

## Metro West UniServ Reimbursement/Financial Policy 10/25/2018

1. Only officially recognized members of the Metro West UniServ Board, or those members identified by the Board as doing authorized UniServ business, are eligible to request and receive a stipend.
2. Requests for reimbursement must be signed, dated and submitted in writing (or printable electronics) to the Treasurer. Documentation for expenses must be submitted with each voucher.
3. A voucher may be requested from the Treasurer or downloaded from Metro West's website:  
<http://metrowest.locals.educationminnesota.org/>
4. Board members **must attend five or more meetings for the full stipend**; less than five will result in reduced stipend (1/5<sup>th</sup> (20%) of stipend per meeting missed). Fiscal year is September 1–August 31. **MWU does not pay mileage to any meeting**
5. It is the responsibility of the Board member to request any stipends or expense reimbursements. Stipends are paid in one lump sum for any given stipend for any given fiscal year. A Board member may request less money than the value of the stipend, however, once a stipend or portion of a stipend is paid, any balance of the stipend unpaid is no longer due to the Board member and is permanently forfeited.
6. Payment of a **reimbursement request made after the end of a fiscal year** must be requested of, and authorized by, the Board. If a Board member fails to request a reimbursement within the allotted fiscal year, s/he may petition the Board in writing for the reimbursement only in the next fiscal year. After that time expires, all rights to the money are lost.
7. Replacement checks for lost checks may be issued with Board authorization.
8. Stipends are subject to federal taxes based upon the amount earned from January 1 through December 31. The Treasurer files a **1099 Federal tax form** for payment of **stipends over \$599** in the tax year. Any earnings that result in a 1099 form require the Treasurer to obtain your **social security number** for filing purposes.
9. The UniServ will, with proper documentation, reimburse each member local the cost of up to the first five registrations that incur a cost to attend the Education Minnesota **summer training for local leaders**. Any cost-free registrant is not included in the counting for reimbursement. The local's registrations and payment should be sent directly to Education Minnesota for processing. A copy of the registration names and fees paid is submitted to the treasurer to receive reimbursement.
10. The UniServ will, with proper documentation, reimburse each member local the cost of up to the first **five registrations** that incur a cost to attend the every other year Education Minnesota **negotiations training** for local leaders/negotiators. The local's registrations and payment should be sent directly to Education Minnesota for processing. A copy of the registration names and fees paid is submitted to the treasurer to receive reimbursement.
11. The UniServ will, with proper documentation, reimburse each member local **total cost** of up to **two registrations** to attend the **legal conference training** for local leaders/grievance processors, and **up to two registrations for the Political conference** held in November. Any additional registrations is a local expense. **Registrations must be sent through the Education Minnesota office for the discount, processing and payment.** The UniServ will pay directly to Education Minnesota the cost as stated above. If a local registers so as not to receive the discounted rate, the difference is a local expense.
12. **Dues** payable to Metro West UniServ by member locals are based upon membership numbers obtained **November 1** from Education Minnesota membership staff and then billed to locals. A final membership number is obtained on **January 2** of the fiscal year. This membership number is used as the final number for billing purposes. The local is billed or reimbursed from Metro West the difference between the November and January member numbers. Dues may be submitted in total when the November number is billed, or the local may elect to pay half then and the remainder when the final January accounting is submitted. **Each member, regardless of percentage of teaching assignment, is treated as if they were full members for purposes of paying dues.**

13. The UniServ, upon proper documentation of bills, will reimburse each local for half of their **local training expenses up to \$1000** total per year per local. Parking expenses at conferences may be included as part of the total expense. **MWU does not pay mileage to any meeting.**
14. **Stipends** are set by the Board as **\$1500 for the chairperson, secretary and treasurer and \$1000 for the vice chairperson, \$700 for a program chairperson, and \$500 for each Board member from the locals.** Local representation is based upon the representation formula in Metro West UniServ governance documents. No mileage reimbursement is paid. The **August planning meeting is a \$100 stipend.** The **"Relicensure Cycle"** stipend is **\$750 for the event organizer and \$750 for the event site manager.** **"Relicensure Cycle" presentation stipend is \$375 per session.** A presenter stipend can be split between two or more presenters. A **"Relicensure Cycle"** stipend is paid to the **treasurer** that is equal to the presenter **stipend, \$375.** **Up to three persons are given a stipend of \$100 each for auditing Metro West's financial records at the end of each fiscal year.**
15. The Treasurer presents a draft budget for the next fiscal year at the **May UniServ meeting** for consideration and alteration by the Board. The final budget is adopted at the **September UniServ meeting** when the previous fiscal year final financial report is presented.
16. At the end of each fiscal year, the Board selects a three-member committee to **audit the financial record.** The findings are presented in writing to the Board, given to member locals, posted on the website, and filed, along with a letter from the Chairperson of the UniServ with the Education Minnesota Treasurer. The UniServ Treasurer files a copy of the beginning of the year and the end of the year statements with the Education Minnesota Treasurer.
17. The Treasurer **files with the IRS annually,** after which the financial records are audited. Metro West UniServ is filed under the umbrella of the American Federation of Labor number assigned to Education Minnesota. A copy of the filing is recorded with Education Minnesota.
18. All UniServ **checks are to be co-signed** by the Treasurer and the Chairperson of the Board.
19. The UniServ has a **debit card account,** with a copy of the number kept with Metro West UniServ assigned Education Minnesota office, the Treasurer (has the actual debit card). When using the debit card to order food delivered for the Board meetings, a **twenty-dollar delivery fee for the driver will be added to the bill.**