



**S**CHOOL  
**N**UTRITION  
**A**SSOCIATION  
OF CONNECTICUT

*Making the right food choices, together.*

# POLICY HANDBOOK

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## SNACT GENERAL POLICY PROCEDURES

1. Members of SNACT, either elected or appointed, must serve the Association with loyalty and integrity. Such individuals must not seek nor accept any personal gain or advantage, monetary or otherwise, for the services they were elected or appointed to as it relates to their Board position.
2. Members of SNACT may receive compensation for services to the Association when under contract for providing an educational component to members of SNACT.
3. All committee and advisory board members must be national members.
4. The Treasurer shall be bonded by a recognized security company for an amount consistent with the funds handled as determined by the Board.
5. Expenses incurred by the Board and/or committee members attending special meetings at the request of the president, and other meetings as specified in policies and procedures shall be reimbursed at the reimbursable rate.
6. Honorary members. Individuals who have contributed to the advancement of food and nutrition programs or have rendered outstanding service to the association may have conferred upon them at any regular association meeting or convention the title of honorary member. The Executive Board shall establish the criteria and approve honorary memberships. Honorary members shall not have the right to vote, to serve as delegates, or to hold elective office or appointive offices. No expenses shall be approved.
7. Sustaining members. A sustaining member of the Association shall be an individual or organization who does not qualify for other types of membership and who is interested in furthering the programs of the Association. All such members shall meet membership qualifications established by the Standards Committee. Sustaining members shall not have the right to vote, to serve as delegates, to hold elective offices or solicit business at the Annual Meeting and Annual Conference unless renting exhibit space, but shall have the right to identify their membership in their advertising and/or at Association meetings. No expenses shall be approved.
8. Student member: An individual, not currently employed in School Food Service, who is enrolled in a post high school education program, with curriculum emphasis on food service management, dietetics, nutrition, or other related areas of study, is eligible for student membership. Student members shall not have the right to vote, to serve as delegates, or to hold elective or appointive offices.
9. Members-at-large and sustaining members of the Association shall remit dues directly to the National Office.
10. Under extenuating circumstances an individual may be appointed chair of a standing committee or advisory board for one additional year with board approval.
11. The Public Policy and Legislative Committees act on behalf of the Association on legislative matters.
12. The Board receives and considers all reports of advisory boards.
13. Members who retire or otherwise leave employment after election may complete their term of

office unless employed in a non-eligible field.

14. The President-elect, with the approval of the Executive Committee, submits the budget to the Board for approval.
15. The Treasurer notifies appropriate persons of expenditures against budget.
16. The Executive Committee shall meet at the request of four members of the Executive Committee by ten days written notice to the other members of the Executive Committee.
17. The fiscal year of the Association shall be from August 1 to July 31.
18. The current Executive Committee will be recognized at either the Spring Banquet or Fall Conference.
19. All SNACT members, with the exception of the Executive Director, shall be required to pay registration for the state conferences regardless of duties performed.
20. Association members who accept a position on the Executive Board should discuss the position and the responsibilities involved with their supervisor. Any board member who is absent without sufficient cause, for two or more meetings, will be sent a letter of inquiry regarding her/his absence. If a Board member is not able to fulfill his/her responsibilities, that person should resign.

## PERSONAL EXPENSE REIMBURSEMENT POLICY

### POLICY STATEMENT:

SNACT recognizes its responsibility to pay an equitable share of the Executive Board and committee members expenses relative to their duties as outlined in the Bylaws and/or budgeted by the respective committees as presented to the Executive Board. Reimbursement shall be in accordance with the policy established herein, provided there are funds available.

Expenses include registration, transportation, lodging, meals, tips and other business related expenses. Entertainment, alcoholic beverages and personal costs shall be paid by the individual. Any revision of this policy must be made by a majority vote of the Executive Board.

NOTE: Persons receiving expenses from SNACT have a responsibility and are expected to attend all meetings within the scheduled program for that particular conference and report to the board in writing, or verbally as requested.

#### 1. Meetings

Expenses will be paid provided funds are available. Any additional member being sent to a conference will require approval of the Executive Committee.

#### **Annual National Conference:**

Expenses will be paid for the current President and President-elect for the extent of the conference. Pre-conference workshops will be financed by the individuals, as they desire.

#### **National Legislative Conference (LAC):**

Expenses will be paid for the current President and Legislative Chairperson. With the approval of the Executive Board, the President may select additional members to attend the conference if all key districts

are not represented, provided funds are available.

### **National Leadership Conference**

Expenses will be paid for the President-elect and Vice President. As budget allows, an additional member should be sent for the Future Leaders Program.

### **School Nutrition Industry Conference:**

If funds are available, expenses will be paid for the current President (**or** President-elect if the President is unable to attend).

### **Northeast Regional Leadership Conference:**

Expenses will be paid for the President-Elect, Vice-President, and incoming Vice President and/or future leader as budget allows.

### **National Executive Director Conference:**

Expenses will be paid for the Executive Director to attend the conference.

## **2. Reimbursable Expenses:**

Early Bird Registration fee rate when available will be paid.

- A. Necessary air and/or ground transportation as follows: (Costs resulting from changes in itinerary after the purchase of the ticket are the responsibility of the ticket holder.
  1. Private car: Allowance amount will be the IRS business mileage rate. Only one allowance will be made for a group traveling in one car.
  2. Plane: Round trip coach or tourist fare. Obtain A supersaver type ticket if at all possible. One checked bag to be paid for if necessary.
  3. Train or bus: Round trip coach fare only.
  4. Taxi or shuttle: Actual cost will be paid.
- B. Food: Per diem allowance: (as of August 8, 2000) The per day reimbursement for meals will be: not to exceed \$50. Receipts are required. Original itemized meal receipts must be attached to voucher. Meal receipts cannot contain alcohol purchases. Meal receipts containing alcohol purchase will not be accepted.
- C. Lodging not to exceed single occupancy conference rate.
- D. Miscellaneous, to include in-city transportation, luggage handling and tips.
- E. Reimbursable travel is based upon arrival at and departure from the conference site in time to attend full program. (This may necessitate travel on the day/or evening before/after the conference begins/ends.)

Exceptions to the Above:

- Advancements on expenses **for travel and hotel may be requested from the President no later than three (3) weeks before** conferences and must be followed by itemized reimbursement claims and proofs of expenditures.
- Car rental will be approved when there is no other means of transportation available.
- Expenses due to forced changes in itinerary will be reviewed and considered.

## **3. Reimbursement Procedures**

All actual personal expenses shall be reported in detail on SNACT travel expense vouchers with original receipts. **EXPENSE VOUCHERS MUST BE SUBMITTED TO THE PRESIDENT WITHIN THIRTY (30) DAYS FOLLOWING THE MEETING.** A copy of the conference agenda must be attached in addition to your travel itinerary. Meal reimbursements are based on per diem rates with necessary receipts. Original itemized receipts must be attached to the voucher. Meal receipts cannot contain alcohol purchases. Meal receipts containing alcohol purchases will not be accepted.

- Bills and receipts for reimbursable expenses not submitted to the President within the fiscal year will not be reimbursed. The President will send the voucher to the treasurer for payment.

- The treasurer shall pay all approved claims within thirty (30) days of receipt with the approval of the President.
- The President-elect shall approve vouchers for any expenses incurred by the President.
- All reimbursement checks shall be cashed within thirty (30) days of receipt.
- YOU WILL NOT BE REIMBURSED FOR ANY ALCOHOL PURCHASES.

4. **Non-Reimbursable Expenses:**

- A. Any expenses incurred at any pre-conference or post conference workshop which will not benefit our state association. Pre-approval of any workshops must be obtained from the Executive Committee before the deadline for the early bird registration, provided funds are available.
- B. NO ENTERTAINMENT, ALCOHOLIC BEVERAGES AND PERSONAL COSTS.

Reimbursement rates, as established by the Executive Board, will be reviewed yearly by the Executive Committee.

### **Standing Committees**

The following are Standing Committees:

1. Public Policy & Legislation
2. Member Services
3. Program Development
4. Education
5. Nutrition
6. Industry Council
7. Marketing
8. Nominating
9. Single Unit

#### **GENERAL GUIDELINES FOR STANDING COMMITTEES**

1. Chairs of Standing Committees are voting members and are therefore expected to attend all Executive Board Meetings or send a representative from their committee to vote.
2. The Chair is expected to email a report of his/or her committee to the Board Secretary at least two weeks before Board meetings so the report may be distributed to members. (Reports of sub-committees may be included or sent separately)
3. Committee members are welcome at any board meeting.
4. The President or another officer may require any sub-committee chairs to attend an Executive Board meeting as needed.
5. Any function set up for SNACT for the next fiscal year must have the contracts reviewed by the incoming President and approved by the Executive Committee.
6. Each Standing Committee shall appoint a Vice-chair to cover pertinent activities in the Chair's absence.
7. At the President's discretion, two Co-chairs may be presented to the Board to run a Standing Committee.

#### **Public Policy and Legislation Committee**

Chair appointed in Spring of odd years for a 2 year term.

Purpose of Position: Works to promote SNACT's position on issues and legislation for both state and national efforts. The committee will promote the association's Plan of Action; express the views of their committee at the Board meetings and association events; and provide leadership, support, technical assistance, and resources to members.

The committee evaluates, interprets, recommends and responds to national and state legislation and regulations; informs the membership of current legislation; respond and interpret legislative policy and positions for approval of the Board; develop legislative strategies and plans of action and communicates to membership; plans and conducts the State Legislation Action Conference (LAC) if scheduled, in cooperation with End Hunger CT! and CT Academy of Nutrition and Dietetics and coordinates plans for SNA's Legislative Action Conference.

Committee Composition: Chair plus Regional Representatives. Additional committee members may be appointed by the Executive Board or committee chair to get representation from all five federal congressional districts.

#### Principal Responsibilities:

1. Be proactive to an ever changing political environment; keep current of all state and national legislative matters through written information, SNA Hotline and SNA Northeast Legislative Representative.
2. Evaluate, interpret, recommend and respond to national and state legislation and regulations. Identify and prioritize legislative opportunities for SNACT board and report to SNACT Executive Committee for further action.
3. Informs the membership of current national and state legislation as directed by the SNACT Executive Committee.
4. Develops positions on national and state legislative policy for approval of the SNACT Executive Board.
5. Attends SNACT Executive Board meetings and informs Board members of current legislative information.
6. Gives guidance to membership on educating legislators on how regulations affect our programs. Develops and provides legislative training to all members.
7. Work with media consultant to write two articles for the Nutmegger.
9. Chair attends the Annual SNA Legislative Conference as state coordinator. Responsibilities include: coordinates events and meals, initiates contacts to legislators, maintains communication with all potential attendees; coordinates committee members efforts to get appointments with Senators and representatives; confirms appointments with email or letter. Hosts state meeting at LAC prior to visits to the Hill.
10. Works with coalition of allied organizations, including End Hunger CT! and CT Academy of Nutrition and Dietetics in planning state legislative conference if scheduled. Committee attends all planning meetings, coordinates events and meals, initiates contacts to legislators, maintains communication with all potential attendees and attends the Annual SNACT Legislative Conference. Assists members in coordinating contact for appointments with Senators and representatives and follows up with email or letter.
11. Compiles information and prepares packets of information for each attendee and legislative representative and senator for both state (if scheduled) and national Legislative Action Conference.



12. Arranges planning meeting with all CT conference attendees prior to congressional visits during state or national legislative conferences.

Principal Organizational Relationship:

Work closely with Nutrition Committee. Report all pertinent information to Executive Board.

Qualifications:

1. Chair should have Legislative Committee experience.
2. Interest in government.
3. Working knowledge of legislative procedures.
4. The ability to properly represent the Association as needed.
5. Availability to attend Executive Board meetings when scheduled.

## **Member Services**

Chair appointed in Spring of odd years for a 2 year term.

Purpose of Position: Provides services to association members by promoting membership and member benefits; promoting certification and credentialing and promoting scholarships and awards.

Committee Composition: Chair plus at least four members including one at the kitchen manager or employee level. Additional committee members may be appointed by the Executive Board or committee chair.

Principal Responsibilities:

### 1. Membership

- A. Work to increase state/national membership by developing membership drives and contests.
- B. Present membership benefits and goals at Chapter meetings, regional workshops, conferences and other allied organization events.
- C. Work with the Executive Director and assist as needed.
- D. To assist the Executive Board in any way needed to promote and increase membership.

### 2. Certification

- A. Acknowledge certified members at the Annual Meeting.
- B. Promote certification to members.
- C. Assist in evaluating certification course materials if Requested.

### 3. Credentialing

- A. Promote the benefits of credentialing and exam opportunities to Members.
- B. Identify potential credentialing candidates and support by

offering scholarship assistance and facilitation of exam application.

#### 4. Scholarships and Awards

- A. Develop, distribute, evaluate and award scholarships.
- B. Promote scholarship opportunities at chapter meetings, conferences, in Nutmegger articles and on the SNACT website.
- C. Promote national and state awards and evaluate candidates.

#### Principal Organizational Relationship:

1. Works closely with Single Unit Chair and Chapter officers.
2. Report all pertinent information to the Executive Board.

#### Qualifications:

1. Willingness to assist the Association in recruiting and retaining members.
2. Ability to represent the Association in a professional and collaborative way.
3. Availability to attend Executive Board meetings when scheduled and to attend (or have a committee member attend) the Chapter meetings, regional workshops and conferences for the purpose of promoting membership.

