resolved.
- The membership roster shall also be posted to the web site on a regular basis. This may be done by the membership committee, webmaster or Administrative Contractor.
- The administrative Contractor shall receive the membership payments and provide paid membership information to the committee.
- Retirees shall pay a reduced membership fee. These fees shall be determined by the Board annually and other fees reviewed annually. If an increase is needed, this must be ratified by the voting members.

#### Membership Inquiries:

- Membership applications should always be on the website for anyone interested in joining GFOASC.
- Through the GFOASC website and the newsletter, the GFOASC will provide information to members on how to initiate inquiries and to whom. All members are encouraged to submit information of general interest to the Board or Committees.

#### Membership Classes and Rates:

- Regular Membership in the Association shall be restricted to eligible persons who are actively engaged in governmental financial activities of any State, County, Municipal, School District, Special District, or Enterprise Agency.
- Honorary Members: Honorary Membership may be bestowed upon any person(s), who as determined by the Board of Directors, has (have) made an outstanding contribution to the advancement of governmental finance activities so that their efforts deserve public recognition. The title of Honorary Member is bestowed upon the person and not the position or title the honoree may hold. It is bestowed for the life of the honoree. Based on the recommendation, the Board will vote on the Honorary Membership.
- Agency Membership: Membership shall be in the name of any State, County, Municipality, School District, Public Institution of Higher Learning, Special Purpose Political Subdivision or Enterprise Agency which is actively engaged in governmental financial activities. Each year the Agency should submit a listing with their membership dues of those who wish to be members of GFOASC.
- Associate Members: Associate membership shall be any individual, non-governmental, private business or corporation with an interest in governmental finance activities.
- Retired Member: Retired Membership shall be any regular member who wishes to remain a member of the Association on his/her retirement from employment.

## **Honorary Members of the GFOASC as of 2021:**

### Honorary Members:

- Chuck Fallaw ~ Health Care Consultant/Former Chief Information Officer at SC State Treasurer's Office
- Paul D. Jarvis, Jr. ~ Retired/Former Director of Treasury Management Division at SC State Treasurer's Office
- James E. Kirk ~ Retired/Former VP of Budget at Georgia Institute of Technology
- Deborah S. Nye, CGFO ~ Retired/Former Lexington County Finance
- Grady L. Patterson ~ Retired SC State Treasurer (Deceased)
- Edgar A. Vaughn, Jr. ~ Retired SC State Auditor
- Thomas L. Wagner, Jr., CPA ~ Retired SC State Auditor

## **FP 6: CPE Continuing Education Committee:**

**Purpose:** The CPE Continuing Education Committee shall ensure that the continuing professional education hours made available be enough to maintain CGFO certification and confirming their hours annually with the certification committee

**Scope:** The CPE Continuing Committee shall meet as often as necessary to accomplish their goals. The CPE- Continuing Educations Committee Chair shall make periodic progress reports to the President on the status of their activities.

**Policy:** The policy outlines monitoring for the certification program in accordance with established goals, procedures and guidelines as developed by the committee and approved by the Board of Directors. The committee is also responsible for requiring and approving performance of any third -party administration of the program. The committee shall make recommendations to the Board on all contractual arrangements relating to the certification program. The Board must approve all contracts. The committee shall meet as needed, but no less than quarterly, and the Chair shall provide the President with progress reports.

The CPE Continuing Education Committee consisting of not less than three (3) regular or agency members shall be appointed by the President. The President shall designate one member to be Chairperson. The CPE Continuing Education Committee is responsible for the planning, development and coordination of an informational and educational issues program for the membership. The CPE Continuing Education Committee shall ensure that the continuing professional education hours made available be enough to maintain CFGO certification by confirming this with the certification committee. Responsibilities shall include arrangement for guest speakers, audio visual aids, panels or other appropriate methods to achieve the desired objectives.

- The CPE Continuing Education Committee shall meet as often as necessary to accomplish their goals. The CPE Continuing Education Committee Chairperson shall make periodic progress reports to the President on the status of their activities.
- The CPE Continuing Education Committee is responsible for providing the speaker with the time, date and place of the meeting.
- The CPE Continuing Education Committee is responsible for obtaining a speaker biography and summary of the topic to be presented to the administrative team in a timely fashion in order to have it sent to the membership and posted to the web site.
- The CPE Continuing Education Committee is responsible for designating CPE sessions and training into the proper category of Budgeting, Governmental Accounting, Financial Accounting, or Personal Development or Other for the purpose of classification for CPE reporting.

