

1) Mail Handling

Someone will collect the NCCNA mail from the chapter's post office box no less frequently than every two weeks, under normal circumstances (occasions may require more or less frequent pickup). The mail will be segregated into three categories and processed as follows:

- a) Checks and cash or equivalents will be opened by two people. One must be a board member or an NCCNA member designated by the board to open the mail. The other person may be any adult willing to take the responsibility. Each receipt will be listed with the member or payor name, and the amount received, with a total. The list will be signed by the two who opened the mail. The list and receipts will then be given promptly to the Administrative Director or a designee.
- b) Invoices and equivalents will be distributed to the person responsible for the charge to review and verify. The person approving the charges will complete the Request For Disbursement Or Reimbursement form, then forward it and the invoice to the Treasurer for payment. If the amount submitted is over \$1000, an additional board member must approve the charges. The treasurer may not be one of the approvers unless the treasurer is the primary requester, or the expenditure was previously approved by the board at a meeting or via unanimous e-mail.
- c) Other correspondence will be handled in a manner appropriate to the subject matter. Pay particular attention to time critical and/or sensitive correspondence.

2) Processing Receipts

The Administrative Director or a designee will promptly enter the receipts in the Membership Accounting Management System (MAMA), and in the process will update the membership records as appropriate. All receipts will be identified by categories used by the Treasurer in the budget and other financial reports, including dues, contributions, corporate gifts, grants, and payments for materials. The receipts will be compared to the list made when the mail was opened, and any discrepancies resolved prior to the deposit being made. A copy of each check or equivalent and a record of cash received will be made and retained. Once the receipts are entered, the Administrative Director or designee will generate the bank slip report and deposit the funds in the NCCNA checking account. The Administrative Director shall ensure that the individual items of the deposit add to equal the total bank deposit amount. The Administrative Director will contact the member or other payer as needed to resolve any questions about the receipt.

3) Dues and Contributions for New Members

If a member joins mid year, but pays the full year amount, or any pro-rated amount greater than the amount actually due at the time of receipt, the total paid will be considered and logged as dues unless the form specifically states that some of the amount is a donation. This will provide groups with a greater rebate amount, plus remove the need for the contribution receipt. The membership effective date will be made retroactive to coincide with the number of months paid for. The amount will not be applied to the next year, or any portion thereof. No retroactive benefits will be provided, except one newsletter at our discretion (some will have already received one in their packet).

4) Membership and Rebates

The Administrative Director will ensure that membership records reflect all dues payments so that rebates may be computed, membership cards generated, and overdue notices sent as appropriate.