

REPORT OF PYM FINANCE COMMITTEE
TO REPRESENTATIVE COMMITTEE MARCH 5, 2011

Finance Committee brings forward the following issues for consideration:

1. Proposed Actions for Revisions to Annual Session Fee Schedule after Representative Committee and Post-Annual Session report from Registrar. (attached)
2. Request for budget augmentations (attached)
 - a. FCNL
 - b. FWCC
 - c. Latin American Concerns Committee
 - d. YPC
3. Proposed revisions to PYM TRAVEL EXPENSE REIMBURSEMENT POLICIES (attached)
4. Revisions to CONVENER'S REIMBURSEMENT REQUEST, PYM Finance letter to Conveners, (new form)INDIVIDUAL REIMBURSEMENT REQUEST FOR DELEGATES AND LIAISONS, and REIMBURSEMENT REQUEST FOR COMMITTEE EXPENSES.
5. Proposed Minute regarding Youth Program account (attached)
6. Proposed Annual Session budget and Fee Schedule (attached)

Donna Smith
Clerk, PYM Finance Committee

PROPOSED ACTIONS ON ANNUAL SESSION FEE SCHEDULE PROCESS

The PYM Finance Committee Job Description revised November 2009 states that Finance Committee is responsible for developing the Annual Session budget.

On occasion, revisions have been made to the Annual Session budget approved at Representative Committee. The Finance Committee seeks to establish a policy for fee schedule revisions and requests approval of the following action:

After the Annual Session fee schedule has been approved at Representative Committee, revisions to the fee schedule require approval of PYM Clerk, Treasurer and Finance Clerk. At the discretion of Finance Clerk, the Finance Committee may be consulted.

Detailed, historical Annual Session data is important in order to establish the most accurate budget and fee schedule. To assist the Finance Committee, approval of the following action is requested:

The Registrar will submit requested data within a month of the close of Annual Session to PYM Finance Clerk. The Finance Clerk shall retain this information for future planning.

AUGMENTATION REQUESTS

- a. For FCNL, Expense Acct # 5277. Originally budgeted \$3600. Request augmentation of \$2300 bringing total to \$5900.

Reason: Budgeted amount was based on past expenditures. In 2010 all delegates attended and budgeted amount was insufficient to cover the total expense.

- b. For FWCC, Section of the Americas, Expense Acct # 5279. Originally budgeted \$1500. Request augmentation of \$3500 bringing total to \$5000.

Reason: The budgeted amount was based on incorrect information that there would be no FWCC 2010 meeting. Therefore, an augmentation of \$3500 is requested for March 2010 FWCC Annual Meeting travel.

- c. For Latin American Concerns Committee, Expense Acct # 5238. Originally budgeted \$50. Request augmentation of \$200 bringing total to \$250.

Reason: Additional expenses were incurred in setting up the LACC website.

- d. For YPC, Expense Acct #6136, Unemployment Insurance/Employment Training Tax. Originally budgeted at \$245. Request augmentation of \$245, bringing the total to \$490.

Reason: This is for unemployment insurance for Sarah, which is currently \$238 per year. Included with UI is the Employment Training Tax, which is \$7. This brings the total for one year to \$245. Because of timing, we will pay these taxes twice during our fiscal year. Our fiscal year is October-September, whereas California taxes on a calendar year. We paid last November for 2010, and now we need to pay again this April. \$245X2 is \$490. Next year, this budget item will be \$245.

PYM TRAVEL EXPENSE REIMBURSEMENT POLICIES

Approved: Representative Committee Minute 82-26; Revised: 11-25-92, 9-23-93,
August 1995, March 1997 Agreed correct RepCom 2004 Revised PYM 2005
Revised PYM 2006 [Revised RepCom 2011](#)

For: PYM Officers, PYM Committee Clerks and Members, Clerks and
Representatives of Monthly Meetings, and PYM Delegates to Friends'
Organizations

PYM Officers, Committee Clerks, Delegates, etc. who have discretionary control
over budgeted funds need to read these guidelines as well as the *Guidelines for
PYM Officer and Committee Expenditures* and to acquaint Committee Members,
Delegates, etc. with their content.