## **FP 7: Certification Committee**

**Purpose:** The Certification Committee shall consist of ten (10) regular or agency members, each serving a two-year term. Each year, the President shall appoint five (5) members to replace the five (5) members whose terms expired the previous year. The President shall appoint one representative from each of the following areas of governmental finance: state government, county government, local government, educational institution and financial administration. The President shall designate one member to be Chairperson.

**Scope:** The Certification Committee shall be responsible for monitoring the certification program, in accordance with established goals, procedures and guidelines as developed by the committee and as approved by the Board of Directors. To include receiving, reviewing, auditing and maintaining CPE reports for members with the designation of CGFO.

**Policy:** The administration of the program is provided under a contract with another person or organization, the Certification Committee shall be responsible for requiring and approving performance under the contract. The Certification Committee shall make recommendations to the Board on all contractual arrangements relating to the certification program. The Board must approve all contracts.

### **Certification Program**

Specific information regarding membership makeup, responsibilities and meetings is in the Association By-Laws. The process of certification is governed by Certification Policy and Guidelines attached to this document in Appendix A. The CPE program is handled under the Program Committee.

- The contractor handling the program shall be responsible for formulating a curriculum.
- The contractor must annually send scores and a pass-fail list to the GFOASC Administrative Team as governed by the contract with the Association.
- The Board Liaison to the Certification Committee shall head up the subcommittee to renegotiate the contract with the Contractor as stated in said contract.

The Certification Program for Government Finance Officers is administered and offered for the Government Finance Officers Association of South Carolina (GFOASC) by the University of South Carolina's Continuing Education Department. The certification program consists of five core courses covering the following topics:

- Financial Planning and Budgeting
- Capital Planning and Forecasting
- Financial Management
- Governmental Accounting
- Financial Reporting and Auditing

Successful completion of all requirements of the program will result in designation as a Certified Government Finance Officer (CGFO).

The following persons may apply for certification:

- A finance officer for a state, county, municipal or special purpose government, school district, institution of higher education, public authority, planning council or council of government
- A person who holds a supervisory or professional position in a state or local government, public authority, council of government, school district, college or university, with administrative responsibility for one or more financial functions (i.e., audit, cash management, investments, budget, accounting, or inventory control)

To qualify for certification, an applicant must:

- Be a member of the GFOASC
- Hold a position as a government finance officer
- Meet minimum education and experience requirements
- Complete the core courses described in this brochure
- Pass five certification exams offered as a part of this program

Actual designation as a CGFO is awarded by the certification committee of the GFOASC. For complete information on the certification program, request a program packet from: [info@gfoasc.org](mailto:info@gfoasc.org)

**CPE Program:**

- The program may consist of at least four (4) one day sessions held annually providing at least six (6) hours of continuing professional education credits or an equivalent of 24 hours. Additional sessions may be added at the discretion of the Board and Committee.
- The CPE Coordinator and Program Committee Chair shall prepare a budget to be presented to the President.
- CPE Committee Chair or Designee shall serve as onsite coordinator and receive CPE credit, if desired, at no charge.

## **FP 8: Financial Review Committee**

**Purpose:** The purpose of the Financial Review Committee is to ensure that the financial records of the Association are maintained in good order and that the membership is apprised on an annual basis as to the financial condition of the Association

**Scope:** A Financial Review Committee consisting of not less than three (3) members shall be appointed by the President, upon the recommendation of the Board of Directors. The President shall designate one member to be Chairperson.

**Policy:** The Committee is to present the annual financial statements and any recommendations regarding the maintenance of the financial records of the Association and the financial condition of the Association to the membership of the Association at its annual Spring Conference.

Members of this committee shall not be a member of the Board of Directors

**Duties and Responsibilities:** The Financial Review Committee shall perform a financial review of the Association's records annually and shall present the annual financial statements and any recommendations regarding the financial records and financial condition of the Association at its annual Spring Conference.

**Powers:** The Financial Review Committee has the authority to request any and all financial records, including, but not limited to, bank statements, invoices, and cancelled checks, from the Treasurer of the Association and/or the contracted Association Administrator.

**Meetings:** The Financial Review Committee shall meet as often as necessary to accomplish its responsibilities. The Financial Review Committee Chairperson shall render progress reports to the President on the status of the Committee's activities.