#### **Program Development**

Chair appointed in Spring of even years 2 year term

**PURPOSE OF POSITION:** To provide for the professional needs of the members. To coordinate the following non voting committees & activities:

1. Program Development  
With Executive Director, plans and implements all activities of SNACT Conferences
  - A. Operates within approved budget.
  - B. Uses current approved SNACT theme or develops a theme consistent with current theme.
  - C. Holds initial meeting with President, president-elect and other officers and members to obtain their suggestions for program content.
  - D. Coordinates program schedule with exhibits schedule as needed
  - E. Reviews evaluations from prior year.
  - F. Contacts and invites speakers for all sessions.
  - G. Identifies and confirms with location equipment, room setup and special needs for each speaker and moderator.
  - H. Provides Executive Secretary with names of guests for each function. Provides the correct name and title for the guest badges
  - I. If program participants will be reimbursed for expenses, instructs them to use SNACT Expense vouchers
  - J. Confirms each person appearing on the program of the date, time, place and

- responsibilities no later than two weeks prior to the conference.
  - K. Reviews menus and makes recommendations after discussing with Committee and reviewing budget.
  - L. Develops evaluation form and arranges for printing and distribution.
  - M. Reports the evaluation summary to the first Executive Board Meeting following the conference.
  - N. Sends copies of all pertinent correspondence to the President and Executive Director.
  - O. Prepares information for the NUTMEGGER about upcoming conferences.
  - P. Attends Executive Board meetings as needed.
  - Q. **Meetings & Conferences Cancellation Policy** : Any person who signs up for a meeting or conference of SNACT, and cancels out, shall not receive a full reimbursement for monies paid. Any cancellation received two (2) weeks or more prior to the event will receive a refund minus a 25% handling charge. Any cancellations received less than two weeks prior, or anyone who does not show up, will not receive any refund, but the registration can be transferred to another person at the same event.
3. Food Show
- A. Committee determines about 1 year in advance where to hold conference.
  - B. Contact exhibit set-up company as soon as site is determined.
  - C. Contact electrical set-up company. Company used 1993-1996, Tech Services of CT, 98 Knight Street, Watertown, CT 06795, Phone: 203-274-7990, Ed Chamberlain
  - D. Committee determines cost of booth. Cost was \$695 in 1997. Electricity was \$75 for one Duplex Outlet, 2400 watts max.
  - E. Send out your first letter by May 1. DO NOT ACCEPT BOOTH REGISTRATION WITHOUT PAYMENT!!!. The only exception is Florida Dept. Of Citrus. They cannot pay before event is held.
  - F. Registrations come slowly, so often you have to call vendors.
  - G. 2<sup>nd</sup> letter should be spent upon receipt of registration form/payment. Vendors like to have a floor plan with booth assignment at this time. Booth contest rules, should also be included.
  - H. Exhibit chairman should include a welcome/thank you letter for program book. Also a list of exhibitors with their booth numbers should be given to the program book chair.
  - I. On the day of the show, you should have a registration packet available for vendors. Include:
    - 1. Evaluation form (pick up at end of show at each booth)
    - 2. Current membership Directory
    - 3. Blank name tags (get them from whoever does registration)
    - 4. Programs.
    - 5. Luncheon tickets (if applicable)
  - J. Plan to have a meeting shortly before the show opens to remind exhibitors of the rules, any problems they might have, etc..
  - K. When you get checks for booth payment, make Xerox copies and keep in your file. Mail checks to the Treasurer.
  - L. MAINTAIN CURRENT, ACCURATE VENDOR LIST AT ALL TIMES.
  - M. **Food Show Cancellation Policy** : (put on application) Any cancellation received seven (7) business days prior to the show will receive a full refund minus 25% handling charge (of both registration and electric fees). Any cancellation received less than seven (7) business days prior to the show or anyone that does not show up, will not receive any refund.
  - N. NOTE: Coffee service should be available for vendors early
4. Annual Spring Meeting & Awards Banquet
- Book facility 1 year in advance.
  - A. Committees - assign chairpersons:

- B. Registration - goes to Executive Secretary
- C. Raffle - remind Ways & Means
- D. Entertainment - theme set by president-elect
- E. Favors - optional
- F. Awards:
  - 1. Chapter award - President decides winners; chairperson buys 1 or more plaques as needed.
  - 2. Louise Sublette - Single Unit Chair buys 1 plaque.
  - 3. Scholarship - the Scholarship Chair handles this.
  - 4. 100% membership - Membership Chair takes care of these certificates.
  - 5. 100% certification - certification chair provides certificates
  - 6. 25 Year employee award - pins are the prizes.
  - 7. Remind committees to submit information to Nutmegger by September deadline. Repeat information for April issue.
- G. Registration forms need to be returned 3-4 weeks prior to the banquet. Late registrations always come in. This allows Registration Chairman time to get organized.
- H. Reserved tables for large systems or groups others open seating.
- I. Price set accordingly.

**QUALIFICATIONS:**

- 1. Complete familiarity with SNA's Strategic Plan.
- 2. Willingness to be present at meetings after work hours.
- 3. Accessibility to all members by phone or Internet.
- 4. Enthusiasm for the program, and firm belief that professional development matters.
- 5. The ability to properly represent the association whenever needed.
- 6. Availability to attend Executive Board meetings when scheduled.

**Education**

Chair appointed in Spring of odd years for a 2 year term.

Purpose of Position: To solicit trainers, and plan and coordinate training courses to support SNACT's mission to enhance learning for school nutrition employees.

Committee Composition: Chair plus a minimum of three (3) members as well as an industry representative and a member of the CSDE Child Nutrition staff.

**Principal Responsibilities:**

- 1. Serve as a resource for continuing education and training that enhances learning for all school nutrition employees.
- 2. Work cooperatively with other SNACT committees and Chapter Representatives as well as the CSDE Child Nutrition Staff to coordinate educational components of Association programs.
- 3. Review, interpret, recommend, and respond to USDA proposed rules for professional standards for schools on how we may best support school nutrition staff.
- 4. Solicit feedback as well as input from the membership community to focus on selecting up-to-date topics for continuing education/training.
- 5. Recruit, develop, and train new trainers throughout the state to better serve and support all school nutrition employees and maintain a comprehensive listing of program topics.
- 6. Compile and distribute information for class attendees.

7. Work with the Executive Director to advertise the classes offered.
8. Ensure that all persons involved with regional trainings receive and follow the Roles and Responsibilities and Guidelines for Regional Trainings.

Principal Organizational Relationship:

1. Work closely with the Program Development Committee, Nutrition & Wellness Committee, Regional Representatives, and CSDE Child Nutrition staff.
2. Report all pertinent information to the Executive Board.

Qualifications:

1. Ability to represent the Association in a professional manner.
2. Ability to work with other Association Committees and members to best serve the Association.
3. Have an interest in the education of SNACT members.
4. Availability to attend training classes.
5. Availability to attend Executive Board meetings when scheduled.

