

GLA Budget and Reimbursement Procedures

- I. In order to ensure that you have a budgeted amount of money for your project, committee, program or other need, you should make a budget request for the amount of money you anticipate needing.
 - Budget meetings typically happen in either December or January. The President or Treasurer will usually send out an email to the committee, division or interest group chairs (or to the list-serv) asking for budget requests before the meeting.
 - If you know you will need funds for the upcoming year, you can email the Treasurer or President before December to request funds from the budget.
 - After the budget meeting, the proposed budget is brought to the Executive Board for approval. After approval, it is distributed to the Executive Board, committee, division, and interest group chairs and other involved parties.
 - Please note that not all budget requests can be funded every year. GLA revenue depends upon membership dues and conference income and these numbers fluctuate. If your project is not funded the first year, please feel free to ask for it again the following year when we may have more funds.

- II. If you need money during the year and you did not get it approved through the budget process, you can still ask for money.
 - Depending upon the size of the request, it can be approved by the President (for small amounts) or by the Executive Board (larger requests).
 - There is generally some extra money built into the budget for programming or miscellaneous expenses that can cover unplanned requests, but to ensure you get the money you need, you should plan ahead and request the money at the beginning of the year.

- III. Many recurring expenses are already put in the budget from year-to-year and do not need to be requested.
 - These include: stipends for the Webmaster, Carterette Team and GLQ Editor; travel funds for the ALA Councilor, ALA Councilor Elect, SELA Representative, President, President Elect, and ACRL Representative; scholarship funds, scholarship travel expenses and scholarship raffle expenses; GLA award and grant amounts; dues and donations; and conference expenses.
 - Postage, printing, administrative services fees, plaques for GLA awards and scholarships, P.O. box rental, QuickBooks online fees, and supplies are in

the budget and are handled by GLA Administrative Services or the Treasurer.

IV. To get reimbursed for expenses:

- You must fill out a GLA Check Request form. It can be found on the Executive Board page of the GLA website:
<https://gla.georgialibraries.org/about/executive-board/>
- If appropriate, you MUST include itemized receipts for each item to be reimbursed. These types of expenses include: printing, supplies, refreshments, travel expenses, software or promotional items.
- Some requests do not need receipts including: stipends, award amounts, scholarship funds, grant amounts, seed money for the scholarship raffle, or cash prizes.
- Please forward the check request and receipts to the Treasurer (preferably via email or by mail if you have a large number of receipts for reimbursement). After making sure the amount requested and receipts match, the Treasurer will get the President to sign and approve the documents, and then will write and mail the checks.

V. In some instances, money can be fronted directly to a vendor or supplier instead of being reimbursed.

- The same process detailed above must be followed with requesting money in the budget, filling out a check request form, including vendor invoices, and President approval.

VI. Check requests are processed by the Treasurer in a timely manner. However, completing the approval process and getting a check into the mail can take time and there are occasionally delays. Please plan ahead if you need money sent to a vendor by a certain date. Allow up to 4 weeks to get requests approved, checks written and payment received by the appropriate party.

VII. Please note—sales of items like calendars, shirts, mugs, etc. to raise money for a particular event or cause (like the scholarships) must be approved by the Executive Board. Although we would like to think that these types of fundraising activities will raise substantial money they often do not even cover the expenses necessary to produce the items. Please be judicious in suggesting fundraising projects where GLA has to purchase items upfront. Also note that GLA must pay sales tax on every sale and that the treasurer has to fill out state paper work each year to do this.