## **FP 9: Scholarship Committee**

**Purpose:** To define the responsibilities of the GFOASC Scholarship Committee and define the parameters for awarding scholarships. The meetings of the Scholarship Committee shall meet as often as necessary to accomplish their responsibilities. The Scholarship Committee Chairperson shall render progress reports to the President on the status of their activities.

**Scope:** The scope of this policy is limited to the Scholarship Committee and any and all scholarships by the GFOASC. The Duties and Responsibilities of the Scholarship Committee shall be responsible for the selection of individuals to be awarded Association scholarships. Awards shall be made in accordance with the established goals, procedures and guidelines as developed by the committee and as approved by the Board of Directors.

**Policy:** The Scholarship Committee consisting of five (5) members shall be appointed by the President. The President shall designate one (1) member to be Chairperson of the committee.

Specific information regarding membership makeup, responsibilities and meetings is in the Association By-Laws. Scholarship policies and guidelines are attached in Appendix B. The Scholarship Committee is responsible for the selection of individuals to be awarded Association Scholarships. Awards shall be made in accordance with the established goals, procedures and guidelines as developed by the committee and as approved by the Board of Directors. Two academic scholarships are awarded each year by the Association and one scholarship is offered to the GFOASC membership for the cost of the certification program.

- The committee may review scholarship criteria for each scholarship awarded and make recommendations for revisions to the Board.
- Scholarships shall be publicized on the GFOASC website, newsletter and members are encouraged to make the information known to interested applicants.
- The committee chair is responsible for:
  - Evaluating each scholarship application to ensure that minimum criteria are met, including reviewing official college transcripts for each applicant.
  - Contacting the winner of each scholarship and advising them of the award and how and where it shall be presented.
  - The Chairman shall notify both the winner and the GFOASC Treasurer – this will be stated on the application – Only winner will be notified.
  - Providing the information concerning the scholarship winners to the administrative team, so this information can be posted to the website.
  - Providing the information concerning the scholarship winners to the chair of the Spring Conference so that their names can be placed in the program and a place can be reserved for them in the luncheon during the conference (conference meals are provided by GFOASC to the winners).

- The committee chair (or a designated committee member or Board member) is responsible for making the announcement and/or presentation of the scholarship awards at the appropriate conferences.
- Providing the award letter to the Treasurer to be mailed to the scholarship recipient, and as documentation for the Treasurer to use to send to the applicable schools along with a check in the amount of the scholarship.
- The Treasurer is responsible for:
  - Sending the committee chair's award letter to each recipient along with a copy of the letter and a check to the applicable institutions.

### **Scholarship Policies and Guidelines**

The GFOASC awards three academic scholarships each fiscal year. One scholarship is awarded to a four-year college student pursuing a career in government finance, accounting, or business administration and this award is \$1,500. The second scholarship is awarded to a two-year student pursuing a career in government finance, accounting, or business administration and this award is \$1,000. The third scholarship is awarded to a high school senior attending at technical college or university working towards a certificate, associate degree or bachelor's degree in accounting, finance, or business-related field and this award is \$750.

The Association also awards a scholarship to a GFOASC member that covers the cost of the certification program.

The Scholarship Committee consisting of five (5) members shall be appointed by the President. The President shall designate one (1) member to be Chairperson of the committee. The committee may review current scholarship criteria and make recommendations for revisions to the Board.

#### **Willa S. Bellamy Scholarship**

The scholarship is awarded to a rising college sophomore, junior, or senior based on academic achievement and faculty recommendation. Current value is \$1,500. This scholarship is awarded in the spring and payment is made directly to the college or university.

All full-time students majoring in finance, accounting or business administration, who are SC State residents, attend public colleges and universities and maintain a 3.0 cumulative GPA are eligible to apply.

The Committee Chair shall send scholarship applications to financial aid offices, academic department heads, and other offices of South Carolina public colleges and universities and is posted on the GFOASC website.

#### **Founding Fathers Scholarship**

The scholarship is awarded to a technical college or USC two-year college student based on academic achievement and faculty recommendation. Current value is \$1,000. This scholarship is awarded in the spring and payment is made directly to the college.

### Presidents Scholarship

The scholarship is awarded to a high school senior based on academic achievement and faculty recommendation. Applicant must be attending a technical college or university working towards a certificate, associate degree or bachelor's degree in accounting, finance, or business-related field. Current value is \$750.

