

Fiscal Responsibilities of Board Chairperson

In order to meet the financial responsibilities of the Board position the following are the fiscal requirements of the Chairperson.

- Each Chairperson is responsible for monitoring their committee's Budgeted income and expenses. If there is more than one Chairperson, the co-chairs may designate one chairperson as the fiscal chair. It is the Chairperson's responsibility to make sure that the income stated in the Treasurer's report matches the income turned in to the Treasurer and that the expenses are showing what was spent. This monitoring should be done on a monthly basis.
- The Chairperson will be responsible for preparing the next fiscal year's budget and presenting it to the Finance Committee by their due date.
- **Only** the Chairperson may approve reimbursement requests from committee members. If Chairperson is the member requesting the reimbursement, *only* an Officer may approve the request. This approval includes reviewing the purposed of the purchase, approving the amount spent and reviewing the receipts.
 - The request for reimbursement must include an original receipt, which should include the name and address of the vendor and an itemization of the items purchased, this receipt must include the amount of the items purchased and a total.
 - If the receipt does not include this requirement, the receipt should be documented showing where the item was purchased, what the item was and how much it cost.
 - If no receipt is available the member must include a note explaining why no receipt is available.
 - If personal items were also purchased at the time of the sale, the personal items should be crossed off and/or the guild items purchased circled.
 - Copies made at home do not need a receipt, but the Request for Reimbursement must include the number of copies made and the reason for the copies.
 - The Request for Reimbursement should not be given to the Treasurer until all the requirements are met.