1. General

Travel expenses of officers, clerks, and committee members are reimbursed
at 25¢ per mile for round trip road atlas mileage between the member's
Home Meeting and the location of the Meeting being attended or actual
expenses up to \$.25 per mile. Round trip travel from Mexico and
Guatemala and Hawaii is reimbursed up to \$600. Members are
encouraged to reduce costs by taking advantage of special bargain rates
(early reservation, two for one, special offers, etc.). No reimbursement for
less than \$5.00 will be made without a specific request. Members who
choose to commute daily to a meeting that takes place over more than one
day will be reimbursed for only one round trip.

The Treasurer(s) ordinarily pay(s) for travel and committee expense after
bills have been submitted and reimbursement requested. If expenses need
to be prepaid, please communicate this request, in writing, to the
Treasurer(s), describing requirements.

**The Treasurer(s) are not permitted to make reimbursements that fall
outside of these guidelines. If it is anticipated that it is necessary and
desirable to incur expenses that do not fall within the guidelines (see
also: *Guidelines for PYM Officer and Committee Expenditures*), it is
essential that these anticipated expenditures be communicated to the
Clerk of the PYM Finance Committee for recommendation to and action
by Representative Committee or Annual Session **BEFORE** any
expenditure is made.**

In some instances there are reserve funds in addition to the annual budget
allocation. These are found on page 3 of the PYM Financial Report or may
be ascertained by contacting a PYM Treasurer. Also, the Presiding Clerk
has available a limited amount of discretionary funding that may be used,
upon the Presiding Clerk's approval, for unusual needs.

2. Reimbursement of Committee Supplemental Expenses

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reimbursed up to \$400.

Allowed expenses that do not fall within the *Guidelines of PYM Officer and Committee Expenditures*, e.g., travel costs over the PYM mileage rate, but which create a hardship in attending committee meetings will be reimbursed upon the approval of the Committee Clerk. These funds are budgeted under "Committee Supplemental Expenses," and their use is not charged against the committee budget.

3. PYM Officers and Committee Clerks Traveling to Representative Committee at Midyear and at the PYM Annual Session

Also see item 1 above and note that only committee *clerks* are covered. These expenses are budgeted under "Travel to Representative Committee" and are not deducted from the Committee Budget. Travel reimbursement is sent after attendance at the meeting unless a special request is made to the Treasurer for a travel advance.

Clerks of ad hoc and subcommittees are included if asked by the Presiding Clerk to report to Representative Committee.

If there are Co-Clerks, only one will be reimbursed for travel to Representative Committee. Co-Clerks should decide which one is to report. If both find it important to attend, they may choose to split the travel subsidy.

4. PYM Committee Members Traveling to Committee Meetings Other than at the Annual PYM Session

See 1 and 2 above and note that committee meetings at annual session are not covered. Committee travel expenses are charged against the Committee Budget and must be approved by the Committee Clerk before being forwarded to the Treasurer(s) for reimbursement. The Committee Clerk must send the Treasurer(s) an attendance list with the travel reimbursement requests noted, together with mailing addresses of attending members and any available travel receipts within 90 days after the Committee Meeting. A completed and legible request for reimbursement must be received by the Treasurer within 90 days of the incurrence of the expense. Please use the form provided for this purpose.

Committee Members appointed by PYM who are not members of PYM (attenders, members or attenders at other Yearly Meetings) are included under these guidelines.

5. Monthly Meeting Representatives Traveling to Representative Committee at Midyear and at the PYM Annual Session

See 1 and 2 above. PYM provides the expense of sending meetings' representatives to Representative Committee from the budget for "Travel to Representative Committee". Representatives will need to alert the Treasurer(s) that they are their meeting's representative and document their travel expenses. The Treasurers will then send a check directly to the representative for the smaller of (1) the actual expenses or (2)

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reimbursement rates and amounts set out in item 1 above. Meetings' representatives may apply to the PYM Treasurer(s) for a travel advance, if needed.

Mexico Monthly Meeting and Preparative Meetings send a Representative to the PYM Annual Session but not to the Midyear Representative Committee Meeting. Mexico may send two Representatives to the PYM Annual Session.

6. PYM Fraternal Delegates or Liaisons Traveling to Other Conferences or Meetings

Travel and other expenses (registration, room & board, etc.) are reimbursed up to the total amount in the annual budget allocation. If the budgeted amount is exceeded, it is the responsibility of the Convener to obtain an agreement as to how the available funds are to be allocated among the several persons and to inform the Treasurer(s) of this agreement in a timely manner. Convener may need to request a budget augmentation by contacting the PYM Finance Clerk. See also Convener's Reimbursement Request for Expenses of Delegates or Liaisons Appointed by PYM to Attend Other Conferences or Meetings and Individual Reimbursement Request for Delegates and Liaisons. Completed and legible requests for reimbursement must be received by the Treasurer within 90 days of the incurrence of the expense.

