



Saint Paul Federation of Teachers

Financial Policy

(Revised 06.3.96; 06.3.02; 05.10.10; 05.09.12, 02.09.15)

Saint Paul Federation of Teachers

FINANCIAL POLICIES

This policy is to assist members in travel and/or incurring expenses that are reimbursed by St. Paul Federation of Teachers (SPFT). SPFT is accountable to the membership for the prudent stewardship of the organization's funds and must provide clear guidelines on how the funds are spent. To fulfill this responsibility, SPFT reserves the right to request additional documentation where necessary to substantiate expenses, or to deny reimbursement for expenses that are outside this policy.

Members have a responsibility to utilize the organization's resources in a prudent and efficient manner and to avoid unnecessary expense.

I. Out of Town Conferences, Conventions and Workshops – Reimbursable Travel Expenses and Procedures

Receipts, Vouchers and Requests for Payment

Original, itemized, dated and signed receipts are necessary for reimbursement. Any lost or non-itemized receipts must have an attached written explanation and be approved by an officer. Reimbursement forms must bear signature of payee, information on specific reason for expense, workshop, training, etc. and identify the people involved in the expenses. All receipts must be submitted within 60 days unless otherwise specified. Exceptions are to be approved by full Executive Board.

A. Transportation

1. Air transportation, coach rate whenever possible, to and from the activity's destination.
2. Transportation at destination shall be by cab, airline, limousine, or public transit. Rental fees will not be reimbursed. In instances in which transportation is shared, one receipt should be submitted.
3. In cases where a delegate/employee drives his/her car, reimbursement shall be based on round trip air coach or the current standard amount paid per mile based on the IRS rate at the time of travel, whichever is less. Lodging and meals during travel by car will not be reimbursed. If passengers accompany the driver, only the driver shall be reimbursed.

B. Lodging

1. Lodging is reimbursable at the rate of 50% of the double occupancy standard room rate or discounted rate, if available. If there is only one participant or a roommate assignment cannot be made, the single/double room rate will be reimbursed.
2. Expenses for additional occupants are not reimbursable.
3. Anyone who voluntarily changes the provided accommodations will be responsible for additional costs incurred.

C. Meals

1. Actual cost, including tax and gratuities, for meals will be reimbursed. Daily maximum for meal reimbursement is \$70. No reimbursement for a meal will be made when a meal is provided. When meals are included as part of the event, deductions from the daily maximum will be made as follows: \$15 for breakfast, \$20 for lunch and \$35 for dinner. Reimbursement for one alcoholic beverage per meal is permitted and included in the daily maximum.
2. For a partial day activity, the amount reimbursed for meals will be: \$15 breakfast, \$20 lunch, and \$35 dinner.
3. When meals are provided as part of the activity, the \$70 per day maximum will be reduced by the individual meal rates stated in #2 above.
4. The exception to this policy will be the one SPFT delegation meal. Such meals are to be at a moderately priced, preferable union restaurant.

D. Miscellaneous

1. No additional expenses will be paid by SPFT for any officer, delegate or employee (see exception) above and beyond the allotted stipend for AFT, TEACH, etc. without prior Executive Board approval.
2. Tips, at commonly accepted rates, are to be identified separately.
3. Registration fees shall be reimbursed.
4. Materials purchased at workshops or conferences that are needed for the meetings or are to become property of SPFT shall require receipts for reimbursement.
5. Any unusual expenditure not outlined in the items above shall be forwarded to the financial review committee for review and recommendation.
6. When expenses are paid by SPFT, member attendance at the meeting or convention is required.
7. SPFT will not reimburse childcare fees.
8. The president shall provide written monthly reports to the Executive Board of all substitutes requested by SPFT for all SPFT activities that month.

E. Exception

In instances where an employee has been directed to attend, or the president as part of his/her duties and responsibilities attends an out of town event/activity, all travel expenses, airfare, hotel single occupancy rate, transportation expenses and meals (as outlined above) will be paid in full by SPFT in lieu of the activity's stipend.

II. Local Conferences, Conventions, Workshops and meetings

Receipts, Vouchers and Requests for Payment

Original, itemized, dated and signed receipts are necessary for reimbursement. Reimbursement forms must bear signature of payee, information on specific reason for expense, workshop, training, etc. and identify the people involved in the expenses. All receipts must be submitted within 60 days of expenditure or unless otherwise specified. Exceptions are to be approved by the full Executive Board.

A. Transportation

SPFT will not reimburse mileage incurred in the seven-county metropolitan area with the exception of SPFT employees.

B. Lodging

SPFT will not reimburse lodging incurred in the seven-county metropolitan area without pre-approval by the Executive Board.

C. Meals

1. Individuals will not be reimbursed for meals when meals are offered as part of the activity. If required dietary accommodations cannot be made the individual may be reimbursed for \$15 for breakfast, \$20 for lunch, and \$35 for dinner.
2. After two hours of work and when a working committee extends over the meal hour, the union may pay for a moderately priced meal for all committee members eating together. These meals will preferably be held at a union establishment.
3. Snacks and beverages for projects, committees, workshops, etc. will be reimbursed up to \$3 per registered person per day.

