

Portland Aquatic Club

Budgetary Compliance Policy

Version	Date Adopted/Revised	File Name
1.0	December 12, 2012	Budgetary Compliance Policy 1.0
1.1	November 16 th 2015	Budgetary Compliance Policy 1.1

Purpose:

The purpose of this policy is to keep PAC financially sound through financial oversight by the board of directors and accountability to the board.

Policy:

Expenditures for PAC's programs and activities must conform to budgetary limits. Unbudgeted expenditure must be approved by the Board.

Expenses must be submitted within 60 days of expenditures and tied to a budget line item. Account manager / book keeper must be made aware of the expense line item. Expenses are reimbursed by crediting account or issuing check. If check is requested it must be accompanied by address.