



# UCWDC® FINANCIAL PRACTICE No. 1 Stipend Remittance

**Version 4.0**

Date	Created by	Checked by	Approved by	Effective date
April 1, 2003	Sherry Tovell		General Council	Sept. 2003

REVISIONS					
Date	Created by	Checked by	Approved by	Effective date	Version
Feb. 21, 2011	Randy Jeffries		General Council	Feb. 21, 2011	2.0
Aug. 13, 2018	K. Armbruster	Randy Jeffries	General Council	Sep. 20, 2018	3.0
Feb. 19, 2019	K. Armbruster	F.O. Committee	General Council	Feb. 19, 2019	3.1
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	K. Armbruster	F.O. Committee	<b>General Council</b>	<b>Sept. 9, 2023</b>	<b>4.0</b>



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## 1. INTRODUCTION

The United Country Western Dance Council® is an international organization which promotes country western dance by producing festivals and competitions across the world. We host the annual Country Dance World Championships® for couples and line dancers and we advocate country dancing as a social activity for people of all ages and abilities.

### 1.1 Purpose

The UCWDC is registered in the state of Pennsylvania as a 501(c)(3) organization.

This Finance Practice governs regular stipend payments and expense reimbursements to UCWDC Officers and appointed Committee Chairs or Directors.

## 2. POSITION

Position	Annual Stipend	Frequency of Payments	Office Exp. Reimbursed	Effective Start Date
President	\$10,200	Quarterly	Yes	Jan. 1, 2003
VP, Judge Certification	\$ 5,000	Quarterly	Yes	Jan. 1, 2003
VP, Rules & Contest Procedures	\$ 5,000	Quarterly	Yes	Jan. 1, 2003
Education Director	\$ 5,000	Quarterly	Yes	Jan 1, 2023
Treasurer	\$ 3,500	Quarterly	Yes	Jan. 1, 2018
Secretary	\$ 3,500	Quarterly	Yes	Jan. 1, 2020
Immediate Past President (two year stipend)	\$ 1,000	Semi-Annually	No	Jan. 1, 2017
Associate Membership Director	\$ 1,250	Quarterly	No	Jan. 1, 2018
Financial Oversight Chair	\$ 1,250	Quarterly	No	Jan. 1, 2010
Line Dance Chair	\$ 2,500	Quarterly	No	Jan. 1, 2019
Data Manager	\$ 2,500	Quarterly	No	Jan 1, 2023

## 3. PRACTICE

1. The Treasurer shall disburse quarterly Officer payments during the last week of March, June, September, and December.
  - a. Credit Cards are available to UCWDC Officers and appointed Committee Chairs (identified in the reference table above).



- i. Officer or Committee Chairs may request a Credit Card related to their Stipend.
    - ii. All requests must be made in writing to the Financial Oversight Committee.
    - iii. Approval of Credit Card issuance shall be by the Financial Oversight Committee.
  - b. UCWDC Officers and appointed Committee Chairs must submit a quarterly usage report by the last week of their current quarter (March, June, September, and December) to the Financial Oversight Committee per Practice, Expense Reimbursement Form attached to Finance Practice No. 2 unless a Credit Card has been approved and issued.
  - c. If a Credit Card is approved and issued the Treasurer shall:
    - i. Track and maintain accurate Credit Card records in relation to each UCWDC Officers and appointed Committee Chairs position and stipend.
    - ii. Submit a monthly usage report by the first week of each month to each UCWDC Officer, appointed Committee Chair position and the Financial Oversight Committee.
    - iii. Any overages or discrepancies shall be reported back to the Treasurer immediately.
    - iv. Any correction to the reports must be reconciled before the end of the current month.
  - d. Credit Cards may only be used for travel related expenditures related to their duties and not for personal expenses. [e.g. Flights, Accommodations and some meals](#)
  - e. Any remaining Stipend owed to the UCWDC officers or appointed Committee Chairs shall be paid out at the end of the year via organizational check issued by the Treasurer.
2. The Immediate Past President shall serve their term on the Board of Directors in accordance with the Bylaws. A stipend shall be paid for the 2 years immediately following their last term in office only.
  - a. The Immediate Past President shall be paid semi-annually by the Treasurer at the conclusion of each required UCWDC General Council Meeting attended. If unable to attend a meeting, \$500 of the semi-annual payment shall be withheld.
3. In accordance with Finance Practice No. 2, Reimbursement of Expenses, officers who may be called to important ad-hoc meetings by the President will be reimbursed all reasonable and actual transportation costs over and above their annual stipend.
4. Office expenses, if allowed (identified in reference table above), may be reimbursed providing they are reasonable for the office and appropriately documented and submitted per Finance Practice No. 2.
5. Budgeted expenses, if approved in General Council shall be reimbursed and appropriately documented and tracked against the approved budget.
  - a. Credit Cards may also be issued (upon written request to and approval from the Financial Oversight Committee) to Officers or Committee Chairs that have submitted approved budgets for their respected positions.
  - b. UCWDC Officers and appointed Committee Chairs must submit a quarterly usage report by the last week of their current quarter (March, June, September, and December) to the Financial Oversight Committee per Practice, Expense Reimbursement Form attached to Financial Practice No. 2.

## END OF FINANCIAL PRACTICE