LPA District Guidelines
Financial Best Practices

This document is presented as a statement of Best Practices by the LPA Finance Committee for implementation by District Officers. These are not rules – merely suggestions – but the guidelines presented here are designed to encourage uniformity and ease the transition of responsibilities following District elections.

District members delegate most of the district's operational decision-making to the elected district officers.

- As such, district officers are to:
    - Maintain and share financial results at regional GA meetings, and via other communications. This should include beginning balances, significant line-item revenues and expenditures, and ending balances. See Appendix A.
    - Provide quarterly financial statements to national LPA. See Appendix B.
    - Make general budgetary decisions (unless members make restricted donations, for restricted purposes). Officers should act in the best interest of the district when making expenditures. Typical expenses include: regional seed money, DD travel stipend, snail-mail communications / newsletters, etc...
        - Any expenditures over $500, should poll the District Membership – either in person, at a meeting, or via email.
- Budget for Regionals
    - Refer to Regional Planning Best Practices Document (hyperlink) (((that Angie, JW others drafted – include as appendix?)))
    - Work with Regional Reps to review contracts and ensure that LPA insurance has appropriate riders for the event.
    - Include F&B guidelines, typical room rates and approval protocols

- Guidelines for providing "seed money" for District events
    - Seed money may be provided by the District Treasury to aid in launching District events. This amount should not exceed $1,000 per event, and should be refundable to the District if the event is profitable.
- Spending by District Officers
    - Districts typically pay for the DD's travel to national conference, and one night of hotel (to cover their meeting times), and for lodging at their district's regionals. Any other payments to officers should be approved by all officers. All payments shall be included in financial reports to membership for transparency.
- Regional Travel Assistant funds
    - Should a district choose to set-aside funds for a travel fund (given to members with needs to attend a regional), annual amounts should be predetermined,

openly communicated with deadlines for applications. More than one officer should always be on the selection committee.

- Guidelines for District donations to other charities (e.g. Painted Turtle)
    - If material funds would benefit another group (not members), members should have a vote, most easily done at a regional GA meeting.
- As of xx/xx/xx, membership is a prerequisite to attending / registering at LPA regionals or national conference.
    - Some Districts waive the registration fees for First timer attendees
- Unified Banking accounts
    - In 2015, the CoD approved Unified Banking accounts to 1) ensure continuity of accounts with officer transitions, 2) make rebate check process more efficient, and 3) ensure compliance with financial statement submissions.
    - National officer will have administrative viewing rights to accounts, and will not have withdrawal rights. See Appendix D.

Appendix A: Sample Financial Update (to membership)
"As of today, our financial assets total $XX,XXX, up/down $XXX from our last report. Revenues during this period included.... And major expenses included.... In your Treasurers opinion, we are in sustainable position going forward."

Appendix B: Sample quarterly report to National (to be linked later)
Appendix C: [Regional Planning Best Practices]
Appendix D: Universal Banking FAQ (to be updated later)

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