

PEBBLE CREEK SENIOR SOFTBALL ASSOCIATION

POLICY STATEMENT #2 SPENDING AUTHORITY

1. Upon approval of an adopted budget, no expenditure exceeding \$200.00 (excluding exceptions) may be incurred without express approval of a majority of the board members.
2. The approval process may be held in either a regular scheduled open board meeting; or, if time is of the essence, a vote by telephone, email or other means is permitted.
 - * Full documentation of any approval process held outside a regularly scheduled board meeting is required. This documentation must minimally include the type of expenditure, purpose, time and vote of each board member. Furthermore, such documentation must be kept for a minimum of six months.
 - * If the expenditure approval is held outside of a regular scheduled open board meeting, ratification of this approval must be accomplished at the next board meeting.
 - * No other exceptions to this spending limit may occur without a full open discussion by all board members during a regularly scheduled board meeting.
3. Expenditures, under \$200.00, will require a receipt to be forwarded to the Treasurer, including the justification for the expenditure.
 - * Reimbursement will be provided if personal funds were used.
 - * Exceptions to this spending limitation apply only to expenses for insurance coverage, social events, umpire services, uniforms, banners, website fees, softballs, and awards.

Policy Approved and Implemented by the PCSSA Board on May 1, 2024