



WESTERN NEUROPATHY ASSOCIATION

Hope through caring, support, research, education, and empowerment

Our mission is to provide support, information and referral to people with neuropathy and to those who care about them, to inform and connect with the health care community, and to support research.

P.O. Box 276567
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(877) 622-6298

(888) 556-3356

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This document contains procedures for filling out the WNA Request for Payment or Reimbursement Form (hereafter, the form), and general procedures for support group financial operations. Additional support group financial policies can be found in the Support Group Financial Policy document. These procedures are intended to enable convenient, sound and effective financial operations by all responsible members of the WNA in the fulfillment of the WNA mission.

About the Form

The WNA Request for Payment or Reimbursement Form has been developed to facilitate payment of authorized expenditures within the WNA, including the board of directors, any staff, and the support groups. The form may be completed by any one in the association; however only the support group leaders and their designees may authorize support group payments and only board members may authorize WNA payments. Those that authorize a payment have the responsibility to ensure that the materials and services purchased are, in fact, delivered properly, are of good quality and are in the quantities specified. Vendors who do not meet their obligations shall be contacted promptly by the purchaser in order to resolve the situation. If the vendor fails to correct any discrepancy, the matter shall be brought to the attention of the WNA treasurer, and to the board if needed.

The form is an Excel workbook named "Payment or Reimbursement Form 2009-07.xls". The form may be printed and completed by hand, or completed on the computer. It will also be available in a PDF file of the same name.

Completing the Form

Under the name of the form is a field labeled "Pay from account." If completing the form on the computer, select the field, then select the account from the dropdown list that will show if you click the down arrow that appears just to the right of the cell. If not completing the form on the computer, enter "WNA General Fund" for a board expenditure, or the support group name for a support group expenditure.

For each item, enter the date the item or service was purchased, tell what the item was and what it was for, and enter the amount. If done on the computer, the totals will automatically be added to the total amount.

Enter any notes needed to further explain the purchase. Be sure to explain any discrepancies between the receipt total and the reimbursement requested (such as the receipt containing personal items as well as WNA items).

Enter the name of the payee in the space provided.



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Enter the address and phone of the payee on the lines provided. This is not needed if the attachment (such as an invoice) has that information, or if payment has been made to the person or company previously and there have been no name or address changes.

If the person requesting the payment or reimbursement is not the person approving the request, fill in the requestor's name in the space provided.

Signing the Form

All requests must be approved by the appropriate people.

For support group expenditures, the expenditure must be approved by a support group leader or by another party designated to approve expenditures for the group. Groups must provide the treasurer or administrative director with the names of all those authorized to approve expenditures. All those authorized to approve expenditures must be listed in the Membership Accounting Management Application used by the WNA.

For board expenditures, the request must be approved by any board member. Requests over \$1,000 must be approved by two board members. The treasurer may not be one of the approvers for amounts over \$1,000 unless he/she is the primary requestor or unless the expenditure was specifically authorized and documented at a meeting or via unanimous e-mail.

Any payments to the treasurer will require approval by another board member.

A form that is completed on the computer and is e-mailed from the known e-mail address of the person approving the request will be considered "signed" for purposes of making the payment.

Submitting the Form

The completed form and the necessary attachments may be faxed to (916) 258-0573, mailed to WNA Treasurer, PO Box 6985, Auburn, CA 95604, or e-mailed to treasurer@pnhelp.org (scan and include the required attachments).

Payments

Vendors may be paid directly, or the requestor may pay the vendor and be reimbursed. Generally, payment will be made after the purchased services or materials have been received and inspected, and after the invoice has been received and certified and forwarded with a completed form to the WNA Treasurer. In some cases, it is appropriate to pay the vendor in advance.



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Required Documentation

All expenditures must be documented with purchase orders, invoices, or receipts, as appropriate. Receipts need to be the detailed purchase receipt, not a charge receipt with just the total. Small amounts of administrative consumables, however, need simply to be enumerated and explained. For example, a support group member may have a printer that is used primarily for personal use, but occasionally for WNA business. Rather than trying to keep separate supplies, the member may track how many pages are printed and charge a reasonable amount per page. There would be no receipts in such a case, of course.

The treasurer may request further documentation if the submitted form or attachments are incomplete or illegible.

If the requested reimbursement is for an incorrect amount, the treasurer may correct the reimbursement if the error favors the recipient, or contact the recipient to determine how to resolve the error. Math errors may be corrected without contacting the recipient as long as an explanation is provided upon payment.

In general, any request for payment or reimbursement certified by the leader or designee will be honored. If the Treasurer finds the request questionable, it will be brought to the board of directors for review. The person who certified the request may be asked to provide additional information about the expense.

Petty Cash & Group Resource Funds

Support groups may elect to keep a petty cash fund to manage cash disbursements for minor expenditures. The support group may make a one-time request for up to \$100 from their support group sub-account for such a fund. Approved expenditures from the petty cash fund will be reimbursed by the WNA as with any other expenditure, using the form and with appropriate attached receipts. The WNA treasurer will send a check to whomever is indicated on the form. That person should cash the check and replenish the petty cash fund.

A support group may also have a group resource fund to which participants can contribute small sums at the meetings. These contributions are entirely voluntary and are not tax-deductible to the contributor. This money might be used for refreshments, photocopies, postage and supplies, or any number of incidental expenses. As long as the contributors are clearly told that their contributions are not tax-deductible, and the amounts both received and spent are small, the group resource funds need not be documented. If the support group accumulates a significant amount of money in its



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group resource fund, the support group can send the money via a check or money order to the WNA to be kept in the group's individual sub-account. Once the money is in the group's sub-account with the WNA, the group will need to follow the established procedures for payment or reimbursement of expenditures to access those funds.

Reports & Rebates

The WNA will provide a periodic report to each support group to keep the group informed of the balance and activity in their account, or will provide access to an online system for the group to get its own report. The report will include details of the transactions during the report period and a current balance.

Dues rebates accruing to each support group will be credited to the group's sub-account in the WNA bank account. The support group sub-account report will include the rebates credited to their account during the statement period. After the full implementation of these procedures and the support group financial policy, no financial reports should be required from the support groups unless there is some sort of discrepancy or issue on either side that must be addressed.

Tax-Deductibility

Funds received by the support groups and retained by them are not tax-deductible. Contributions submitted to the WNA are tax-deductible as allowed by law, and will be acknowledged with an appropriate receipt letter. People may choose to contribute funds to the WNA for the benefit of a specific support group. These funds may be sent directly to the WNA or be forwarded from the support group. Funds donated for a specific group must be clearly designated as such, and those funds will be credited to the group's sub-account.