

FINANCIAL GUIDELINES: **committee recommendations on 3/5/09**

The below listed guidelines are working rules and may be changed by a majority vote at any regular membership meeting.

- A) The fiscal year will be from April 1 through March 31 each year, as stated in the bylaws.
- B) A staff meeting will be held by March 31 of each year to outline the activities for the coming year. The Paymaster will present a budget for approval by the staff. This budget will be presented to the membership for approval at the April meeting. Those items approved in the budget may be spent without further presentation to the membership for approval.
- C) The budget will contain the following items, but this list is not considered to be inclusive:
  - 1. The Commandant or his designee will attend the "Reserve Marine Corps Birthday Ball" to present the Reserve of the Year award. The Detachment will pay for two tickets to this ball.
  - 2. Each regular meeting attended will require a donation by the attendees of \$2.00. This donation will be divided with \$1.00 going to the flower fund and \$1.00 going into the General treasury. Once the Flower Fund hits \$100.00 all of the donations will then go to the General Fund until more is needed in the Flower Fund.
  - 3. Flowers for a deceased or hospitalized member will be purchased at a cost not to exceed \$60.00.
  - 4. Reinstate the profanity fine. The fine will be \$1.00 for each occurrence by any member while the Bible is open. The Sgt at Arms will collect the fine and remit to the Paymaster.
  - 5. \$100 may be spent at the discretion of the Commandant for non-budgeted items.
- D) Appropriate receipts must be submitted to the Paymaster for all disbursements whether by check or electronic payment.
- E) Any project requiring a disbursement of more than \$100.00, if not budgeted, must be presented and voted upon at a regular membership meeting.
- F) Any expenditure violating these rules will be the personal responsibility of the Commandant and the Paymaster.
- G) In addition to the audit required in the By-Laws, a semi-annual audit will be conducted by October 30<sup>th</sup> of each year on all financial transactions from the previous audit through September 30<sup>th</sup> of that year.
- H) The Detachment will, if financially able, pay the dues for one year of any member deployed on active duty for more than 90 days.
- I) Per Article 3.3 of the Bylaws, "All checks over \$50 will require two (2) signatures of the following officers: Commandant, Sr. Vice Commandant, Jr. Vice Commandant and/or Adjutant Paymaster. Electronic payments not requiring a check will be audited and signed by two of the above officers monthly. The expenditure of all monies will be reported to and approved by the members at regular business meetings."
- J) Per Article 3.3 of the Bylaws, "At least annually an audit of all funds will be conducted and reported in writing to the membership."

**CERTIFICATION**

These Bylaws were certified, voted upon and passed on April 2, 2009.

\_\_\_\_\_, Commandant

Date \_\_\_\_\_