



## **Financial Policy**

### Executive Committee

- Propose an annual budget and present to the general membership for approval.
- Allowed to spend up to \$750 without specific consent by the general membership.

### Treasurer

- Checks monthly the electronic payment system, e.g. Stripe, to get names of people paying for memberships, flags, etc.
- Maintains the membership list and provides copy to the Executive Committee.
- Provides monthly P&L and balance sheet to Executive Committee.
- File annual report to State of State.
- File tax returns if necessary.

Expenses, or a maximum amount, are to be approved by the President or the Executive Committee.

Reimbursements must have receipt(s) and completed reimbursement form indicating the purpose of the expense.

Donations, in-kind and money, must be documented. Cash should be documented with a two-part receipt.

*Adopted by the Executive Committee, February, 2023*