D. Miscellaneous

1. SPFT will not reimburse childcare fees.
2. The president shall provide a written monthly report accounting to the Executive Board for all substitutes requested by SPFT for that month.
3. Stewards will be reimbursed up to \$1 per active member once per school year for snacks they provide for a meeting.

III. Miscellaneous Reimbursements and Procedures

A. Overtime/Extended Time

Any pay over the contracted time when school is not in session other than clerical must be approved by the Executive Board before the work is done.

B. Expenditures

1. Committees and collaborative chairpersons and project coordinators shall be required to submit budgets to the treasurer for review and approval by the Executive Board.
2. Any expenditure over \$250 that is not part of the original, approved budget must be brought to the officers for pre-approval.

C. Expense Accounts

1. Only the president and the office manager are allowed business expense accounts which will be reviewed monthly by the treasurer and the Financial Review Committee. It shall be both the treasurer's and Financial Review Committee's responsibility to encourage conservative spending habits and fiscal responsibility.
2. All expenses incurred at any local business with whom SPFT has an account will be billed directly to SPFT.
3. The president and office manager shall use the SPFT credit card, check or cash for all union expense that cannot be billed directly to SPFT.
4. A moderately priced lunch will be allowed for monthly staff meetings held over the lunch hour.

D. Gifts

1. Without prior Executive Board approval, the union will not pay for any gift other than funeral memorials. SPFT will send flowers or memorials in accordance with the family's wishes when an active SPFT member, employee or affiliate colleague dies.
2. Cards: Thank you notes, holiday greetings and other SPFT related acknowledgements must be written on official SPFT cards in order to be paid by SPFT.
3. Expenses for holiday parties, other than all-member social events will not be paid by the SPFT.

IV. Payment and Review of Expense Voucher Procedures

- A. The office manager shall pay all routine monthly SPFT expenses without prior review. The treasurer will review these expenditures.
- B. All other expense vouchers that have been appropriately submitted under the SPFT Financial Policy shall be reviewed and approved by the treasurer or another officer prior to reimbursement.
- C. Expenses for the following stores will not be reimbursed due to their anti-union actions: Sam's Club and Walmart.

- D. All expense vouchers falling outside the financial policy guidelines shall be referred to the Financial Review Committee for approval prior to reimbursement.
- E. The Financial Review Committee shall review all expenditures.

V. Denial of Payment Procedures

- A. The Financial Review Committee will inform the appropriate party in writing of the dollar amount and the reason for the denial of payment.
- B. All parties have the right of reconsideration by submitting in writing and/or presenting their reason for reconsideration at the next scheduled Financial Review Committee meeting.
- C. The Financial Review Committee shall review all additional information and shall communicate their decision within five days following the meeting.
- D. All Financial Review Committee decisions may be appealed to the Executive Board.

This policy shall be reviewed annually by the financial audit committee after the SPFT budget is set.



SPFT Donation Policy
Approved by SPFT Executive Board 03.09.15

Our Philosophy

In accordance with our narrative, SPFT is committed to promoting the well being and education for every Saint Paul student and positively impacting the Saint Paul community while supporting the well being and professional development of teaching professionals.

SPFT sustains a community that:

- is building a just and equitable society
- believes in honoring the value of and cultivating each student
- is working towards student success
- believes that educating students requires talented and committed professionals
- is working collectively as a powerful force for justice, change and democracy

Reason for Policy/Purpose

The purpose of this policy is to provide guidance for St Paul Federation of Teachers (SPFT) donations benefiting registered non-profit organizations and to ensure that any approved donations are in accordance with the mission of the SPFT.

Exclusions

SPFT is unable to honor requests or make contributions to the following:

- Donations intended for resale
- For-profit business or organizations
- religious organizations
- political campaigns

Application Process

- Forms can be submitted by email or fax.
- Recipient organizations are eligible a maximum of twice per year.
- A minimum of **5 weeks** to process a request. During holidays and summer it could take 6-8 weeks for processing.
- All requests will be reviewed by the SPFT officers at their monthly meeting.
- Declined requests: the requesting organization will receive notification by email indicating that the request has been declined.
- Approved requests: SPFT will contact the organization when a donation has been approved.

SPFT Donation Request Form

Fill out the donation request form and return it to: SPFT President, 400 Selby Ave., St. Paul, MN 55102. All areas **MUST** be filled out completely for us to process your request. Include certification of your non-profit status, a copy of your program flyer, and any additional information about your organization

Date: _____

Organization Name _____

Contact Person Name _____

Address _____

Address _____

City _____

City _____

State, Zip _____

State, Zip _____

Phone _____

Phone _____

Fax _____

Email: _____

Website: _____

Is your organization and non-profit? _____ Yes (please include certification) _____ No

What is your organization's mission statement?

For what purpose or event are you seeking a donation?

When is the event? (Please include a flyer and/or organizational information)

How will our donation be used?

How will you recognize our contribution?

How does your organization partner with SPFT or plan to in the future?

Please note: A completed application is not an agreement to honor your request. A previous donation does not guarantee a donation will be offered again for a specific event or donation amount. Although we would like to support every worthwhile cause, we must focus our efforts on those that meet our mission statement. We appreciate the time and efforts of your organization and wish you success with your event.