**Nutrition and Wellness Committee  
(Child Nutrition Committee)**

Chair appointed in Spring of even years for a 2 year term.

Purpose of Position: To support SNACT's mission and vision by developing and supporting initiatives that enhance child nutrition programs throughout the state while promoting nutrition awareness and education.

Committee Composition: Chair plus at least 2 other members and include at least one Registered Dietitian. The Board Vice President will serve on committee for one year assisting with peer mentor program.

Principle Responsibilities:

1. Develop, refine, and maintain the SNACT Peer Mentor program with the assistance of the SNACT Vice President.
2. Develop new ways to foster peer to peer relationships among SNACT member districts and enhance child nutrition programs across the state.

Principle Organizational Relationship:

1. Work closely with Education, Program Development, and Membership Committees.
2. Report all pertinent information to Executive Board.

Qualifications

1. A minimum of five years of experience with federal child nutrition programs.
2. The ability to properly represent the Association as needed.
3. Availability to attend Executive Board meetings when scheduled.

**Industry Council**

Chair elected in spring of even years for a 2 year term.

Purpose of Position: To provide feedback to the SNACT board and help support SNACT among industry partners and at industry venues.

Committee Composition: Industry Committee Chair (elected Industry Representative), Vice Chair (a SNACT Director), Executive Director, and up to seven industry members with a preferred minimum of one broker, one manufacturer and one distributor represented.

Principle Responsibilities:

1. Meet six times per year; additional meetings may be held as needed.
2. Chair shall run council meetings, develop agendas with vice-chair, and assure that meeting minutes are recorded.
3. Vice chair shall provide a venue for meetings and run meetings in absence of chair.
4. Chair is a voting position on SNACT Executive Board and is part of the Executive Committee; vice-chair shall vote at SNACT Board meetings in absence of chair.
5. Makes recommendations to the Board on industry-related issues.
6. Assists with SNACT industry events.
7. Proposes ways that the Association can help industry.
8. Helps solicit and secure new sponsorship applicants to be followed up by SNACT Executive Director
9. Encourages non-corporate member advertising in the Nutmegger

Principle Organizational Relationship:

1. Work closely with Executive Director, President, and Program Development Committee
2. Report all pertinent information to the Board

Qualifications of Committee Members:

1. Members will commit to attend at least four of the six meetings each year. Failure to do so will result in member's position being replaced for the rest of the term.
2. Members will be a supporter of SNACT at a Bronze level or higher.
3. Members are committed to recruit two or more companies to become corporate sponsors of SNACT.
4. Members will be invited to submit a brief application outlining their interest in serving on the council and committing to the tasks.

Industry Member Selection Process:

1. Members will be selected by the current Industry Council based on applications submitted by May 15. Perspective applicants must demonstrate a previous commitment to the mission of SNACT.
2. Recommendations for new members will be forwarded to the SNACT Executive Board, for approval at the last Board meeting of the year.
3. Industry Council shall make recommendations to the SNACT Nominating Chair for candidates to be put on the SNACT ballot for the position of Industry Council Representative. Such candidates shall have experience on the Industry Council.

Industry Member Terms:

1. Members will be appointed for a two year staggered term starting on August 1 through July 31 of the second year

2. Odd years: one broker representative, one manufacturer representative, one distributor representative
3. Even years: one broker representative, one manufacturer representative, one distributor representative, one other

## **Marketing**

Chair appointed in Spring of even years 2 year term

PURPOSE OF POSITION: To promote SNACT within the association as well as to the public.

COMMITTEE COMPOSITION: Chair, Representation from Public Relations Firm, plus a minimum of two (2) members.

### **PRINCIPAL RESPONSIBILITIES:**

1. Represent SNACT at our own and allied organization events.
2. To create and maintain promotional materials related to these specific events.
3. Assist other committees with any marketing related needs.
4. Develop campaigns to highlight members and their work through print and social media.

### **PRINCIPAL ORGANIZATIONAL RELATIONSHIP:**

Reports to Executive Board.

### **QUALIFICATIONS:**

1. Good writing skills.
2. Good public relation skills.
3. Good communications skills.
4. The ability to properly represent the Association.
5. Availability to attend Executive Board meetings.

## **Allied Organizations**

Chair appointed in Spring of odd years 2 year term

### **PRINCIPAL RESPONSIBILITIES:**

1. Keep SNACT in touch with other allied organizations.
2. Represents SNACT at allied organizations functions/shows.
3. Distribute information about SNACT to Allied Organizations

### **PRINCIPAL ORGANIZATIONAL RELATIONSHIP**

Reports to the Executive Board.

**QUALIFICATIONS:**

1. The ability to properly represent the Association whenever needed.
2. Availability to attend Executive Board meetings when scheduled.

**Nominating**

**PURPOSE OF POSITION:** To provide the Executive Board with a slate of potential candidates for the elected positions on the Board.

**PRINCIPAL RESPONSIBILITIES:**

1. Survey the Executive Board, Committee members and Regional representatives for potential candidates for the slate of officers.
2. Verify the eligibility of potential candidates according to the guidelines set by the bylaws.
3. Select candidates for each office to be filled in accordance with the Bylaws. Two candidates and an alternate for each office should be selected whenever possible.
4. Bring to the Executive Board proposed slate of candidates.
5. Submit to the editor of the Nutmegger short biographical information and a picture of the selected candidates for publication.
6. Prepare ballot for distribution according to the dates set by the Bylaws.
7. Work with the Secretary to count the ballots, unless a candidate for office.
8. Follow the guidelines as set below.
9. Report all information back to the Executive Board.

**PRINCIPAL ORGANIZATIONAL RELATIONSHIP:**

Committee consists of Chair (Immediate Past-president) and Regional Representatives.

**QUALIFICATIONS:**

1. Immediate Past-President
2. Attend board meetings and report on information as scheduled.

**GUIDELINES for Nominating Committee**

1. Committee consists of chair (immediate past president) and regional representatives.
2. Members who are likely to become candidates should not serve on a nominating committee, but members of the committee can become candidates. A member of a nominating committee who becomes a candidate should resign from the committee immediately. Chapter President will appoint the replacement.
3. The President should not appoint any members of the committee, serve on the committee, give the committee instructions, or take any part in its deliberations.
4. Procedure at November Board meeting
  - A. Present slate to Executive Board
  - B. Nominations will be accepted from the floor.
  - C. Decisions will be made as to number of candidates for office.
    1. two (2) with one alternate if possible.
    2. all candidates presented.
  - D. Candidates will be asked to leave the room.
  - E. Slate will be accepted by the Executive Board.

