

Rotary Club of Linden Administrative Procedures

1 July 2009
August 25, 2006

Administrative Policy Letter #2: Expenditure of Funds and Check Signatures

Purpose: To identify the responsibilities for club expenditures and check signatures.

Responsibilities:

- **General:**
 - No member will obligate the Rotary Club of Linden, or expend any funds without prior authorization. Expenditures less than \$100.00 may be approved by the president without board approval. Expenditures exceeding \$100.00 must be accompanied by a Spending Authorization Request.
 - For expenditures exceeding \$100.00, a Spending Authorization Request shall be completed by the Committee Chair of the activity for which the spending authorization applies. After verifying funds are in the budget, and after verifying the need, the Committee chair will forward the Spending Authorization Request to the treasurer.
- **Treasurer:** The treasurer is responsible for the disbursement of all funds. The treasurer shall not disburse any funds without prior authorization. For the monthly board meetings, the treasurer shall provide a list of expenditures for the previous month to be included in the board minutes. The treasurer shall maintain the approved copy of the Spending Authorization Request for expenditures exceeding \$100.00. Treasurer records shall be maintained for a period of two years following the completion of an audit of those records.
- **President:**
 - The president shall either co-sign each check with an elected board member or approve the spending authorization request supporting that check.
 - The president may approve expenditures less than \$100.00 without board approval and shall advise the members of the board at each regular meeting of those approved expenses.
 - The president shall insure the board's action regarding expenditures exceeding \$100.00 is documented in board minutes and annotated on the Spending Authorization Request.
- **Check signing procedures:**
 - Each check will be signed by the President unless the President has already approved the Spending Authorization Request.
 - Any elected board member may co-sign checks provided the board member is included on the bank's check authorization authority.
 - To avoid possible conflicts of interest, the two signatures on the check may not be family members or related to the Payee of the check.
- **Secretary:** The secretary shall document the board's approval of expenditures exceeding \$100.00 in the board meeting minutes.