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PACIFIC YEARLY MEETING of the RELIGIOUS SOCIETY OF FRIENDS

Return to Treasurer:

Ed Flowers
 P.O. Box 2692
 Santa Rosa, CA 95405

**CONVENER'S REIMBURSEMENT REQUEST
 FOR EXPENSES OF DELEGATES OR LIAISONS
 APPOINTED BY PYM TO ATTEND OTHER
 CONFERENCES OR MEETINGS**

To be completed by the PYM delegation Convener.

Description of conference, board, or delegation: _____

Date of Meeting: ____/____/____ Location: _____

Designated Convener of delegation (if any): _____

Name of each Delegate, strike out name of those who did not attend	Total expense	Donation to PYM?	Total Reimbursement

BUDGET (Total may not exceed this budget): \$ _____ TOTAL request: \$ _____

Attach receipts and ticket stubs, and Individual Reimbursement Request signed by Delegate.

Date submitted: ____/____/____ Submitted by: _____

Travel and other expenses (registration, room & board, etc.) are reimbursed up to the total amount in the annual budget allocation or accumulated reserve funding available. If expenditures exceed the budget allocation, it is the responsibility of the Convener to obtain an agreement as to how the available funds are to be allocated among the other persons. The convener may then need to contact the PYM Finance Clerk with a budget augmentation request. (See *PYM Travel Expense Reimbursement Policies* for more information.) NOTE: Incomplete or illegible forms will be returned to the Convener for completion and will result in delayed payment. Requests need to be received by PYM Treasurer within 90 days of when expense was incurred.

PACIFIC YEARLY MEETING of the RELIGIOUS SOCIETY OF FRIENDS

To: Conveners of PYM Delegates or Liaisons
From: Clerk of PYM Finance Committee
Re: Reimbursement of Travel and Conference Expenses

The Finance Committee hopes you will find the new reimbursement request forms for expenses of delegates or liaisons to be useful in making claims for the cost of participating as a PYM delegate to a meeting or conference of a Friends organization.

The PYM Treasurer is authorized to reimburse for travel and other expenses (registration, room & board during the meeting, etc.) up to the total amount in the annual budget allocation (plus any accumulated reserve funds) available for this event. Reimbursement is for delegates or liaisons who traveled to the appropriate conference or meeting(s).

The Convener will distribute Individual Reimbursement forms to each representative and collect the completed forms with receipts. The Convener then completes the Convener's Reimbursement Request form and submits this along with the Individual Reimbursement forms to the PYM Treasurer. Claims for travel expenses must be received by the PYM Treasurer within 90 days from when the expenses were incurred. Claims must be complete and legible in order to be processed.

It is the convener's responsibility to inform the Clerk of Finance Committee of the projected expenses for the coming fiscal year (October 1 through September 30) by June 1 of the preceding fiscal year so that the appropriate amount might be budgeted. Any expended amount over the budgeted amount will require augmentation approval at Representative Meeting or PYM Annual Session before reimbursement can be made. If expenses exceed the budgeted amount, it is the responsibility of the Convener to decide how the available funds are to be allocated among all the persons requesting reimbursement until a budget augmentation can be approved. Ideally, the Convener reaches an allocation agreement with all the delegates beforehand based on need. For further information, see: *PYM Travel Expense Reimbursement Policies*. The Finance Committee hopes these forms will simplify the process of submitting claims for reimbursable expenses to the Treasurer.

Cordially,

Clerk of PYM Finance Committee

PACIFIC YEARLY MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS

INDIVIDUAL REIMBURSEMENT REQUEST FOR DELEGATES AND LIAISONS

ORGANIZATION _____ CONVENER _____

REPRESENTATIVE NAME _____

ADDRESS _____

TELEPHONE _____ EMAIL _____

TITLE OF MEETING: _____

DATE AND PLACE OF MEETING: _____

EXPENSE CLAIM

TRAVEL: AIRFARE/TRAIN/BUS (attach receipt)
GROUND TRANSPORT (attach receipt)
MILES DRIVEN from _____ to _____

CONFERENCE FEE: _____

ACCOMMODATIONS (if not part of conference fee, attach receipt): _____

OTHER EXPENSE (hardship or extraordinary requires convener approval,
please specify):

____ I WISH TO MAKE A DONATION OF ALL ____ OR \$ _____ OF MY
EXPENSES TO PYM.

Signature _____

This form and receipts are to be submitted to the Convener for approval. Convener then sends requests to PYM Treasurer. Payment will be made by PYM Treasurer to address specified by Delegate. Forms that are incomplete or illegible will be returned by the Treasurer and will result in a delayed payment.

