

AMENDMENT 1. CHANGE FISCAL YEAR AND ANNUAL BUDGET APPROVAL SCHEDULE

Background. On September 29, 2023, the Arizona Board of Technical Registration voted unanimously in favor of a motion to support an amendment to WCARB's fiscal year to align with the NCARB fiscal year. They further requested that the WCARB Executive Committee present the proposed amendment to the membership at the next annual meeting of the regions (aka Regional Summit) in Savannah, GA in March 2024.

The purpose of the proposed Rule Change to Section 5.1.1 is to align the WCARB (Region 6) fiscal year with NCARB's fiscal year. The existing fiscal year of October 1 – Sept 30 has caused confusion in financial reporting. Additionally, most jurisdictions follow a July 1-June 30 fiscal year (similar to NCARB), so this change will help bring WCARB's operating year in alignment with most of its member boards.

Rule Section 5.1.3 modifies the dates for developing and ratifying the WCARB annual budget so as to align with the changed fiscal year noted above.

Current Region Rules state:

ARTICLE 5.0 FINANCIAL

5.1 General

5.1.1 The fiscal year shall be from October through September of each year.

5.1.3 The Executive Committee shall adopt an Annual Budget at the Executive Committee meeting in June. This budget shall take effect on October 1 of the same year and shall be presented to the Members for ratification at the Annual Meeting, at which time the Members may amend the Annual Budget.

Proposed (Amended) Rule: Blue italic font indicates proposed new wording.

5.1.1 The fiscal year shall be from July 1 through June 30 of each year.

5.1.3 The Executive Committee shall adopt an Annual Budget prior to the WCARB Annual Meeting (aka Regional Summit). The budget shall be presented to the Members for ratification at the WCARB Annual Meeting (aka Regional Summit), at which time the Members may amend the Annual Budget. This budget shall take effect on July 1 of the same year it is ratified.

AMENDMENT 2. ADD ADDITIONAL RULES REGARDING TRAVEL & MEETING REIMBURSEMENTS

Background. Currently, in accordance with Section 8.1.4 of the Region Rules, WCARB follows the NCARB Travel Policies that include policies of reimbursement of expenses related to travel and meetings. The NCARB policy is somewhat broad and therefore results in confusion and/or inconsistencies in some aspects of travel reimbursement expectations.

The purpose of this Rule Change is to clarify NCARB travel policies and provide a clearer guideline to WCARB members who seek reimbursements of travel and meeting related expenses.

Current Region Rules state:

ARTICLE 8.0 TRAVEL REIMBURSEMENT CONDITIONS AND GUIDELINES

8.1 General

8.1.4 Travel reimbursements for the members of the WCARB Executive Committee shall comply with the current NCARB Travel Policies.

Proposed (Amended) Rule: Blue italic font indicates proposed new wording.

8.1.4 Travel reimbursements for the members of the WCARB Executive Committee shall comply with the current NCARB Travel Policies *and the WCARB (Region 6) policies described herein.*

8.1.5 WCARB strives to make sound financial decisions that respect the public funding it receives. The following additional policies regarding travel and meeting expense reimbursements clarify existing NCARB policies and reflect the responsibilities of Region 6 members and the Executive Committee:

a. Travel to and from meetings should be the most economical for WCARB, while also being reasonable for the traveler. This may include reducing the length of hotel stays when travel can reasonably be scheduled on the same day of the meeting.

b. The preferred method of payment for Region 6 group meals and hotel rooms is the credit card held by the Region Executive Director.

c. NCARB's \$80 per diem policy is intended for full day travel expenses and includes meals, snacks, tips, and incidentals. When some of the meals are included in the meeting registration, or when partial days are used for travel, the following maximum amounts will be reimbursed:

- Breakfast: Up to \$15*
- Lunch: Up to \$25*
- Dinner: Up to \$40*

Receipts are not required for full day per diem or partial day meal reimbursements.

8.1.6 The WCARB Expense Reimbursement Form shall be used for all travel reimbursement requests. Receipts are required for all ground transportation, parking, and reimbursable expenses over \$10 that are not included in the \$80 per diem or the partial per meal allowable reimbursement.

8.1.7 The following expenses will not be reimbursed by WCARB:

- Miscellaneous items of a personal nature (aka incidentals) such as snacks, batteries, luggage storage, or tips not associated with meals.*
- Ground transportation to restaurants for meals that are not included in the meeting registration, except when there are no restaurant options at the hotel or meeting location.*
- Added transportation stops en route to and from the meeting or airport, or transportation to locations not associated with the meeting.*