

MULTNOMAH COUNTY MASTER GARDENER™ ASSOCIATION
POLICY – Spending

FIRST APPROVAL: 2018.6.26

FINAL APPROVAL/ADOPTED: 2018.9.25

REVISION: Revision Date

PURPOSE

The purpose of this Policy is to clarify and make transparent the process for Chapter members to provide input into the development of the MCMGA budget for the upcoming year, to request additional funds after the budget is approved and to request reimbursement of expenditures. These procedures extend and clarify rules in Article VI, section 3 of the Chapter bylaws.

PROCEDURES

1. Providing input to the budget decision-making process:
The budget for the upcoming calendar year is prepared by the Treasurer based on last year's expenditures and input from Board and Chapter members. Chapter members with suggestions for the budget may either give those to a board member or may present them in person by attending a board meeting in the fall at which the budget is on the agenda. The annual budget is approved by the Board and then presented at a Chapter meeting for approval by the Chapter membership.
2. Requesting non-budgeted funds after the annual budget has been approved by the Chapter membership:
 - a. A Chapter member may present a proposal for a new expenditure to the Chapter President or Board by submitting a *Request for Non-Budgeted Funds*. The proposal should outline the purpose, expected expenses and expected community impact.
 - b. Approval of non-budgeted funds request:
 - i. There shall be a budget expense category designated "President's Discretionary Fund" whose allocation shall be part of the annual budgeting process described in Section 1. The president is authorized to use these funds to approve non-budgeted requests up to \$200.
 - ii. The Board is authorized to approve non-budgeted funds requests up to \$2000.
 - iii. The Membership must approve any non-budgeted funds requests over \$2000 by majority vote at a general Chapter meeting where the membership have received notification of the funding request at least one month in advance.
3. Requesting reimbursement:
Reimbursement of MCMGA expenses will be done by submitting a Check Request Form with receipts for the expenditure to the Bookkeeper or Treasurer. In the interest of following generally accepted accounting procedures, it is advised that:
 - a. Check Request Forms be submitted within 30 days of the purchase.
 - b. Receipts list only items purchased for MCMGA use. If requests include personal items, the MCMGA expense items should be clearly marked.

Attached:

Request for Non-Budgeted Funds form

Check Request form