COMMITTEE: _____

CLERK: _____

DATE OF MEETING: _____

LOCATION OF MEETING: _____

Please have all committee members who attended the meeting fill out the table below. The committee clerk should submit the completed for to the Treasurer, who will send reimbursement to each committee member as appropriate.

Name & Mailing Address	Travel Expenses (Circle "none" or fill in)	Other Covered Committee Expenses	Disposition of Reimbursement	Supplemental Expenses Request? (Must be initialed by clerk)
1. e-mail:	None Drove from: _____ Air/ground fare: \$ _____ Other: \$ _____ Specify:	Phone: \$ _____ Copies: \$ _____ Other: \$ _____ Specify:	__ Mail me a check and/or __ Donate to PYM __ All or __ Amount \$ _____	__ Hardship request for expenses over cap __ Other extraordinary expenses (explain): Approved by clerk: _____
2. e-mail:	None Drove from: _____ Air/ground fare: \$ _____ Other: \$ _____ Specify:	Phone: \$ _____ Copies: \$ _____ Other: \$ _____ Specify:	__ Mail me a check and/or __ Donate to PYM __ All or __ Amount \$ _____	__ Hardship request for expenses over cap __ Other extraordinary expenses (explain): Approved by clerk: _____
3. e-mail:	None Drove from: _____ Air/ground fare: \$ _____ Other: \$ _____ Specify:	Phone: \$ _____ Copies: \$ _____ Other: \$ _____ Specify:	__ Mail me a check and/or __ Donate to PYM __ All or __ Amount \$ _____	__ Hardship request for expenses over cap __ Other extraordinary expenses (explain): Approved by clerk: _____
4. e-mail:	None Drove from: _____ Air/ground fare: \$ _____ Other: \$ _____ Specify:	Phone: \$ _____ Copies: \$ _____ Other: \$ _____ Specify:	__ Mail me a check and/or __ Donate to PYM __ All or __ Amount \$ _____	__ Hardship request for expenses over cap __ Other extraordinary expenses (explain): Approved by clerk: _____

Please Note: Those who drive will be reimbursed at the PYM Guideline rate of 25¢/mile for the round trip atlas mileage from their *home monthly meeting* to the *monthly meeting* closest to the location at which you met. Air/ground transportation will be reimbursed for actual expenses up to the Guideline maximum of 25¢/mile for the round trip meeting-to-meeting mileage. In cases where this creates a hardship, the Committee Clerk should request Supplemental Committee Expenses to cover expenses in excess of the Guideline maximum.

Return to: **Pacific Yearly Meeting, Attn. Treasurer**
PO BOX 2692, Santa Rosa, CA 95405-0692

Name & Mailing Address	Travel Expenses (Circle "none" or fill in)	Other Covered Committee Expenses	Disposition of Reimbursement	Supplemental Expenses Request? (Must be initialed by clerk)
5. e-mail:	None Drove from: _____ Air/ground fare: \$ _____ Other: \$ _____ Specify:	Phone: \$ _____ Copies: \$ _____ Other: \$ _____ Specify:	___ Mail me a check and/or ___ Donate to PYM ___ All or ___ Amount \$ _____	___ Hardship request for expenses over cap ___ Other extraordinary expenses (explain): Approved by clerk: _____
6. e-mail:	None Drove from: _____ Air/ground fare: \$ _____ Other: \$ _____ Specify:	Phone: \$ _____ Copies: \$ _____ Other: \$ _____ Specify:	___ Mail me a check and/or ___ Donate to PYM ___ All or ___ Amount \$ _____	___ Hardship request for expenses over cap ___ Other extraordinary expenses (explain): Approved by clerk: _____
7. e-mail:	None Drove from: _____ Air/ground fare: \$ _____ Other: \$ _____ Specify:	Phone: \$ _____ Copies: \$ _____ Other: \$ _____ Specify:	___ Mail me a check and/or ___ Donate to PYM ___ All or ___ Amount \$ _____	___ Hardship request for expenses over cap ___ Other extraordinary expenses (explain): Approved by clerk: _____
8. e-mail:	None Drove from: _____ Air/ground fare: \$ _____ Other: \$ _____ Specify:	Phone: \$ _____ Copies: \$ _____ Other: \$ _____ Specify:	___ Mail me a check and/or ___ Donate to PYM ___ All or ___ Amount \$ _____	___ Hardship request for expenses over cap ___ Other extraordinary expenses (explain): Approved by clerk: _____
9. e-mail:	None Drove from: _____ Air/ground fare: \$ _____ Other: \$ _____ Specify:	Phone: \$ _____ Copies: \$ _____ Other: \$ _____ Specify:	___ Mail me a check and/or ___ Donate to PYM ___ All or ___ Amount \$ _____	___ Hardship request for expenses over cap ___ Other extraordinary expenses (explain): Approved by clerk: _____

