



MissingInAmericaProject

www.miap.us

23 Nov 22

STANDARD OPERATING PROCEDURE #1

MIAP STATE BANK ACCOUNTS

PURPOSE: Individual states that have active MIAP volunteers may open an MIAP bank account to assist in furthering the mission within that state.

PROCEDURE: State bank accounts may be opened by the State Coordinator/volunteer. National Finance office will provide the State Coordinator/volunteer with the appropriate paperwork to open an account.

MIAP VP.

Individual organizations that donate funds to be used for a specific purpose, must be used as such with notification to

General donations (no specific purpose) to a state are to be used within that state but may also be shared with the National MIAP bank account to assist with insurance, website or database costs.

NOTE: The only exception to the “within the state policy: are travel expenses to another state for an MIAP funeral. Each account may maintain up to \$2,500. Any general donations over that must be sent to the National MIAP bank account.

It is also requested that each state with sufficient funds, send \$400.00 each year to the National MIAP bank account to assist with insurance, website and database costs.

State Coordinator/volunteer that controls the MIAP bank account must send monthly statements to include end of year statements to the MIAP Finance Office. Any expenditure that requires approval (See SOP #2) must be annotated on the statement.

Once a state bank account is opened, it may not be closed without the express knowledge and approval of Don Gerspach, MIAP Director mo@miap.us, Clyde "Tex" Taylor, MIAP Vice President arizona@miap.us. Monies may not be transferred from one state account to another without the express approval of Don Gerspach or Clyde "Tex" Taylor.

IMPORTANT: If you have been allowed to open an MIAP bank account, then it must be registered with your state. To do this, contact your Secretary of State by e-mail or in person. Your MIAP account is considered a foreign corp and must be listed as such as well as a 501 c3. This must be renewed each year to keep MIAP valid in your state. If you have questions, contact MIAP VP.