Club Accounting Policy

All funds collected for club purposes are to be delivered to the club treasurer for deposit. This includes but is not limited to membership dues, event fees, raffle proceeds, donations & merchandise purchases.

Purchases, payments and deposits directly to third parties, bypassing deposit to the club bank account, is prohibited.

Purchases, payments and deposits for club purposes from personal accounts is prohibited without prior consent from the club president or acting president.

Payments and purchases will be disbursed from the club bank account.

A payment request is required to be submitted to the Treasurer for disbursement of club funds. All payment request forms must be for the full and accurate amount being disbursed and match the invoice from the vendor. A paid receipt from the vendor is required.

Club officers, committee members and club members are prohibited from incurring expenses on behalf of the club without board approval and written confirmation from the club President or acting President. The President's discretionary spending limit is an exception to this policy.

The president and acting president have a board approved discretionary spending limit of of $75.

Expenses $300 and below require board review and approval; above $300 requires membership vote.

Other forms of currency

Coupons, account credits, discounts, points etc. that are issued to an individual are not transferable to the club if such transfer is prohibited or restricted by the issuing agent.

If no restriction applies, the club may choose to accept the donation of such currency. Reimbursement to the donor in any manner is strictly prohibited.