

# Border Terrier Club of the Redwoods, Inc.

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## Policy on Authorization of Expenses

- Whereas Board Members and Committee Chairs have a fiduciary responsibility to the club and
- Whereas The Border Terrier Club of the Redwoods, Inc. (BTCR) is a Voluntary organization
- Whereas The Border Terrier Club of the Redwoods, Inc is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of BTCR as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.
- Whereas it is the nature of the organization that in the course of doing business, officers, committee chairs, and event volunteers undertake expenses for the club's benefit.

Therefore it is in the interest of the club to have a clearly stated policy on reimbursement of expenses and payment authorization

**PERSONS CONCERNED:** This statement is directed to board members, officers, committee chairs, and all members .

The following individuals are able to authorize expenses:

- The Board of Directors by way of vote or resolution
- Members of the Board of Directors, when those expenses are related to assigned duties
- Event Chairpersons, within approved budgets
- Newsletter editor
- Membership chair
- Awards Chair
- Rescue Chair
- Others as specifically approved by the Board of Directors

Members and other volunteers may be reimbursed for expenses when those expenses are authorized as above, and when those expenses are submitted to the Treasurer with the written approval of the authorizing individual.

Payment of expenses can be facilitated through the use of the official reimbursement forms as approved by the Club Treasurer, however, in lieu of that form the following must accompany any request for reimbursement.

1. Information on the purpose of the expense (i.e. prizes for XYZ event on xx/xx/20xx
2. The amount of the expense
3. Initial or signature e-mail from the authorizing individual
4. Instructions as to the disposition of the reimbursement check (mail to this address: ...)

Adopted: \_\_\_\_\_

Board Secretary or President