



# MissingInAmericaProject

[www.miap.us](http://www.miap.us)

3/7/2019

## 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.

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

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 Linda Smith, [sailormom@miap.us](mailto:sailormom@miap.us) or Fred Salanti, [ducpho@miap.us](mailto:ducpho@miap.us). Monies may not be transferred from one state account to another without the express approval of Linda Smith or Fred Salanti.**

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