

January 2020

To: Division Presidents, Treasurers and Committee Chairs

From: Cara Howfield, NCLA Treasurer
Elmont Public Library
700 Hempstead Turnpike
Elmont, NY 11003
nclatreas@yahoo.com
516-354-5280 (phone)
516-354-3276 (fax)

To avoid any confusion or delays in receiving payments for your expenditures, or in recording income, please familiarize yourself with the following procedures.

Budget

The amount approved for each division/committee is the amount that the division/committee is authorized to spend. In the unlikely event that an amount exceeding the original allotment must be spent, prior authorization from the NCLA Board must be obtained. Any amounts not spent by December 31 revert to the NCLA Treasury. They are not carried over to the next year.

Requests for Payment

Each completed Request for Payment Form (see attached) must be approved by the NCLA President before payment can be made. Therefore, **send the form and all supporting documentation to NCLA President, James Hutter, Port Washington Public Library, 1, Library Drive, Port Washington NY 11050.** The completed Request for Payment Form must include a bill, receipt(s) or other supporting documents such as a copy of the minutes authorizing payment or correspondence with a speaker indicating the fee. If you need a check by a certain date, please submit the Request for Payment Form early.

We do NOT reimburse sales tax. Please use the enclosed Exempt Organization Certificate which exempts NCLA from state and local taxes on purchases you make. The certificate should be given to the vendor at the time of purchase. **Since some vendors keep the certificate, please feel free to duplicate it and the Request for Payment Form as needed.**

The Request for Payment Form requires you to put where the check should be sent. **Typically this would be your library,** not directly to the vendor. In most instances, someone from your division or committee will be handing the check to someone.

Please note that if you pay a person (not a corporation) \$600 or more in a calendar year for presenting a program or multiple programs we need to send them an IRS Form 1099 which requires their social security number. In order to make things more uniform, I am enclosing a contract that you should use for **ALL** performers/presenters you use for programs, regardless of

fee/honorarium amount. Feel free to change the contact information to reflect your division or committee.

Record of Income

Each division is encouraged to bring in income. In fact, the receipt of income was calculated into the approved budget allocation for the year. Membership dues do not account for the entire budget. It is expected that divisions and committees will generate income.

Events such as dinners, luncheons and trips must be self-sustaining. Fees may be charged for workshops or CEU credits, with higher fees for non-members of the divisions of NCLA. **Income goes back to the NCLA Treasury; it is not added to the current year's budget for the division.**

All income (checks and cash) should be sent directly to the NCLA Treasurer at the above address. The remittances should be accompanied by a Record of Income Form indicating the amount of money submitted and the Division or Committee to be credited. **Use paper clips when attaching checks to supporting documentation...do not staple checks since I will have to unstaple them in order to deposit them.**

Blank copies of both the Record of Income, Request for Payment and Program Contract forms can be found on the NCLA Website at: <https://ncla.info>.

Petty Cash

Each division may elect to keep up to \$100.00 for petty cash. Committees may keep up to \$50.00. If additional petty cash is needed, send me receipts for the money spent and request reimbursement to the petty cash fund. (At the end of the calendar year, return any unused petty cash and/or receipts indicating how the petty cash monies were spent. In January of the new year you may once again begin a new petty cash fund.---**I did not require this.**) The petty cash fund is part of your yearly budget, not an addition to it.

If you have any questions regarding procedures or the status of your budget, please contact me.

Enclosures:

Record of Income Form
Request for Payment Form
Exempt Organization Certificate