

Maryland Dietetic Association PAC
(MDA PAC)
Policies & Procedures

Raising Funds

Funds may be raised through the following:

1. Contributions derived from registrations at meetings sponsored by the Maryland Dietetic Association, Inc.
Persons attending such meetings must be notified of the amount designated for the Maryland Dietetic Association PAC and given the option of not contributing to the PAC.
2. Events such as raffles, sales, and special meetings designated as fund-raising event for MDA PAC, and conducted in keeping with all applicable laws.
3. Soliciting contributions from individuals/organizations by such means as notices in the Chesapeake Dietetic Lines, MDA Website, etc., in keeping with all applicable laws.

Use of Funds

The following considerations will be given to use of PAC funds:

1. The minimum bank balance needed to avoid finance charges (currently \$250) shall be maintained at all times.
2. (a.) Priority shall be given to purchasing tickets for MDA members to attend fund-raising events sponsored by Maryland legislators or candidates for state office in Maryland who are deemed worthy of support.

(b.) Support may be given to worthy legislators/candidates in other ways:
 - A check for partial support of a fund-raising event without sending anyone to the event
 - A check without supporting a specific event
 - Non-financial support, e.g., members helping with office work, etc.
(c.) Advice concerning such persons worthy of support may be provided by the MDA President, MDA State Legislative Action Chair, and other persons as appropriate.

- (d.) State District Coordinators shall be requested to find members who will attend events.
3. Funds used to support education of MDA members in the political process shall be approved by vote of the Board of Trustees.

Contributions

1. Identify all contributions with donor name (e.g. MDA spring meeting, individual donors, etc.). Pay anonymous contributions to the state (required).
Fill out receipt form for each contribution. For receipts over fifty dollars (\$75.00), send copy of receipt to contributor with thank you note.
2. Endorse checks with “Maryland Dietetic Association PAC” and current account number
3. Record in ledger, including receipt number.
4. Fill out bank deposit slip and take to bank.

Expenses

1. Obtain approval for expense from PAC Chairman.
2. Write check and mail.
3. Record in ledger, including check number.

Bank Statements

Each month, when bank statements arrive, reconcile with ledger:

1. Check ledger against statement for deposits and checks cashed.
2. Record interest earned in ledger.
3. Subtract bank charges in ledger.
4. Adjust ledger balance:
 - Add checks not cashed;
 - Subtract deposits not recorded;
 - Total should agree with statement balance

Reports and Filing Reports

1. File reports with Maryland State Board of Elections (MSBE) per MSBE schedule.

Reviewed and revised 6/10