### Katherine Zook Certification Program Scholarship

The scholarship is awarded to a GFOASC member to cover the registration fees and book costs for the certification courses. The value is based on the current year class and book costs. USC will cover the cost of the tuition and GFOASC will reimburse the recipient or entity for the cost of the books.

Members of the GFOASC who employees of State, City, County Government, Public Colleges and Universities or School Districts are eligible to apply. Scholarship criteria consist of some brief personal statements and supervisory recommendation.

A scholarship application is posted on the GFOASC website and an announcement is included in the GFOASC newsletter. This scholarship award is announced at the Spring Conference.

## **FP 10: Professional Ethics Committee**

**Purpose:** The organization is governed by the GFOA Code of Professional Ethics and the authority to issue ethical sanctions shall be provided by the Board.

**Scope:** The Ethics Committee shall adopt rules of governing procedures consistent with the By-Laws or actions of the Board, to investigate potential disciplinary matters involving members.

**Policy:** Specific information regarding membership makeup and responsibilities are in the Association By-Laws.

### **Professional Code of Ethics Preamble:**

We, the government finance officers of the United States and Canada, have a deep and abiding desire to show that we are worthy of the trust that has been bestowed upon us. We strive to show it to the citizens of the communities we serve and to their elected representatives. We strive to remain true to the values that drive our work as public servants.

Integrity and honesty are the foundation on which trustworthiness is built. I, as a member of a public finance office, am in a unique position where my influence over the allocation of limited resources and the fiscal future of my community requires the highest standard of integrity and honesty. It means people can believe what I say, I act in accordance with my deepest values, I put principle ahead of my own ego, and I do the right thing even when it is hard.

Public finance offices have an important job. Doing that job well honors the trust the public has placed in me. When I show I am well informed and knowledgeable and can produce the results my community expects, I build trust.

Local governments depend on trusting relationships between people. If people feel unfairly treated, relationships break down, and they may withhold their support from my local government. This makes it more difficult for my local government to maintain a strong financial foundation. Therefore, I will treat people fairly and develop processes and procedures that are fair.

Communities across the country are constantly changing. Embracing diversity and fostering inclusiveness helps finance offices cultivate organizations and promote policies that reflect the communities they serve. When people feel included, they will see that I am concerned for their well-being, and that shows I am worthy of their trust.

**I. Personal Standards**

Government finance officers shall demonstrate and be dedicated to the highest ideals of honor and integrity in all public and personal relationships to merit and respect, trust and confidence of governing officials, other public officials, employees and the public. They shall devote their time, skill and energies to their office both independently and in cooperation with other professionals.

They shall abide by approved professional practices and recommended standards.

**II. Responsibility as Public Officials**

Government finance officers shall recognize and be accountable for responsibilities as officials in the public sector.

They shall be sensitive and responsive to the rights of the public and its changing needs.

They shall strive to provide the highest quality of performance and counsel.

They shall exercise prudence and integrity in the management of funds in their custody and in all financial transactions.

They shall uphold both the letter and spirit of the constitution, legislation and regulations governing their actions and report violations of the law to the appropriate authorities.

**III. Professional Development**

Government finance officers shall be responsible for maintaining their own competence, for enhancing the competence of their colleagues and for providing encouragement to those seeking to enter the field of government finance. Finance officers shall promote excellence in the public service.

**IV. Professional Integrity – Information**

Government finance officers shall demonstrate professional integrity in the issuance and management of information.

They shall not knowingly sign, subscribe to, or permit the issuance of any statement or report which contains any misstatement, or which omits any material fact.

They shall prepare and present statements and financial information pursuant to applicable law and generally accepted practices and guidelines.

They shall respect and protect privileged information to which they have access by virtue of their office.

They shall be sensitive and responsive to inquiries from the public and the media, within the framework of state or local government policy.

**V. Professional Integrity – Relationships**

Government finance officers shall act with honor, integrity and virtue in all professional relationships.

They shall exhibit loyalty and trust in the affairs and interests of the government they serve, within the confines of this Code of Ethics.

They shall not knowingly be a party to or condone any illegal or improper activity.

They shall respect the rights, responsibilities and integrity of their colleagues and other public officials with whom they work and associate.

They shall manage all matters of personnel with the scope of their authority so that fairness and impartiality govern their decisions.

They shall promote equal employment opportunities and in doing so, oppose any discrimination, harassment or other unfair practices.

