

APFA

BOARD OF DIRECTORS MEETING

FALL BOARD OF DIRECTORS MEETING

October 27-28, 2020
NYLO Las Colinas
Irving, TX

Resolution Tally Sheet

Resolution #: 17
Maker: Norvell
Second: Milenkovic
Date: 10/28/2020
Time: 3:11 p.m.

Resolution Name: Accounting Cycle

<input checked="" type="checkbox"/> AFFECTS POLICY MANUAL: SEC 5.1.7, 9 AND 10		
YES = Yes	ABS = Abstain	PXY = Proxy Vote
NO = No	N/A = Absent	REC = Recuse
PASS = Pass		

COMMENTS:

	B O S	C L T	D C A	D F W	L A X	L G A	M I A	O R D	P H L	P H X	R D U I	S F O	S T L	PRES — Tie- Breaker
	Milenkovic	Hazlewood	Pennel	De Roxtra	Bales	Norvell	Trautman	Wroble	Kaswinkel	Babi	Sullivan	Schwartz	Martin	Hedrick
YES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PASS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PXY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES: 13 NO: 0 ABSTAIN: 0 ABSENT: 0

Status: **Passed** **Failed** **Tabled** **Withdrawn** **Show of Hands**

WHEREAS, Article III, Section 3.A of the APFA Constitution authorizes the Board of Directors to adopt policies for the direction and management of the affairs of the APFA; and

WHEREAS, past events warrant the need to modernize and update the internal processes of our day-to-day accounting; and

WHEREAS, the current accounting cycle takes 90 days to complete; and

WHEREAS, a new electronic system has been implemented for time and expense submissions; and

APFA
BOARD OF DIRECTORS MEETING

WHEREAS, enhancements continue to be implemented to reduce the accounting cycle.

BE IT THEREFORE RESOLVED, that Section 5.I.7. be amended to state:

Requests for direct reimbursement of expenses should be submitted on the monthly expense report for the month in which the expense was incurred. Receipts vouchers and/or tickets must accompany all requests for direct reimbursement of expenses.

and;

BE IT FURTHER RESOLVED, that Section 5.I.9.a-b. be amended to state:

- a. In order for payment to be made in a timely manner, all timesheets and expense reports that are submitted and date stamped electronically prior to the 3rd day of the calendar month in which they are to be paid will be paid on the 15th of the month (e.g., an expense report for July expenses date-stamped by August 3rd will be paid on August 15th).
- b. Payments will be made on the 30th of each month following the month in which the work is performed if submitted between the 4th and 25th day of the calendar month in which they are to be paid (e.g., an expense report for July expenses date-stamped by August 10th will be paid on August 30th).

and;

BE IT FURTHER RESOLVED, that the Section 5.I.10.a be amended to state:

- a. Timesheets and expenses submitted after the 25th day of the calendar month in which they are to be paid, will be considered late and shall not be considered by the APFA National Treasurer. If the 25th day of the month falls on a weekend or holiday, the report may be submitted by the next business day. If the representative appeals, the APFA Executive Committee may allow late submission based on extenuating circumstances. The decision of the Executive Committee will be final and binding.

and;

BE IT FURTHER RESOLVED, that this change in policy will be effective at the beginning of the next fiscal year, April 1, 2021.