**Single Slate Option:**

The single slate always should be safeguarded by the right of nominations from the floor and of write-in votes. A member need not be nominated for an office, either from the



floor of by a committee, to be elected to that office when the vote is taken by ballot or roll call. Members may vote for anyone who is eligible, regardless of whether the person has been nominated, by writing in the name of their choice on the ballot or voting for that person on roll call. Any member receiving the necessary votes is elected, whether nominated or not. The member does have the right to decline the office.

5. Counting ballots

A. The Executive Director serves as Chair of Tellers. The president will notify all candidates of the election results immediately following the election.

Election Schedule

Every Year:

Vice President

Odd Years:

Secretary

Industry Representative

Nutmeg Chapter Rep

Minute Maid Chapter Rep

Naugatuck Chapter rep

Even Years:

Treasurer

Yankee Chapter Rep

Mohegan Chapter Rep

Charter oak Chapter Rep

November: Present slate to Board for approval

December: Mail or electronic ballots out to members before the 31<sup>st</sup>

February: Secretary counts ballots that arrive before deadline and announces results at Board meeting  
President notifies candidates of election results

**Single Unit**

Chair appointed in Spring of even years 2 year term

**PURPOSE OF POSITION:** To act as liaison between Single Unit supervisors/managers and SNACT. To sponsor the Louise Sublette Award contest and any other contests open to non directors..

**PRINCIPAL RESPONSIBILITIES:**

1. Develop information for unit supervisors/managers to keep them informed on programs planned by SNACT.
2. Solicit suggestions and ideas, etc. from them to present to the Executive Board.
3. Promote and run the Louise Sublette Award Contest throughout the state by advertising in the Nutmegger and contacting the Regional Reps.
4. Send Louise Sublette packets of information to any person wishing to enter the contest.
5. Arrange for judging of contest entries (discuss with President) and for winners to be honored at Annual Awards night banquet including purchasing plaques and/or other awards.

**PRINCIPAL ORGANIZATIONAL RELATIONSHIP:**

Work with Regional Representatives.

Attend board meetings and report on information as necessary.

**QUALIFICATIONS:**

1. Ability to work within deadlines

2. The ability to properly represent the Association whenever needed.
3. Availability to attend Executive Board meetings as needed.
4. Availability to attend Chapter Meetings

### **Advisory Boards**

The following are Advisory Boards:

1. Resolutions and Bylaws
2. Finance Advisory
3. Child Nutrition Representative
4. USDA Representative
5. Strategic Planning
6. RCCI
7. Past Presidents (most recent past president serves as Parliamentarian)

#### **GENERAL GUIDELINES FOR ADVISORY BOARDS**

1. Advisory Board chairs and members do not vote
2. Chair is expected to email report to Executive Secretary at least two weeks before Board meetings so report may be distributed to members.
3. Chair and members are welcome at any board meeting
4. The President or another officer may require the chair and/or committee members to attend an Executive Board meeting as needed.

#### **Resolutions & Bylaws Advisory Board**

**PURPOSE OF POSITION:** Evaluates and updates the Bylaw Manual and Policy Handbook.

#### **PRINCIPAL RESPONSIBILITIES:**

1. Reviews the Bylaws on a regular basis to insure that they are consistent with National Policy and philosophy; and make changes as requested by the Executive Board
2. Prepares resolutions and/or bylaw amendments as requested by the Executive Board for their consideration, working within the correct time lines.
3. Reviews Bylaw amendments proposed for membership consideration.
4. Evaluates resolutions and bylaw amendments received; edit content and clarity of language, suggest changes, if needed.
5. Recommends Bylaw amendments to the membership.
6. Works with Executive Board to be sure Bylaw regulations are being met.
7. Publishes Bylaw amendments and changes in a timely manner as stated in the Bylaws.

#### **PRINCIPAL ORGANIZATIONAL RELATIONSHIP@**

Reports to the Executive Board

#### **QUALIFICATIONS:**

1. The ability to properly represent the Association whenever needed.
2. Availability to attend Executive Board meetings when scheduled.

#### **Finance Advisory Board**

**PURPOSE OF POSITION:** To advise and monitor all association finances

**PRINCIPAL RESPONSIBILITIES:**

1. To review and approve expense vouchers for payment
2. To review and recommend reimbursement rates yearly in accordance with SNA's reimbursement rates
3. Review current finances with the Treasurer
4. Work with the President-elect on the preparation of the budget for the following fiscal year

**PRINCIPAL ORGANIZATIONAL RELATIONSHIP**

1. Work with President, President-elect, and Treasurer
2. Makes financial recommendations to the Executive Board

**COMPOSITION:**

President, President-elect, and two other qualified members

**QUALIFICATIONS OF COMMITTEE MEMBERS**

1. Any of five immediate past Presidents, and any past Treasurer
2. Working knowledge of the association budget
3. Familiarity with Bylaws and the Policy & Procedures

**Child Nutrition Advisory Board**

**PURPOSE OF POSITION:** The State Director of Child Nutrition Programs or designate shall participate in the activities of the Executive Board in an advisory nonvoting capacity. Participation shall include a report to the Board at each meeting on the activities of the State Office of Child Nutrition Programs. The representative shall be available as a resource person.

**USDA Representative**

**PURPOSE OF POSITION:** The State Director of Connecticut's Food Distribution Program or designate shall participate in the activities of the Executive Board in an advisory nonvoting capacity. Participation shall include reports to the Board at each meeting on the activities of the State Office of Food Distribution. The representative shall be available as a resource person.

**Strategic Planning Advisory Board**

**PURPOSE OF POSITION:** To coordinate the Strategic Plan.

1. To track progress of current plan and remind members of commitments
2. To Begin planning for next 3 year plan as needed
3. To attend Board meetings as needed.

**QUALIFICATIONS:**

1. Have been president of the association in the past

**RCCI**

Chair appointed yearly

**PURPOSE OF POSITION:** Represents the RCCI members.

**PRINCIPAL RESPONSIBILITIES:**

1. Acts as liaison between SNACT and RCCI members

**PRINCIPAL ORGANIZATIONAL RELATIONSHIP@**

Reports to the Executive Board

**QUALIFICATIONS:**

1. The ability to properly represent the Association whenever needed.
2. Availability to attend Executive Board meetings as scheduled.

### **Past Presidents Advisory Board**

**PURPOSE OF POSITION:** To advise and guide the current Board on procedures. To see that all meetings are conducted in the appropriate manner

**PRINCIPAL RESPONSIBILITIES:**

1. Bring past president's knowledge to board meetings
2. Act as Parliamentarian
  - A. Know the Bylaws thoroughly.
  - B. Have a copy of Robert's Rules of Order
  - C. Know the parliamentary rules and procedures

**PRINCIPAL ORGANIZATION RELATIONSHIP:**

Works with the Executive Board

**QUALIFICATIONS:**

1. Previous knowledge of Parliamentary procedures.
2. Availability to attend Executive Board meetings as needed.
3. The ability to properly represent the Association whenever needed

### **Affiliated Chapters:**

**GENERAL GUIDELINES FOR CHAPTERS:**

1. Schedule a minimum of four yearly meetings, three of which should be professional development credit programs.
2. All elected Chapter officers must be members of SNACT.
3. Refer to the Bylaws for all officer duties.
4. The Chapter President must:
  - A. Attend the Annual Leadership Conference and attend one SNACT Executive Board Meeting per year, if possible.
  - B. Submit a list of the Chapter officers to the Executive Secretary

## **Financial Policies and Procedures**

### **Access to Records:**

It is the policy of SNACT to allow members access to the following records. Members may request copies from the Board Treasurer or Executive Director.

