



NEW ENGLAND STATES  
GOVERNMENT FINANCE OFFICERS ASSOCIATION

**ADMINISTRATIVE POLICY**

SUBJECT:	<b>ANNUAL CONFERENCE POLICY</b>
ADOPTED:	November 14, 2008
AMENDED DATE:	3/25/10; 6/10/11; 6/21/12, 6/14/13; 6/20/16; June 8, 2018
REVIEW DATE:	June 8, 2018

**I. PURPOSE**

The fall conference is annually held in September or early October on a six-state rotating basis. The fall conference shall provide continuing education on a variety of governmental and financial topics as well as other topics that enhance the development of those attending. Additionally, the conference should provide social events that allow the membership to network with peers. The conference is planned and coordinated by the host state Conference Committee with oversight by the NESGFOA Executive Board. The rotation schedule occurs in the following order: Massachusetts, New Hampshire, Maine, Connecticut, Vermont, and Rhode Island.

**II. DEFINITIONS**

None noted.

**III. OBJECTIVES**

**A. Site Selection and Date Determination**

The host committee will work with the Executive Director utilizing his/her experience in working with potential hotels to determine the best site. It is anticipated that the conference will be held in September or early October. Holiday conflicts and dates of religious significance shall be avoided. After the host committee has evaluated the possible facilities and have identified a site which meets the needs of the conference, they shall prepare a recommendation to the Executive Board for approval. This shall occur no later than two years prior to the event. Upon approval of the Executive Board, a contract shall be reviewed and signed by the Executive Director and the NESGFOA State Representative.

**B. Budget and Finances**

The host committee, Executive Director and Treasurer shall establish a system of recording receipts and disbursements to provide for adequate budgetary and internal controls. Such protocol shall be presented to the Executive Board for approval no later than two years prior to the event. This approval will include authorization to use the Association's Conference Account or to open a separate checking account in the host state, if requested by the host committee. Such account's signators must include the Association's Treasurer and the local Conference Treasurer.

The host committee shall prepare a preliminary budget taking into consideration prior year's conference budgets, state and conference site considerations and the programs previously offered. The budget shall include:

- A reasonable contingency amount to cover contract commitments and unexpected items
- A line item representing a target 5% of the conference operating revenues to generate a surplus to return to the NESGFOA operating account. Any surplus generated from the annual conference whether below, at or above the 5% target shall be returned to the NESGFOA operating account. The purpose of this planned surplus is to help support the mission of the NESGFOA to provide continuing education for its members. The Association may be required from time to time to help underwrite the costs of providing conferences and workshops, therefore it must have the financial resources available to fulfill this obligation when necessary.

Such budget shall be presented to the Executive Board at its first meeting following the prior year's conference. Budget updates, including revenues and expenditures to date, will be provided to the Executive Board at each of its regularly scheduled meetings.

The host state is responsible to secure W-9's from vendors to be forwarded to NESGFOA Treasurer. No vendor payments will be made without a W-9 being on file.

The host state will be allowed to accept checks, in addition to credit cards, for conference payments.

An audit of the conference finances shall be made and presented by an Audit Committee representative to the Executive Board at its June meeting as outlined in the NESGFOA By-Laws.

#### **C. Advance Funding Requests from NESGFOA General Account**

The host committee may request advances from the NESGFOA General Account to fund conference expenditures that occur before conference revenues are received. All advances must be approved by the NESGFOA Executive Board. The amounts provided from the NESGFOA General Account shall be recorded as a liability in the conference financial report and as a receivable in the general account. Such advances shall be repaid to the NESGFOA operating account.

#### **D. Program, Contracts and Other**

The program shall provide a minimum of twelve (12) Continuing Professional Education hours. The program committee and the Executive Director will provide attendees with CPE certificates for each day's program and proper documentation shall be retained by the Executive Director to meet state CPE requirements.

Any contract \$2,500 and above shall be approved and signed by the Executive Director. Contracts under \$2,500 may be approved by the host committee and signed by the Conference Chairperson.

NESGFOA Honorary Retired Members will be entitled to complementary registration for the Annual Fall Conference.

The election of Officers and the Annual Business Meeting will be scheduled to occur during the fall conference.

State Flags shall be displayed, whenever possible, at the conference site in the order of conference rotation.

### **IV. ANNUAL REVIEW**

It is the intent of the NESGFOA Executive Board to review this policy annually and update as necessary.