

Administration Committee

General

1. Responsible to the Executive Board for overseeing the corporate affairs of the Association, including:
 - a. Budgeting
 - b. Auditing
 - c. Investments
 - d. Dues structure
 - e. Bylaws and procedures
 - f. Personnel – See Appendix A for evaluation forms

2. The Chair of this committee is the Past President. The committee members are the President; Past President; Vice President/President-Elect and Recording Secretary. Three additional members are appointed by the President for one-year terms renewable for a second year and staggered to provide continuity. One of these members shall be a state affiliate representative. A second shall be gifted in the area of writing bylaws and procedures and shall chair a subcommittee on bylaws and procedures. The third shall be a committee chair.

3. The Chair reviews monthly printouts of financial transactions (income/expenditures) to keep apprised of the financial obligations, cash flow, etc.

Post-Conference Duties and Activities – Budgeting

1. Reviews prior year's budget and prepares the budget based upon predicted income and expenses.
2. Budgets seed money for the annual conference.
3. Presents the budget to the Executive Board for approval at the first meeting of the new calendar year. The previous year's budget will remain in effect until a new budget is approved.
4. Approves retaining of a CPA firm to audit the Association's financial resources every 3 years.

MPLA Audits

1. Internal Financial Reviews will be carried out annually.
2. An audit will be carried out by a CPA firm every 3 years. Internal Financial Reviews will be carried out in years in which an audit does not occur.
3. A CPA firm in the immediate locale of the Executive Secretary will be retained to audit the books of the Association. This will be done before March 1 in the year following the year on which the audit is to be performed. The Executive Secretary will check with and obtain the approval of the Chair of the Administration Committee regarding the firm to be used and will be responsible for making sure that the audit is carried out in the appropriate years. A copy of the audit will be forwarded to the Administration Committee Chair immediately after it is completed.
4. CPA audits will be standard minimum audits (balance verification, sampled verification of records, and verification of Executive Secretary's bond), except when there is a change in Executive Secretary or an expanded audit is requested by the Chair of the Administration Committee, the President, or Executive Board.
5. Member-conducted audits will expand the standard minimum audit to include greater emphasis upon verification of expenditures and receipts and compliance with MPLA financial policies.
6. Expenses for member conducted audits will be limited to \$300.

Guideline Statement on Investment of MPLA Funds

The MPLA Executive Board recognizes the importance of maximizing the return on accumulated Association funds which are temporarily not being used for programs and activities. It also recognizes that the tax exempt status of the Association would probably preclude investments which, while financially sound, might hint of a "for profit" gain which could be construed as unaligned with the intent and purpose of the organization.

The investment policy of this Association, and to whom it delegates the authority to handle its funds, will be to secure the maximum available profit from commercial sources for all funds temporarily not needed. Currently, money market investments have proven reasonable investments; in the future, there may be other approaches within the parameter of allowable use as determined by the IRS status of the Association.

To assure that sufficient funds are available to meet the ongoing expenses of the Association without maintaining large non-interest bearing balances in the checking account, a money market fund should be established in which a reasonable level of relatively fluid money is available for current expenses obviating the need for the association to borrow money to avoid losing interest or paying penalties for the early withdrawal of funds from longer-term investments.

Loans by the Association to any personal member could create conflicts which might result in embarrassment to the Association and to the individual concerned; therefore all such activity is prohibited.

Loans by personal members to the Association could create conflicts which might also result in embarrassment to the Association and to the individual concerned. All such activity is prohibited.

MPLA Credit Card

The following guidelines were developed by the MPLA Administration Committee with regard to the MPLA credit card:

1. A bank credit card in the name and financial responsibility of MPLA is authorized to be held and used only by the Association's Executive Secretary.
2. The MPLA credit card is to be used only for activities directly related to an Association meeting or event for the charge of expenses which cannot be handled conveniently through a reimbursed transaction. The Executive Secretary may use the charge account to assume authorized expenses of Association officers or other members when a reimbursement process is not expedient.

3. Original monthly account statements identifying all charges and related payments are to be kept on file for audit.
4. A current status fiscal note on the charge account should be included in each periodic Association financial statement prepared for the Executive Board.

MPLA Dues Structure

Dues can be paid via PayPal using a credit card or via check sent to the Executive Secretary.

Yearly Salary Dues
Up to \$29,999 \$40
\$30,000-\$49,999 \$55
over \$50,000 \$65

*First year personal membership dues are half of the above prices.

*Retiree, Student, Trustee membership \$15

*State Library Association membership \$100

*Institutional membership

Annual Budget Dues
Under \$100,000 \$50
\$100,000-\$299,999 \$75
\$300,000-\$499,999 \$100
\$500,000 and up \$125

Pre-conference Duties and Activities – Bylaws and Procedures

1. Prepares proposed Bylaws changes.
2. Provides proposed Bylaws changes to the Executive Secretary to include in the conference mailing. This will include the proposed changes (to be mailed at least 30 days prior to first date of the annual conference).
3. Voting may be done via a vote at the membership meeting at the annual conference or via e-mail voting using MemberClicks. Electronic voting results will be jointly compiled by the Executive Secretary and the Chair of the Nominating Committee, who will certify the results to the Executive Board.

Conference Duties and Activities

1. Provides annual report in conformance with reports section of this manual as appropriate.
2. Transfers pertinent committee records and documents to the incoming committee Chair.
3. Presents and moves for adoption of proposed changes to Bylaws, or reports results of email voting at membership meeting.

Personnel - See Appendix A, Administration Committee Evaluation of Paid Staff