

BUDGET PLANNING
Nevada Library Association
2012

All elected and appointed officials of the Association are invited to prepare a budget request that details any expenses that the office normally handles, as well as all program related expenses for the Conference. Only budgets and budget items approved by the NLA Executive Board, at its winter meeting, will be approved by the Finance Chair, for payment by the Treasurer. Additions or variations from the approved budget need to be recommended by the Finance Chair, approved by the President, and also approved by a poll of the board through the Executive Secretary. Officers cannot overspend their budgets. Additions/variations must be requested and approved in advance.

Grant money applied for and anticipated is to be brought to the Board's attention. The Board must take formal action agreeing to act as fiscal officer for such funds.

Payment for NLA expenses is normally made on a reimbursement basis. When reimbursement is requested, two copies of the reimbursement form plus the original receipt and a copy are sent to the Finance Chair for approval. The Finance Chair forwards approved requests to the Treasurer for payment.

The Association can be billed directly as long as the expenses are part of an approved budget and the original invoice plus one photocopy is provided to the Finance Chair along with the appropriate expense form.

Travel and per diem rates, when requested, are approved at the current state rates. If higher rates are to be paid, advance approval of the higher rate is to be requested as part of the budget plan. The current state rates are: breakfast, \$12.; lunch, \$18.; dinner \$36.; mileage, \$.55 per mile (must be most economical means of transportation; otherwise \$0.285 per mile).

NLA normally pays travel expenses to the Winter Board meeting for the Executive Board (both voting and advisory), the Recording Secretary, and the Finance Chair (except those living within 30 miles of the meeting site). Board members are expected to pay their own expenses to the meeting at the Annual Conference.

Speakers at the Annual Conference are reimbursed for meals, lodging, and the travel days required for them to arrive at a reasonable time and depart in the same fashion. If speakers wish to participate in the conference, they are expected to pay the registration fees. If a speaker is to be a guest at a planned NLA event or meal function, the officer making his/her arrangements is expected to anticipate those expenses and include them in his/her budget request. Speakers drawn from in-state libraries are not reimbursed for Conference expenses.

NLA is a nonprofit organization, but, because it is not considered a charitable or educational organization, is subject to state and local sales taxes.

The Executive Secretary handles all needs for NLA official stationery as well as copies of the NLA Bylaws and Handbook. Officers do not include these items in their budget.

The Membership Chair, who budgets for supplies to meet the needs of all officers, generates membership labels.

The official address of the Association is in care of the Nevada State Library and Archives although there is no requirement that this address be used for all NLA business.

Since Nevada Libraries is the official publication of the NLA and publishes news for all sections and interest groups, no support will be budgeted for separate newsletters.

If you have questions, concerns, or just want to talk to someone about your NLA budget request, please feel free to contact Scott Clonan, NLA Finance Chair or Robbie DeBuff, NLA President.

Please return your completed budget request to the NLA Finance Chair by Friday, January 20, 2012.

Contact Information:

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