1. IRS Form 990 tax return
2. Accountant's audit or review –to be completed when there is a change of Board Treasurer
3. Tax Exempt documents filed with the Secretary of State

### **Method of Accounting/Audits:**

1. The fiscal year of the Association shall be August 1 to July 31.
2. Per IRS rules, the Association method of accounting will be on an accrual basis.
3. Annually, the Board Treasurer shall arrange for a financial review of Association financial records by a Certified Public Accountant.
4. A full financial audit will be conducted at a minimum every sixth year or when there is a change in the office of Treasurer.
5. Upon completion, copies of review and audit reports shall be made available to the Executive Board and membership. The Executive Board, through the Finance ad hoc committee, shall be involved in the financial affairs of the Association to provide oversight and independent review functions.

### **Association Bank Accounts:**

1. The Association shall have a master bank account with check writing and online banking functions. Each regional chapter of the Association shall have a bank account set up as a sub-account of the association account, with check writing functions. The Board Treasurer, immediate past Board Treasurer, and Executive Director are master signers on all accounts. Regional representatives and chapter treasurers from each chapter are signers on chapter accounts, and are authorized to make bank transactions on chapter accounts.
2. Chapter Accounts – Prior to quarterly board meetings, chapter treasurers must submit the Chapter Treasurer Report to the Board Treasurer. If there is no chapter treasurer, the Regional Representative must submit. Forms must be submitted by the 1<sup>st</sup> of the month during which the board meetings are held – Sept, November, January and May. If there are no transactions for a chapter during a specific time period, the Chapter Treasurer shall submit this report and indication there were no transactions, and list the same amount for beginning and ending bank balance. The Chapter Treasurer shall maintain a copy of all completed Chapter Treasurer report forms.
3. Any interest income will be listed under “income” on the Chapter Treasurer Report.
4. Chapter Treasurers will receive bank statements from the bank. The Board Treasurer will access statements online from the bank. The Board Treasurer will reconcile all accounts on QuickBooks, utilizing bank statements

and Chapter Treasurer Reports. Chapter accounts will be reconciled prior to each board meeting. The Association master account will be reconciled monthly.

5. The executive director will create a monthly bank balance sheet of all bank accounts and email to board officers by the 15th of each month.

**Association Budget Development:**

1. SNACT will prepare an annual budget representing the annual plan of action. The intent of the budget is to help SNACT focus resources on long-term goals, assist in controlling finances and setting practical limits on the amount that can be spent on specific programs and activities and provide a tool to monitor actual and budgeted costs to ensure that resources are used as intended.

2. The Incoming President, outgoing president, President Elect, Treasurer and the Executive Director will meet no later than April 1, to develop the Association budget for the following fiscal year. Information used will include the previous fiscal year's actual revenue and expenses as well as program plans for the following year. The proposed budget as well as the assumptions used in the process will be presented to the Executive Board for approval no later than the final Board Meeting of the fiscal year.

3. A review of the approved budget will be made at the fall SNACT Board meeting to make adjustments as necessary to the extent that net profit differs from the budgeted net profit. In addition, the Treasurer will monitor the budget versus actual income/expenses throughout the year, report on the status of the budget at Executive Board meetings, and recommend necessary amendments to the budget for Board approval/action.

**Association Chart of Accounts:**

1. SNACT will utilize an electronic software program approved by the Executive Board to monitor, track and report association financial activity (QuickBooks (QB) or equal).

2. The Board Treasurer will be master user on the association QuickBooks account.

3. The Board Treasurer shall maintain a chart of accounts with assigned account numbers based on the approved budget and will update accounts as needed. The association budget will be distributed to all Executive Board members for use in planning activities and reporting expenses.

**Association Purchases and Check Disbursements:**

1. Only expenses that have been approved as part of the budget process shall be allowed without further approval. Purchases not included in the budget must be approved.

- Purchases Under \$500 – written/electronic approval from SNACT President  
If SNACT President is unavailable, approval from: Treasurer or President –elect
- Purchases Over \$500 – written/electronic approval from SNACT Executive Committee.

Sound business practices should be used for all purchases. For purchases of items or services over \$5,000, three competitive quotes are suggested. Contracts are required for services over \$10,000.

2. The Board Treasurer shall be responsible for safeguarding unused checks and supplies and for check disbursements. Checks will be sequentially numbered.

3. Disbursements will require adequate documentation in the form of original receipts or invoices. Anyone submitting a request for payment shall submit documentation (completed Request for Payment Voucher with receipts attached) to the President for approval within 30 days of the expenditure. The president will send all invoices and requests for payment to the Treasurer, who will check for mathematical accuracy and issue the check within 30 days. The President will keep a log of all signed vouchers for the month. The date paid, check number and account number for posting to the chart of accounts should be recorded on the payment voucher and attached to the paid invoice. The treasurer will post all check payments to the proper accounts in QB.

4. Authorized check signers on master account – The Board Treasurer shall have primary check signing authority. The immediate past Board Treasurer and Executive Director shall also be authorized to sign checks in case of emergency. Checks made payable to the Board Treasurer shall require the signature of one of the other master signers.

5. The Board Treasurer shall document every check that has been voided, regardless of the reason. Voided checks will be marked “VOID” in the place for signatures. The Treasurer will void the check in the accounting system. The voided checks will be filed in sequential order with the cancelled checks. If voided checks are not physically available, the copy of the bank’s stop-payment order will be filed with the cancelled checks.

6. The Treasurer will send the president a monthly transaction report that details all checks that have been disbursed for the month. The president will reconcile the report against the voucher log.

#### **Invoicing and Deposit Procedure:**

1. All funds deposited into the association master account must have an associated invoice. When checks are received by the association, invoices are created by Executive Director and/or Treasurer (unless the payment already has an invoice associated with it). The Executive Director marks invoice as paid, deposits funds into “undeposited funds” account in QB, and physically deposits funds in bank account.

2. Copies of each check and backup documentation are sent to the Treasurer.

3. The Board Treasurer verifies deposits in QB and moves the money from “undeposited funds” into the appropriate bank account. The Executive Director keeps a spreadsheet of all payments received as back up.

