



## **POLICY**

### **Expenses**

In order for all board expenses to be accountable to all board members, be fully recorded in the organization's records, and to provide the board with the ability to disperse organization funds as needed, the following shall be the board policy for this topic:

- Only the President and Treasurer shall spend organization funds.
- All expenses shall be discussed at the next board meeting.
- If an expense is a typical organization operational expense (e.g. postage), then the funds may be spent at any time without board approval.
- If an expense is needed for an emergency and the expense \$100 or less, then the funds may be spent at any time.
- If an expense is needed for an emergency and the expense exceeds \$100, then approval by the board at a board meeting shall be required first.
- If an expense is an emergency expense, then a record (e.g. an invoice from a vet) shall be provided by the person requesting funds before the funds are provided. This record shall be presented to the board at the board's next meeting.
- All emergency fund expenses shall be approved by the board at the board's next meeting.
- All fund expenses shall be recorded in the organization's check book and complete documentation for every expense shall be maintained in the organization's records.

**This policy was approved by the Pathways of Healing board at the following meeting**

**JANUARY 16, 2014**