

**San Benito County Amateur Radio Emergency Service  
Financial Policies and Procedures:**

**Conflict of Interest**, or the potential appearance thereof, should be avoided in all cases. In particular, members of the executive board must abstain or refrain from vote or decisions of income or expenditures if it would present even the appearance of a conflict of interest (e.g. when the individual, relatives, members of the same household or business partners, etc. might benefit from the vote/decision).

**Audit:** There will be a minimum of one audit per year. An audit committee of 3 persons (at least one of whom will be a member of the executive board) will be selected at the January general meeting. The audit committee will submit its report at the February general meeting. Other audits may be initiated at the request of the executive board or at a general meeting, or as required by law, etc.

**Income:** Cash, is to be verified by the treasurer and at least one other individual, and receipts must be provided (a two-part receipt book must be used in order to retain a copy).

The source of all income is to be recorded and maintained for at least as long as legally required. It is preferred that it be kept as long as individuals may be expected to request a record of their donations (i.e. for tax purposes).

**Budget:** The annual budget proposal is to be prepared by a budget committee appointed at the October general meeting. The committee will consist of the Treasurer (also chairing the committee), at least one other member of the executive board, and one or more additional members as appointed at the general meeting. The proposed budget is to be presented for approval at the November general meeting. The budget will be required to be approved by a majority vote (as per Article IX of the By-Laws) of the voting members present. The budget must include a minimum contingency fund of \$1,500 or more as determined by the executive board. The budget shall also define who has spending authority for any given item or category. In those cases that a delegate is not defined, the executive board will assume spending authority.

**Spending Authority:** Once the presented budget is approved by the membership, expenditures already approved in the budget need no additional approval, though it is recommended and good practice to at least inform a member of the executive committee. Budgeted expenditures over \$50 shall require the consultation of at least one additional board member. Budgeted expenditures of over \$500 shall require the consent of at least two other board members or the consent the membership at a general membership meeting.

Non-budgeted expenditures shall be approved by the membership as specified in Article VI of the By-Laws (Duties of the Officers, Treasurer).

*Approved by a majority vote of the members at the February 12, 2014 regularly scheduled monthly meeting.*