Return to: **Pacific Yearly Meeting, Attn. Treasurer**
PO BOX 2692, Santa Rosa, CA 95405-0692

Revised 2011-02-26/DS/EF

Proposed Minute on Youth Program Account:

The minutes of PYM 2005-20 and RepCom 2010 are not consistent with each other. PYM 2005-20 states that the Clerk of Finance Committee will be a signer on all bank accounts; however, the RepCom minute of 2010 does not list the Clerk of Finance Committee. Also, only one person (Gary Wolff as Treasurer) has been signing on the Youth Program Account. For practical reasons, only three people need to be signers.

PYM 2005-20: Friends approved authorizing the Treasurer, Assistant Treasurer, and Clerk of the Finance Committee to open and close bank accounts and to sign checks on behalf of the Yearly Meeting. We approved the standard language required by banks and other institutions to accomplish these tasks.

Alyssa, on behalf of the Committee, proposed the following minute, prepared in consultation with the Treasurer and Finance Committee:

RepCom 2010: Representative Committee approved the following minute:

Treasurer Gary Wolff is authorized to open and establish a checking account to be styled as "Pacific Yearly Meeting's Youth Program." Pacific Yearly Meeting's Taxpayer Identification Number shall be used by and for this account. Until further notice, the number of signatures required to transact business on this account shall be one (1). Until further notice, the following persons shall be the authorized signers on this Pacific Yearly Meeting, Inc. account:

Gary Wolff
Ed Flowers
Alyssa Nelson
Elizabeth Boardman
Lanny Jay

Finance Committee proposes three Friends currently authorized to be signatories on the Youth Program account, currently with Bank of America, be removed. These are: Lanny Jay, Alyssa Nelson, and Gary Wolff. Pacific Yearly Meeting authorizes, the Clerk of Finance Committee (currently Donna Smith) to be added as a signatory on the payroll account. The signers on the account will therefore be:

Ed Flowers, as Treasurer
Elizabeth Boardman, as YPC Administrative Supervisor
Donna Smith, as Clerk of Finance Committee

Proposed Session Expenses

01/29/2011

Fee to Conf. Manager	5,000
6221 Registrar's Expenses	450
6221 Secretariat's Exp.	650
6222 Arrangement Clerk Exp.	400
6223 Children's Program	12,500
6224 Cost of Facilities	77,854
6225 JYM	5,300
6226 Young Friends	200
6227 Breakage & Equip.	200
6228 PYM Clerk's Inv. Guests	1,500
6229 Insurance	2,800
other	50
6230 Support Professions	1,000
Contingency	8,000
	<u>115,904</u>

Proposed PYM Fees

<u>Age/Status</u>	<u>Fee</u>	<u>Att.</u>	<u>Totals</u>
Mtg. for Mem.	0		
0-5	0	6	0
6 to 12	200	14	2,800
13 to 17	350	30	10,500
Adult	625	126	78,750
commuter w/meals	360	38	13,680
commuter-no meals	210	32	6,720
Daily rate	130	24	3,120
Daily rate 6 to 12	45	3	135
Daily rate- 13 to 17	75	15	1,125
Total:		<u>288</u>	<u>116,830</u>

Early bird discount

kids & teens	\$10	per person
Adult	\$25	" "
Commuters	\$10	" "

Late fees

kids & teens	\$10	per person
Adult	\$25	" "
Commuters	\$10	" "
Daily Adult	\$25	" "
Daily Kids/Teens	\$10	" "