

PPPA Policy #9 – Financial Practices

1. Board Members have authority to approve operational disbursement requests that are within their current year budget and are within their scope of responsibility.
2. Board Members shall not exceed their budgeted expenses (disbursements) in a fiscal year without Board approval.
3. Board Members' budgeted expenses may be adjusted during the fiscal year by Board approval.
4. All operational disbursement requests, including invoices, by Board Members for their areas of responsibility, shall be made in writing (electronic or pre-printed form) to the Treasurer. Receipts for the request, or copies shall also be submitted to the Treasurer.
5. Non-Operational disbursement requests shall be accompanied by Board Approval. These would include Short and Long-Term projects and financial donations or support to outside organizations.
6. The annual budget process for the next fiscal year should be completed and approved by the end of November for publication to the membership in December. This publication should also include Short and Long-Term projects and their estimated costs when appropriate to explain the desired and projected use of cash surpluses.

Adopted by the Board _____ 11/7/2017 _____ (date)

Signed by the President ___//Jeff Norton//_____