

MOTION FORM

Motion Number: 11/24-8

Date: 11/10/24

Motion:

To add to policy the ability to there to be Committee-specific debit cards with the following:

Literature, Campout, Special Events, H&I, and Public Relations Committee chairs can be issued modified debit cards for the purpose of purchasing supplies and depositing income. The debit cards will be attached to NDANA's bank account with pre-set debit card limits.

The Treasurer will be responsible to ensure only the set spending limit amount is available on each card based on monthly accrual, special request of funds, or a specified budgeted amount. The holders of these debit cards will be able to use them to purchase required items as designated in their committee scope. Requests for funds should be made at ASC through a money matters request form. The Treasurer will then transfer the requested amount onto the card. The debit card holder is able to deposit funds into the NDANA ASC account associated with their budget line.

Monthly, at ASC, Committee Chair or designee will turn in receipts to the Treasurer or Vice Treasurer that correspond with any and all transactions to their account.

The committee debit card will be issued to the elected chairperson in their name. No personal expenses may be charged to the debit credit card, and any "points" earned on card expenditures will be retained by the area. Abuse of any portion of this policy will result in cancellation of the debit card and penalties up to and including dismissal from their position. The Committee Chair shall cancel and surrender the debit card to the Treasurer at the end of their term.

Intent:

Several committees have expressed difficulty with the need to use personal accounts to accommodate the committee needs in between area service or not being able to order/purchase supplies efficiently. The proposed policy, which has been discussed with our bank representative, allows each committee to manage their budgets while also maintaining accountability to NDANA fiscal expectations. This would also require committees to have corroborating receipts for Special Events and Campout which are currently not required. In addition, this would provide Special Events and Campout committees to be able to immediately deposit cash into NDANA account instead of depositing into someone's personal account for the

money order to turn into area. Each debit card is able to have individualized card controls set in place.

Made by: Deb W

Seconded by: Scott M

2/3 majority needed to pass

Yes: _____

No: _____

Abstain: _____

Comments:
