



Expenditure Request Procedure FY 2015-16



- After a successful two day planning meeting with our Officers and Committee Directors, we have agreed to a proposed balanced budget for this fraternal year (\$172, 960 Income/Expenses).
- In order to avoid being in the RED and using our reserve funds we will follow the PROCEDURES below for requesting expenditures:
- Expenditure requests for **Large Expenses/Charities** will follow the normal procedures under **NEW BUSINESS**
 - Large Expenses/Charities include, but not limited to: Marian Homes, Bingo, Teen Youth Programs, Pre-School Scholarships, Paul Stefan Foundation.
 - For approved Motions, **funds will be disbursed on a quarterly basis** (this will give room for adjustment during the last quarter if forecasted Income is not received as planned)
 - Expenditure requests for a **BUDGETED Item.**
 - Members are requested to send an email to the Committee Director at least two business days prior to the day of the council meeting (Friday) informing him of their intent to request the release of funds.
 - The committee Director will make a Motion to release the budgeted funds during the new business section of the meeting.
 - For approved Motions, members fills out a “**Cash Payment Request Form**” and gives the form to the Financial Secretary.
 - Financial Secretary prepares a “**Warrant**” and gives to Treasurer to write a check for the approved amount.
 - Treasurer and Grand Knight sign check and issues to member.



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- Expenditure requests for “**Administrative Bills**” (a **Budgeted Item**)
 - “**Administrative Bills**” includes services/goods normally provided by the Council for operations. This includes, but not limited to: payments to State/Supreme, State meeting travel expenses, supplies, telephone service, purchasing supplies for dinners/picnic/meetings, Mariner expenses, down payment for Christmas Trees, stamps.
 - A Motion to request payment for “**Administrative Bills**” will be made by respective Committee director or the Deputy Grand Knight.
 - Request for payment for “**Administrative Bills**” are to be made close to dates for paying/purchasing for the goods/services.
 - For approved motions, Member fills out a “**Cash Payment Request Form**” and gives to Financial Secretary **with receipts**.
 - Financial Secretary prepares a “**Warrant**” and gives to Treasurer to write a check.
 - Treasurer gives all “**Warrants**” to Recorder for announcement during the Bills and Communication to become part of the minutes.
 - Treasurer and Grand Knight sign checks and issues to member.



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- Expenditure request for a **NON-BUDGETED** item will follow the normal procedure to submit a Motion under **NEW BUSINESS**
 - Before presenting a Motion for a Non-Budgeted item, **member must coordinate** the request of expenditure **with the corresponding Committee Director**, at least one week prior to a Council meeting.
 - Committee Director will **review** the request, **identifies the source of funds** to be used for the expenditure request, and **determines if funds** are available.
 - Committee Director will **inform/coordinate** with the Deputy Grand Knight and the member, of his **concurrence** to the request.
 - Committee Director will present a Motion on behalf of the member, **at the next council meeting**, to request the Non-Budgeted item expenditure, during **NEW BUSINESS**.
 - If approved, the member fills out a “**Cash Payment Request Form**” and gives to Financial Secretary.
 - Financial Secretary prepares a “**Warrant**” and gives to Treasurer to write a check.
 - Treasurer and Grand Knight signs check and issues to member.
 - **Non-Budgeted Item** expenditure requests **over \$500**, will be **tabled** until next council meeting.