

Financial Control and Banking

Finance and banking are managed at two levels including: a) at the national level for longer term year-to-year continuity led by the national CAVEPM/ACEMPV Secretary Treasurer, and b) at the local level for a given conference and workshop for approximately one year by the local Treasurer of the local conference and workshop organizing committee. Each respective local Treasurer is responsible for setting up a checking bank account appropriate for a not-for-profit association. Such accounts must be set up such that at least two signatures of responsible members are required on every check. Each local Treasurer is responsible for maintaining records and bank statements detailing each transaction and preparing an annual statement of income and expenses and current balance. The national Secretary Treasurer will present a financial report at each annual business meeting. The Treasurer of the local conference organizing committee will present a financial report after all transactions have been completed for the respective conference and workshop(s). Whenever the conference is held in the same city as the location of the national Secretary Treasurer then it is permitted (but not required) that the national Secretary Treasurer serve as the Treasurer for the local organising committee and use the national CAVEPM/ACEMPV bank account as the conference bank account for that year, rather than open separate accounts.

The financial objective of each annual conference and workshop is to pay all costs, including refunding any conference "seed" money that was forwarded to them by national CAVEPM / ACEMPV bank account, but not make an excessive surplus. Any surplus income from a conference or workshop will be divided in the following manner. One half shall remain with the veterinary college that hosted the meeting and be used to assist in conference travel of graduate students or research or equipment that further the teaching and research of veterinary epidemiology. Decisions on the exact distribution of that money within the above restrictions shall be left to the local organizing committee. The other half shall be transferred to the national CAVEPM / ACEMPV bank account to be used as "seed" money for future conferences and to support graduate student travel and possibly some executive committee travel to future CAVEPM/ACEMPV conferences. The national CAVEPM/ACEMPV will strive to maintain a reserve balance of approximately \$10,000 to \$15,000 as emergency funds, to assist if a particular annual conference is unable to cover all costs. If over time the reserve builds up to a bank balance of more than \$15,000, then more money can be awarded to assist more graduate students to attend future conferences or as prizes for the best papers presented by graduate students.

Note: Concerning travel of national executive members to annual conferences, all executive members are expected to arrange for their own funding and pay full conference registration fees from their employer or whatever sources they have. If the national President or Secretary Treasurer cannot find such funding, then upon approval by the national executive committee, they may apply for funding from the national CAVEPM/ACEMPV account for assistance to attend the annual business meeting and their registration at the conference may be waved. If they do so they are expected to obtain economy travel and accommodations.