**VI. Conflict of Interest**

Government finance officers shall actively avoid the appearance of or the fact of conflicting interests.

They shall discharge their duties without favor and shall refrain from engaging in any outside matters of financial interest incompatible with the impartial and objective performance of their duties.

They shall not, directly or indirectly, seek or accept personal gain which would influence, or appear to influence, the conduct of their official duties.

They shall not use public property or resources for personal or political gain.

**VII. Disciplinary Action**

Under such conditions and by such procedure as the Board of Directors may prescribe, the Board of Directors, by a two-thirds vote of the members present and voting, may expel a member, or by a majority vote of the members present and voting, may suspend a member for a period not to exceed five years, or may reprimand, censure or impose such lesser sanctions as the Board may prescribe on any member if the member:

Is convicted in a court of law of a crime punishable by imprisonment for more than one year or is convicted of any crime an element of which is dishonesty or fraud, under the laws of the United States, or laws of this State. The record of conviction or a copy of the record, certified by the clerk of court or the judge is conclusive evidence of the conviction, and convictions shall include a plea of guilty or a plea of nolo contendere;

Infringes any of these Bylaws or any rule of the Professional Code of Ethics; is declared by any competent court to be insane or otherwise incompetent;

Fails to cooperate with the Professional Ethics Committee in any disciplinary investigation of the members by not making a substantive response to interrogatories or a request for documents.

## **FP 11: Conference Committees**

**Purpose:** To arrange for the Spring and Fall Conferences held each year.

**Scope:** To plan and make necessary arrangements to fulfill all aspects of the conference, including classes, food and any necessary accommodations. The Chair should take responsibility for the overall Conference and communicate directly with the Board through the planning process.

**Policy:** The Spring Conference Chair shall be appointed by the President. The President-Elect shall serve as the Fall Conference Chair. Both committees' members shall be chosen by the Chair from different categories of membership defined in Article III, Section 1 of the By-Laws.

### **Conference Committees**

Specific information regarding membership makeup, responsibilities and meetings is in the Association By-Laws.

- The Board will establish the budget for each conference when preparing the overall annual budget. The Conference Chairs will use this to plan each conference. Additional funding can be requested from the Board, with the appropriate justification and as funds are available.
- Conferences should be self-supporting and where possible, profitable, each year, and fees should be set accordingly.
- It is the responsibility of the committee to set registration fees. A higher fee for non-members should be established for each registration fee. An early bird fee should be set to encourage early registration and to meet planning deadlines. A higher fee should follow the initial registration period and consideration given to a third tier for on-site or late registration. The refund policy should be disclosed on the registration information.
- All conference registrations (attendees & vendors) should be managed by the Administrative Team, including receiving & depositing all monies in a timely manner and maintaining a detailed database of all registrations (attendees & vendors) to include name of attendee, agency and amount due/paid and any other requested information requested by the committee. The Treasurer will oversee the process.
- The Administrative Team will send invoices for balances due for the conference because of the registration process. The Treasurer/Membership Committee Chair shall be responsible for overseeing the collection of all outstanding balances.
- An itemized billing statement should be requested from the conference facility and used to support the cost of meals and other expenses incurred at the conference. The committee should work closely with the facility to ensure the accuracy of the charges and services provided.
- The Spring Conference Chair shall be appointed annually by the president.
- The President-Elect shall serve as the Fall Conference Chair.
- The Association shall not participate in any conferences/training courses that compete/conflict with GFOASC related conferences/courses. The Association may co-sponsor conferences/events at the discretion of the Board.

- The current President, Fall Conference Committee Chair and Spring Conference Committee Chair may attend their respective conferences at no cost for registration.

### **Special Committees Policies**

These committees have been set by prior Boards and are allowed by the Association By-Laws at the discretion of the current President and Board.

### **Conference Site Selection**

This committee is set up each year as deemed necessary by the President. This committee's primary function is to choose a site for fall conference locations. The selection committee for fall conference shall consist of the President, President-Elect and Immediate Past-President. The committee may commit the Association for up to two years at one location. The committee chair may put out an RFP to hotels, convention centers and chambers. The organization should utilize the services of a third-party site selection vendor in negotiating conference facilities where no fees are involved. It is the responsibility of the committee to evaluate and negotiate proposals. This committee shall view the facilities of potential conference sites and may stay at the potential sites with complimentary registration provided by the hotel in order to decide on the location. Complimentary rooms are not to be used in any other way than to save the GFOASC money. No committee member shall gain personal benefit from the selection process. An attempt to have a clause placed in all hotel contracts stating that cancellation is possible in the event of an economic or natural disaster is advised.

