**Notes on OLA Financial Practices and Procedures**

from Valery King, OLA Treasurer

You can find Financial information and documents on the OLA website, under ABOUT OLA –> FINANCIALS. All the forms, procedures, and names/contact info you need are there. <http://ola.memberclicks.net/financials>

**WHAT’S ON THE WEBPAGE:**

Current budget (pdf)

How to Simplify Your Financial Life with OLA and ERRFs (pdf)

Conference Planning 101 (pdf) – *this is an EXTREMELY USEFUL document for everyone on the OLA Conference Committee*

Forms (Reimbursement or ERRF, Grant Reimbursement, Deposit) (pdf, Word)

Reimbursements and Payment of Invoices

Income (payments to OLA)

Mileage

**How to Access Your Funds:**

Details are on the Financials page as **How to Simplify Your Financial Life with OLA and ERRFs.**

Reimbursement funds **must** be authorized by the appropriate conference or round table chair or division president. As the leader of your OLA group your signature can authorize payments from your group’s enterprise account for appropriate expenses.

As you need them, access and print out the appropriate form. We provide these official forms in both PDF and Word format on the Financials page:

* REIMURSEMENT (ERRF, or Expenditure Reimbursement Request Form). Include invoices.
* GRANTS Reimbursements (a separate form)
* DEPOSIT

Send the form **to Shirley Roberts** (Roberts Business Service (RBS)) who keeps track of your account: she makes deposits and writes checks once a week. Checks for over $500 must be countersigned by the Treasurer (Valery). Shirley and Valery live in different parts of the state. KEEP THIS IN MIND WHEN YOU NEED A CHECK CUT ON YOUR FUND and plan accordingly.

**NOTE** that if you want to seek outside funding or grants that you must get approval from the Executive Board. See Chapter 35, GRANTS, CONTRACTS, AND PARTNERSHIP PROCEUDRES in the Bylaws.

Any questions can be directed to me or Shirley.