4. All financial records maintained by the executive director are shared with the treasurer through Google Docs.

#### **Sponsor Payment System:**

1. Sponsorships run concurrent with the SNACT fiscal year, August 1 through July 31. By June 1, sponsor invoices are generated through QB by the Executive Director. Payments are due by August 1. Sponsors must renew by August 15 to have space reserved in the Nutmegger (Association newsletter), or preferred location reserved at Food Show. Sponsorships not renewed within 60 days will be considered inactive and not be extended any sponsor benefits.
2. Sponsors who join between August and the SNACT industry show and who participate in the show will have their sponsorship postdated to the start of the fiscal year. Sponsors who join after the industry show and do not participate in the show will have their sponsorship prorated to the end of the fiscal year.
3. Sponsors can pay electronically through the SNACT approved system or submit a check to the SNACT association address.

### **Expense Reimbursement:**

1. SNACT recognizes its responsibility to pay an equitable share of the Executive Board and Committee members' expenses relative to their duties as outlined in the Bylaws, Policy book, and/or budgeted by the Executive Board. Reimbursement shall be in accordance with the policy established herein. Persons receiving expense reimbursement from SNACT have a responsibility and are expected to attend all meetings within the scheduled conference program. All scheduled, reimbursed conferences or meetings will be approved and appropriated in the annual budget. Early Bird rates will be utilized by conference attendees when available. In any given fiscal year, if expected costs to attend a conference significantly exceeds the budget amount, the expense must be approved by the president.
2. All expense reimbursements will require adequate documentation in the form of receipts or invoices, and shall have a completed Request for Payment voucher form attached indicating the accounts to be charged. Travel expenses will be covered to allow for arrival at and departure from the conference site in time to attend full program (this may necessitate travel on the day before and /or day after conference dates). All requests for payment will be checked for mathematical accuracy and validity before approval and payment.
3. Travel expenses shall be reimbursable as follows:
  - Personal vehicle mileage per current IRS business mileage rate. One allowance will be made for a group traveling in one car.
  - Airplane round trip coach fare and one checked bag fare.
  - Train or bus coach fare.
  - Taxi or shuttle fare.
  - Car rental – if there is no other means of transportation.
  - Parking expenses.
4. Lodging and food expenses shall be reimbursed as follows:
  - Lodging not to exceed single occupancy conference rate.
  - Meal expense not to exceed \$50.00 per day. Alcohol purchases are not reimbursable. Original itemized meal receipts must be attached to the travel voucher. Meal receipts cannot contain alcohol purchases. Meal receipts containing alcohol purchases will not be accepted.



5. Advanced expense reimbursement for travel and hotel may be requested to the President no later than three weeks prior to conference date, and must be followed by itemized reimbursement claims and proof of expenditure.
6. Expenses due to forced changes in itinerary will be reviewed and considered by the President.
7. Vouchers with attached itemized receipts for all reimbursable costs must be submitted to the President within thirty days following the conference or meeting. The President will review and approve the vouchers and forward to the Board Treasurer for payment. The Treasurer will process the payment within thirty days of receipt. All reimbursement checks shall be cashed within 30 days of receipt.
8. Bills and receipts for reimbursable expenses not submitted to the President within the fiscal year will not be reimbursed.
9. Non-reimbursable expenses – alcohol, entertainment, personal purchases, pre-conference or post-conference workshops unless pre-approved by the Executive Board.

#### **Quarterly Financial Reporting:**

Executive Director and Treasurer shall prepare and present financial reports that will include the balance sheet and income and expense report for the Executive Board meetings. These statements will be prepared through SNACT's approved accounting system and will be made available to Executive Board members electronically for review prior to Executive Board and Committee meetings.

#### **Independent Contractors and Event Contracts:**

1. SNACT shall evaluate criteria established by the IRS when assigning individual employee or independent contractor status. If compensation is \$600 or more, individuals qualifying as independent contractors will complete a W-9 form and will be issued an IRS form 1099 by the Treasurer.
2. The President and President-elect (both signatures required) have authority to sign consulting contracts as long as the financial implications of the contract are included in the budget. If the financial implication of signing a contract is not included in the SNACT budget, the Executive Board approval is required before authority to sign the contract is granted.
3. The Executive Director has authority to sign event contracts, with the approval of the President and the applicable committee chair (both approvals required), as long as the financial implications of the contract are included in the budget. If the financial implication of signing a contract is not included in the SNACT budget, the Executive Board approval is required before authority to sign the contract is granted.

#### **Insurance:**

It is the policy of SNACT to maintain adequate insurance coverage and limitations to meet the needs of SNACT, its members and employees. The policies shall include:

- General liability (umbrella policy) and business property
- Director's and officer's liability

## **RECORD RETENTION & DOCUMENT DESTRUCTION POLICY**

The School Nutrition Association of Connecticut (SNACT) shall retain records only for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. All records and documents are covered in this policy, including paper, electronic files (including e-mail), presentations, videos, text messages, social media, website, database and voicemail records regardless of the form and nature of the document and where the document is stored, including network servers, "cloud services," desktop or laptop computers, handheld computers, cell phones, smartphones, PDAs, tablets and other wireless devices with messaging or document handling capabilities.

SNACT's staff, members, volunteers, officers, members of the board of directors, committee members and vendors are required to honor the following rules:

- a. Paper or electronic documents indicated as preserved under the periods for retention in the following section will be transferred to and maintained by SNACT at the designated locations;
- b. All other paper documents will be destroyed after the period of their current use, and in any case within three years;
- c. All other electronic documents will be deleted from all computers, devices, databases, networks, servers and back-up storage after the period of their current use, and in any case after one year;
- d. No paper or electronic documents will be destroyed or deleted if related to any ongoing or anticipated government investigation or proceeding or private litigation (including but not limited to any time that SNACT receives a document preservation request in connection with pending or anticipated investigation or litigation);
- e. No paper or electronic documents will be destroyed or deleted if required to comply with applicable government auditing standards; and, in accordance with 18 U.S.C. Section 1519 and the Sarbanes Oxley Act, SNACT shall not knowingly destroy a document with the intent to obstruct or influence an "investigation or proper administration of any matter within the jurisdiction of any department/agency of the United States . . . or in relation to or contemplation of such matter or case." If an official investigation is underway or even suspected, any document purging must stop.

