

FINANCIAL POLICY OF THE NORTHERN AREA CONFERENCE

This statement is prepared as a guideline for those concerned with the finances of the Northern Area Conference. It is not a job description.

1. The Northern Area Conference depends on the contributions of friends, registration fees, and fund-raising activities as their only sources of money for operating funds and scholarship aid.
2. Room and Board: The Conference is prepared to pay room and board for each new resource person, each youth program worker, and each teacher, and one-half room and board for the spouse/partner and each child. Further financial aid is available if needed. The Executive Committee may award, at their discretion, additional financial assistance to any resource person as the budget allows.
3. Registration Fees: The registration fee shall be paid by all individuals attending the Conference, with the following exceptions. The Conference Hour and workshop speakers new to the Conference, those attending only for babysitting purposes, the Conference Nurse and the Youth Program teachers, their spouse/partner and their children, will have their fee waived. Also, Youth Program teachers will not pay registration fee for themselves or their families.
4. Program chairs have their registration fee, as well as their room and board, paid by the Conference.
5. All guests are expected to make financial arrangements for meals/ overnights with the treasurer of the Northern Area Committee.
6. Room and board is payable for the entire duration of the Conference upon arrival, or for a minimum of a 2-day period. Individual meals may be purchased for those not staying overnight. No refunds or exceptions shall be made.
7. All bills submitted to the treasurer throughout the year must be signed by the person incurring the expense and must be submitted by the end of December following the summer Conference. Bills submitted after this point cannot be reimbursed.
8. No change or exceptions to the financial policies of the Northern Area Committee may be made without the approval of the Executive Committee.
9. The Northern Area Executive Committee recommends that a separate statement of this policy be reviewed each year. It recommends that a budget be drawn up and submitted by the Treasurer to the Executive Committee for approval at the first fall meeting of each year.

Approved:	December 1976	June 1987	May 1993	June 1996
Amended:	January 1978	June 1988	February 1995	February 1999
	March 1980	April 1991	September 1995	September1999