BY Laws Sections 11 and 12

### **Section 11 - Spring Conference Committee:**

(a) The Spring Conference Committee Chairperson shall be appointed by the President. The Spring Conference Committee members shall be chosen by the Chairperson from the different categories of membership as defined in Article III, Section 1.

(b) Duties and Responsibilities. The Spring Conference committee shall be responsible for planning all aspects of a professional development conference.

(c) Meetings. The Spring Conference Committee shall meet as often as necessary to accomplish their goals. The Spring Conference Committee Chairperson shall make periodic progress reports to the President on the status of their activities.

### **Section 12 - Fall Conference Committee:**

(a) Membership. The President-Elect shall serve as the Fall Conference Committee Chairperson. The Fall Conference Committee members shall be chosen by the Chairperson from the different categories of membership as defined in Article III, Section 1.

(b) Duties and Responsibilities. The Fall Conference Committee shall be responsible for planning all aspects of a professional development conference.

(c) Meetings. The Fall Conference Committee shall meet as often as necessary to accomplish their goals. The Fall Conference Committee Chairperson shall make periodic progress reports to the President on the status of their activities.

## **FP 12: Policy & Procedure Committee**

**Purpose:** Maintain a current policy document and the procedures necessary to implement the policies. Assure Standard Operating Procedures are on File with the current administrator from each committee chair. The committee will review on annual basis.

**Scope:** To keep policy and procedures up to date in accordance with by-law changes.

**Policy:** Receive input from various Committee Chairs as well as Board Members and review proposed changes and make applicable recommendations to the Board.

- Membership shall be the current State Representative of the Board and serve the length of his/her term as State Representative. The Committee Chair shall appoint three (3) other committee members that may or may not include Board members.
- Individual Committee sections are to be distributed to the current Committee Chair for review and distribution to all Committee members.
- All Committee Chair should review and report to the full Board of any updates that need to be made. The State Rep is responsible for making those approved updates to the Associations Policies and Procedures.

## **Policies & Procedures Committee**

The purpose of this committee is to maintain a current policy document and the procedures necessary to implement the policies. This committee shall review and edit the document in full at least once every 3 years (preferably at least 1/3 per year) in coordination with the Board. All updates and additions should be posted to the Web site.

## **FP 13: Technology Committee**

**Purpose:** The purpose of the technology committee is to work with the administrator to ensure website and information is distributed to members in a timely fashion.

**Scope:** To plan and coordinate communication via email and website with the organizations administrator to keep members informed with up to date information regarding conferences, continuing education CPEs, Scholarships etc.

**Policy:** This committee chair shall be appointed by the President annually and have knowledge regarding GFOASC and its by-laws and policies and procedures to ensure accurate communication with Members of GFOASC.

## **FP 14: Finance Policies**

**Purpose:** The association will annually adopt a balanced operating budget.

**Scope:** This balanced budget will ensure that all operating expenses will not exceed operating revenues at adoption and at year-end. Any increase in expenses, decrease in revenues, or combination of the two that would result in a budget imbalance will require budget revision.

**Policy:** The Association's Annual Budget (the "Annual Budget") will cover the twelve-month period beginning January 1 and ending December 31 of the following year. The proposed Budget Document is to be presented to the GFOASC Board for its consideration no later than the November Board meeting with approval of the Annual Budget by the December Board meeting.

Annual Budgets shall be prepared using the cash basis of accounting. The adopted Annual Budget shall constitute the maximum expenditure authorization and can be amended only by action of the GFOASC Board.

It will be the duty of the Treasurer to act to bring the budget into balance if adjustments are needed in the course of a year.

### **Invoicing:**

- The Administrative Contractor is responsible for sending out all agency invoices. These invoices include:
  - Membership dues (Individual, Associate, Retired, Agency)
  - Spring/Fall Conferences attendees
  - Spring/Fall Conferences sponsors
  - GFOASC CPE training
- A reconciliation of attendees for any conferences/training will need to be conducted to ensure that all attendees have either paid or been invoiced.
- Information regarding sponsors can sometimes be obtained directly from the conference committees or Sponsor Coordinator.
- Treasurer/Administrator will send out statements on any outstanding invoices on a monthly basis.

