

## Policy for event over 200 dollars

From time to time, the USABDA-Willamette Chapter sponsors or cosponsors various 'events' for the promotion of ballroom dance, for the benefit of its members, or for the general public. Such "events" usually involve a substantial commitment of the Chapter's financial resources as well as volunteer time. Any event with over \$200.00

1 Any event with over \$200.00 of expenditures must have a \*preliminary budget turned in at the time the board approves the annual budget for the up-coming year.

1.1 If for any reason this is not possible, (i.e. the event comes into existence after the board approves the annual budget for the up-coming year, or an organizer for the event comes on board after the board approves the annual budget for the up-coming year, but before a budget was in place for their event) then a preliminary budget needs to be presented to the board for of a majority vote of a quorum of the Board, as soon as it becomes available and before any reimbursements are made.

1.2 No check will be cut for the event until a budget is made and approved by the board.

1.3 Any expenditure incurred by any member of the committee or board member on behalf of the event, before a budget is approved, may or may not be reimbursed determined by a majority vote of a quorum of the Board.

1.3.1 These above said expenditures must also be included on the preliminary budget under one of the items/categories on the preliminary budget when it comes to the board.

1.4 After the budget is approved, there will be a 10% allowance for unforeseen and unavoidable expenditures.

1.4.1 If the expenditures for the event go over the budget's 10% allowance, the committee must redo and submit the preliminary budget for re-approval by a majority vote of a quorum of the Board.

1.5 Any expenditures above and beyond the 10% allowance that are not reported to the board for advance approval may or may not be reimbursed, and must be brought to the board to decide if reimbursement will occur. The board must have a majority vote of a quorum to decide whether or not the reimbursement shall be approved.

1.6 The board will not be held accountable for expenditures made by any committee member, USABDA member, or board member without prior approval, including Vice Presidents or the President of the chapter. Except for the provision made in 8.3 in our bylaws.

\*Definition; A preliminary budget is an estimation of expenditures and projected income. A Board member voting on a preliminary budget should keep in mind that these are estimates and may be off from the actual income and expenditures. Every effort should be made to make sure that the estimates are as realistic as possible. i.e. checking previous budgets and financial statements from past events, checking with hotels, printers, airlines, professionals, etc.