

POLICY: ATTACHMENT B – Communication Protocol between Chapter and Paid Administrator

Guidelines of office documentation procedures for the South Carolina Chapter of Healthcare Financial Management Association (SCHFMA) and Paid Administrator.

The following guidelines are to facilitate communication and protocol between SCHFMA and the Paid Administrator.

1. The Treasurer will be the primary SCHFMA contact and will be responsible for approving the source documents for payment and adherence to the financial policy guidelines. In the event the expenditures exceed the Treasurer's approval authorization the Treasurer will forward the appropriate documentation to the President or Board of Directors for approval as required by the policy manual.
2. A standard check request form will be completed and approved prior to submission for reimbursement. Additional supporting documentation, as required in the Financial Policy manual, will be included with the check request.
3. Communication between the contacts will be established to ensure policies are being followed, but also to expedite processing. Communication may consist of mail, fax, courier, email, telephone or other means mutually agreed upon.
4. Actual check disbursements will be done from Paid Administrator's office, as he/she is an approved signer on the checking account. Checks will be expensed to the proper line items per the budget. Non-budgeted expenses must be approved according to the Financial Policy guidelines.
5. Deposits will be made by the Paid Administrator. If the Treasurer makes a deposit the deposit slip, along with detail, will be forwarded to the Paid Administrator for proper line item revenue posting. Credit card transactions (deposits and expenses) will be communicated by the Treasurer to the Paid Administrator as warranted.
6. Monthly expenses and revenues will be posted through the on-line QuickBooks accounting system. Bank and credit card statements will be mailed directly to the Paid Administrator for reconciliation prior to financial statement preparation. However, the Treasurer will have access to them on-line through the Bank.



south carolina chapter

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Revised Date: October 6, 2023

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7. Assistance will be given by the Paid Administrator and/or Treasurer to the Officers, Board of Trustees, Finance and Budget committees on an as needed basis to provide full disclosure and documentation.

8. Current year files will be kept by the Paid Administrator until all year end transactions have been completed and reconciled. Files will then be transported according to SCHFMA instructions.

Policy Committee Review Date: January 5, 2024 _____

Policy Committee Chair Signature/Date: 1/5/24 

SCHFMA Board Review Date: January 31, 2024 _____

SCHMFA President Signature/Date: 01/31/2024 