### **Accounts Receivable/Receipts:**

- Funds must be deposited into the Association account in a timely manner (within five business days).
- The Treasurer/Administrator shall enter individual payments into the accounting system and make bank deposits.
- The Treasurer/Administrator shall reconcile deposits in the accounting system to bank statement receipts each month.
- The outstanding A/R accounts are reviewed regularly by members of the Board, along with the Membership Committee Chair and adjustments are made as needed.

### **Accounts Payable:**

- All invoices for payment shall be forwarded to the Treasurer/Administrator. The Treasurer/Administrator shall promptly process for payment following the procurement procedures. The Treasurer/Administrator shall be responsible for resolving questions or discrepancies that arise from invoices.
- All debts of the Association are due and payable within 30 days after the receipt of goods and services and an accurate invoice.

### **Reporting:**

- The Treasurer/Administrator will provide financial statements (Balance Sheet and Profit & Loss Statement) to the Board at every board meeting. The Treasurer should be prepared to answer any questions the Board may have regarding the Balance Sheet, revenue, expenses and budget.
- The Treasurer will report on the fiscal state of the organization at the Spring and Fall Conference business meetings.

### **1099 Process:**

- The Treasurer is responsible for the preparation and mailing of 1099s for the Association.
- The necessary information for these can be obtained from previous year's 1099s or W-9s from the vendors that are due a 1099.
- The 1099s are due to vendors and IRS by the regulated deadline.

### **Annual Tax Return:**

- The Treasurer is responsible for filing the Association's annual tax return by May 15<sup>th</sup> (5<sup>th</sup> month after year end) unless an extension is filed.
- An annual balance sheet and income statement should be reviewed by the Treasurer/Administrator prior to sending to the accountant that will prepare the tax return.
- The Hobbs Group, P.A. (1704 Laurel Street, Columbia, SC 29201 Phone: (830) 799-0555) is the firm that has routinely been doing the Association's Returns.

### **Procurement Policies:**

- The President or Conference Chair is authorized to make purchases on behalf of the Association, within budget. As appropriate, the President may delegate this authority to other Board members of the Association.
- The State Representative to National shall be authorized to make purchases for travel as are necessary to attend the National Conference and present CAFR and Budget awards within the state. These expenditures should follow the travel policy of the Association.
- Receipts and/or expense reports shall be required as back up for all purchases billed on procurement card accounts.
- Unbudgeted expenditures require approval of the current Board. Individuals making unauthorized purchases may be held fiscally liable.
- Competitive quotes—three quotes shall be received for purchases of more than \$2,500.00 and the purchase shall be made from the lowest quote. Exceptions shall be approved by the Board.

### **Contracts:**

- The President shall sign all contracts binding the Association. The Board shall receive and approve all information pertaining to these contracts before the President signs.

### **Expenditures:**

- Specific Program – the conference/program chair or designee is authorized to obligate Association funds for routine conference/program expenditures, not to exceed the approved budget. Expenses in excess of \$1,000 shall require Board approval.
- General Printing and administration– the administrative team is authorized to purchase general printing and administrative supplies (see procurement policies for restrictions) within budget, up to \$500 per transaction without additional approvals. Transactions greater than \$500 (within budget) must be approved by the President or Treasurer, or designees.

### **Procurement Card Accounts:**

The Association shall hold four (4) procurement cards. One will be issued in the name of the President, one will be issued in the name of the President-Elect, one will be issued to the State Representative, and one will be issued in the name of the association. The card for the President-Elect will be issued each January 1 and terminated on December 31 of the next year. The State Representative Card will be issued for two years. Procurement card expenditures will follow the same procedures as other expenditures noted above.

### **Refunds:**

The Association requires a two week notice of cancellation prior to any event in order to receive a refund.

- This notice must be made in writing for auditing purposes.
- The administrative team may handle requests following this policy.

- All exceptions to this policy must be presented to the event chair for consideration and shall be handled on an individual basis.
- In the event of a dispute the chair may pass to the Executive Committee for a final decision.
- Substitutions are permitted: Members may substitute for members; non-members may substitute for non-members; if a non-member substitutes for a member, the difference between the member and non-member rate shall be due to the Association.

## **FP 15: Travel Policies**

### **Travel**

The following policy is developed by the Board of the Government Finance Officers Association of South Carolina (GFOASC) to set forth policies governing travel for members of the Board or other Association members acting as representatives of the Board. These policies shall apply to both overnight and non-overnight travel.

A traveler on official business shall exercise the same care in incurring expenses and accomplishing an assignment that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays or luxury accommodations, unnecessary or imprudent expenses are not allowed. Travel by commercial airlines shall be accomplished in coach or tourist class. Transportation to and from points of arrival and departure shall be accomplished by the most economical method.

GFOASC shall pay for attendance of the President, President-Elect and the State Representative to the National Conference and any travel expenses of the President, President-Elect, and State Representative throughout the year that is associated with representation of the GFOASC. Any other travel requires prior approval of the Board. Estimated travel costs should be included whenever additional travel is requested. Under no circumstances shall the approved budget be exceeded without Board approval.

GFOASC shall pay for attendance (registration, travel, rooms) of the President, the President-Elect and the immediate Past President and the administrative team to the Fall Conference beginning one day prior to the start of the conference through the end of the conference. Any other travel requires prior approval of the Board. Estimated travel costs should be included whenever additional travel is requested. Mileage reimbursement will be at the federal mileage reimbursement rate.

### **ADVANCES and REIMBURSEMENTS**

Travel advances may be obtained from the GFOASC Treasurer with the approval of two members of the Executive Committee. To whatever extent reasonably possible, the request should include a detail of the expected expenses, including, but not limited to registration, lodging, meals and other travel costs.

All registration fees should be paid in advance.

Expense reports and receipts for reimbursement (either the amount owed GFOASC or the amount owed the Board member) should be returned to the GFOASC Treasurer within 30 days. A copy of either the meeting agenda or itinerary should be attached in order to assist with the review of costs, as well as all supporting receipts. If the Treasurer is requesting reimbursement, the President shall review and approve the request.

No additional advances shall be approved if expense reports for reimbursement are more than 30 days delinquent. Reimbursements to the GFOASC are to be made by check.

## **TRANSPORTATION**

Travel shall be by the most direct and economical route.

Airfare is eligible for reimbursement and is limited to coach or economy fares. No GFOASC funds are to be used for first-class air flights. Round trip tickets should always be purchased unless there is some prevailing reason to do otherwise.

A private vehicle or rental vehicle is eligible for reimbursement if the cost is less than traveling by plane (at the conference airfare rate or the lowest possible available rate). The GFOASC shall reimburse for the use of a private vehicle at a rate equal to the federal mileage rate. All direct rental fees for the cost of the vehicle shall also be paid. If a private or rental vehicle is used when more economical modes of travel are available, reimbursement shall be for all mileage and fees equal to the amount of coach or economy airplane fare. If two or more Board members attend an event that requires a vehicle rental, the vehicle must be shared, and may not be reimbursed for more than one Board member, unless there is some prevailing business reason to do otherwise.

When a Board member elects to take his/her own car on GFOASC business in lieu of going by common carrier, when practical, he/she shall not be reimbursed for any hotel, meal, parking charges or other expenses incurred in route that exceed the cost of common carrier.

## **LODGING**

Reservations should be made as far in advance as possible in order to ensure the lowest possible rates. Payments of lodging costs are limited to the minimum number of nights required to conduct business. The GFOASC shall normally pay lodging costs associated with the night prior to the beginning of the conference and the night the conference ends provided travel to and from the conference necessitates an overnight stay.

All reimbursements for lodging that are associated with staying over a Saturday night to receive a cheaper airfare are eligible for reimbursement provided the cost of the room and the cheaper airfare do not exceed the total airfare associated with not staying over a Saturday night.

Paid hotel expense receipts must be submitted to the GFOASC Treasurer in order to receive reimbursement for the lodging.

## **MEALS**

It is the intent of GFOASC to reimburse only actual meal expenses. Meals should follow GSA rate.

Tips are limited to 20% of the cost of the individual meal. In circumstances where the duties of the President or State Representative necessitate meal expenses higher than the above schedule, receipts must be provided, and the Board must approve in order to receive reimbursement.

## **SPOUSES**

The GFOASC shall not pay for any cost associated with the attendance of spouses to conferences.

## **MISCELLANEOUS ISSUES**

Alcohol is not reimbursable. Entertainment that is included in the conference package base cost (not optional) shall be reimbursed by the GFOASC. Travel incidental to attendance at the conference is covered with receipts (taxis, etc.)