

# Regional Director Finance Guide

## Section 1: Overview

This financial guide is meant to assist the Regional Director in spending money allocated to promote the growth of their Region. The allocation shown in Section 2 is the total amount of allowed expenditures for the entire season and for the entire Region which includes all of the Divisions in their Region.

Note: Pre-approval of expenditures is **REQUIRED** via the online form shown in Section 3. Requests should be made at least 7 days in advance of the expenditure. Receipts for approved expenditures must be e-mailed in PDF or JPG format to [expenses@nctta.org](mailto:expenses@nctta.org) in order to receive reimbursement.

## Section 2: Allocation

<b>Region</b>	<b>Total</b>
Great Lakes	\$4,400
Mid-Atlantic	\$2,800
Midwest	\$4,500
Northeast	\$4,300
South	\$2,800
West	\$3,200
<b>Total</b>	<b>\$22,000</b>

## Section 3: Pre-approval Process

**Step 1:** Go to this site to fill out the pre-approval form.

<https://docs.google.com/a/nctta.org/spreadsheet/viewform?formkey=dFp0N0dLT0RXMjFYsFFyZ3h4cmFxSVE6MQ>

### Pre-Approval of Expenditures (2023-24)

Use this form to request pre-approval to spend money in your Region.

- \* You must receive approval before spending the money.
- \* You must submit receipts in a legible PDF or JPG format to either be reimbursed or have the expense paid by the NCTTA (if this is the selected preference).
- \* Send receipts to [expenses@nctta.org](mailto:expenses@nctta.org)
- \* If there are any questions, please direct them to [treasurer@nctta.org](mailto:treasurer@nctta.org)

This form is automatically collecting emails from all respondents. [Change settings](#)

**Note:** As part of the form, you will be required to describe in detail why you are asking for funds to be spent and who is going to benefit from giving them this request. Please give a detailed description.

**Bad** description: I want to send the Minnesota Division Director to the Midwest Regionals.

**Good** description: I need \$64.28 to cover one night's hotel stay for the Minnesota Division Director to attend the Regional competition. The hotel rate is already discounted using AAA at a base rate of \$56.00 and the tax will be \$8.28. The Division Director has agreed to pay for his own gas and meals, but the competition is a 2-day event.

## Section 4: Receipts

Reimbursement/Payment of expenses will ONLY occur after the Treasurer has received the required receipts indicating the total amount to be reimbursed. The receipts should be sent via e-mail to [expenses@nctta.org](mailto:expenses@nctta.org) in PDF or JPG format.

The receipts must be legible, dark enough to read, and large enough to document the expenses in case of a government audit.

Do NOT spend more money than you have been authorized, because you will personally be responsible for any amount above the approved dollar amount.

## Section 5: Budget Tracking

Regional Directors will be able to see the amount left in their budget at any time by reviewing the Google Doc "Regional Director Budget".

[https://docs.google.com/spreadsheets/d/13ftPd4eJ9gTQ33pa2dxJZjsbXCJJgIXtv5BRYvs\\_a5hY/edit#gid=1](https://docs.google.com/spreadsheets/d/13ftPd4eJ9gTQ33pa2dxJZjsbXCJJgIXtv5BRYvs_a5hY/edit#gid=1)

The second column will indicate how much money you have left to spend. The third column indicates requests that are under review and approval/denial has not yet occurred. The amounts under review will lower your budget left if they are approved.

Region	Budget Left	Under Review
Great Lakes	\$3,043.00	\$0.00
Mid-Atlantic	\$2,608.00	\$0.00
Midwest	\$3,608.00	\$0.00
Northeast	\$3,485.00	\$0.00
South	\$3,512.00	\$0.00
West	\$3,744.00	\$0.00

You will be notified by e-mail with an approval or denial of each request within 72 hours.