In order to eliminate accidental or innocent destruction, SNACT has established the following document retention requirements:

## SNACT Records Retention Schedule

<u>Record</u>	<u>Retention Period</u>	<u>Responsible</u>
Accident reports and claims (settled cases)	20 years	Exec. Director
Accounts payable ledgers and schedules	7 years	Treasurer
Accounts receivable ledgers and schedules	7 years	Treasurer
Audit reports of accountants	Permanently	Treasurer
Bank reconciliations	3 years	Treasurer
Charts of accounts	Permanently	Treasurer
Checks (canceled, but see exception below)	7 years	Treasurer
Checks (canceled for important payments, i.e., taxes; purchases of property exceeding \$10,000, special contracts; etc.)	Permanently	Treasurer
Contracts and leases (expired) Executive Director & Media Consultant Event Contracts	7 years	President Exec. Director
Contracts and leases still in effect Executive Director & Media Consultant Event Contracts	Permanently	President Exec. Director
Financial statements (end-of-year, other months optional)	Permanently	Treasurer
General and private ledgers (and end-of-year trial balances)	Permanently	Treasurer
Insurance policies (expired)	3 years	Exec. Director
Insurance records, current accident reports, claims, policies, etc	Permanently	Exec. Director
Invoices to members and customers	7 years	Treasurer
Invoices from vendors	7 years	Treasurer
Journals	Permanently	Exec. Director
Minutes of SNACT Board meetings	Permanently	Secretary
Tax returns and worksheets	Permanently	Treasurer

Tax exempt status form (IRS)	Permanently	Treasurer
Vouchers for payments to vendors, employees, etc. (Includes: allowances and reimbursement of employees, officers, etc. for travel and entertainment expenses.)	7 years	Treasurer

## SNACT Credit Card Policy

### Policy Overview

- A **subaccount** (line of credit) will be (issued) **created under the main account** from the commercial bank with which SNACT holds their bank account. The bank will issue a debit card (in the amount of the line of credit) **linked to this sub account** for SNACT to use as a credit card.
- All credit cards are the property of School Nutrition Association of Connecticut and authorized users shall take the necessary precautions to ensure the safekeeping of the card.
- Each identified cardholder must read and sign a statement agreeing to adhere to the corporate card policy.
- The authorized cardholders shall be the Executive Director and current Board Treasurer.
- Treasurer will be the identified liaison with the bank that the credit card is issued from.
- Credit cards may not be used for personal expenditures of any kind.
- No cash advances are allowed.
- Receipts are required for any expense. Confirmation statements, shipping receipts or similar reports may be used to document telephone, online or fax orders.
- Back up documentation to substantiate credit card charges will be made available at the request of any Executive Board Member.

### Allowable Uses

The company credit card can be used for SNACT business purchases:

- Travel expenses including conference registrations to conferences that are approved in policy manual with President's approval.
- Association expenses such as: printing, collaterals, PO Box, annual filing reports
- Costs associated with SNACT events such as: deposits for facilities, speakers, supplies
- All charges must be in adherence to approved budget, bylaws and policies

## **Prohibited Uses**

The card will be not used for personal purchases, gasoline, small purchases. Any purchase that is not directly related to business use is prohibited, unless express permission is given through the channels outlined in the Association Purchases and Check Disbursements Section of the Financial Policy and Procedures guidelines.

## **Internal Controls**

For every Credit Card purchase made the SNACT Credit Card Expense Voucher must be completed by an authorized user. A receipt must be attached to the voucher and both submitted to the president for approval. The president will send the approved voucher to the Treasurer.

The Treasurer will reconcile the vouchers to the monthly credit card statements prior to paying the bill. Any discrepancies should be investigated immediately.

The Treasurer will pay in full the balance monthly in order to not incur interest.

1. Twice annually (prior to the second and fourth Board meeting) the Treasurer will provide a report to the Executive Director and Executive Committee outlining expenses made on the credit card for oversight, review and recommendations of changes to be made. Any changes to the policy will be made by vote of the Executive Board.

## **Change in Authorized Credit Card Holder**

Upon termination or completion of an authorized user's position with SNACT the authorized user will return the credit card to the current SNACT President. The President shall be responsible for overseeing the transition to a new authorized signer.



## SNACT Credit Card Policy

### Corporate Credit Card Account Agreement

As a representative of the School Nutrition Association of Connecticut, I have been issued a credit card. As a condition of the issuance of this account and the granting of such special terms, I agree that:

- I will use this account only for bona fide, acceptable business purposes related to School Nutrition Association of Connecticut and that I will not use this account for personal purposes.
- I understand that I must submit corporate card expense reports within two weeks of purchase or by end of month / billing statement
- I also understand that failure to abide by the corporate credit card policy can result in disciplinary action up to and including termination of contract.
- I further agree to immediately return the card to School Nutrition Association of Connecticut upon termination of my contract or Board position, for whatever reason.

\_\_\_\_\_  
Card Holder Signature

\_\_\_\_\_  
President Signature

\_\_\_\_\_  
Name and Title (Print)

\_\_\_\_\_  
Name and Title (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Credit Card Use Form

Date Submitted: \_\_\_\_\_

Card Use Requested by: \_\_\_\_\_

(please include name/ committee / event)

Approximate Cost: \_\_\_\_\_

Approved by / date: \_\_\_\_\_

Card Used by: \_\_\_\_\_

Card Used at: \_\_\_\_\_

(please list vendor/ website/ retailer, etc.)

Card Used for : \_\_\_\_\_

(please list item/s purchased)

Amount charged: \_\_\_\_\_

Budget Line / Committee / Event: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_

User Contact info: \_\_\_\_\_

Name / email/ phone: \_\_\_\_\_

Please attach receipt to this form



### SNACT Travel Expense Voucher

Date Submitted:

Conference Name:

Location:

Attendee Name:

Address:

**Actual Expenses (Please attach all receipts)**

**Expense Amount**

Transportation:	\$ _____
Registration:	\$ _____
Hotel	\$ _____
Taxis:	\$ _____
Miscellaneous (Specify): _____	\$ _____

**Meals (Maximum of \$50 per day)**

DATE	BREAKFAST	LUNCH	DINNER	TOTAL
			<b>MEAL TOTAL</b>	

Total Expenses:	\$ _____
Advance Received	\$ _____
<b>Final Total Due</b>	<b>\$ _____</b>

Please note: ORIGINAL ITEMIZED MEAL RECEIPTS MUST BE ATTACHED TO VOUCHER. MEAL RECEIPTS CANNOT CONTAIN ALCOHOL PURCHASES. MEAL RECEIPTS CONTAINING ALCOHOL PURCHASES WILL NOT BE ACCEPTED.

Signature: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
SNACT President

Date Sent: \_\_\_\_\_ SNACT check#: \_\_\_\_\_





# SNACT General Expense Voucher

Date Submitted:

Submitted By:

Address:

**Expense Reason (Please attach all receipts)**

**Expense Amount**

Budget Account:

Specify: \_\_\_\_\_ \$ \_\_\_\_\_

Specify: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Advance Received \$ \_\_\_\_\_

Final Total Due \$ \_\_\_\_\_

Signature:

Make check payable to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved by: \_\_\_\_\_

SNACT President

Date Sent: \_\_\_\_\_ SNACT check#: \_\_\_\_\_

***This is a:***

\_\_\_\_\_ Direct payment request

\_\_\_\_\_ Reimbursement request