

April 4, 2016

Lincoln Hills Sports Car Group Spending Guidelines

The following spending guidelines and past practice will assist Board Members and other Club members with Club spending issues.

1. The President and Treasurer have authority to approve expenditures in an amount not to exceed \$250. The Board may approve expenditures up to \$750.00 and above \$750.00 for Social or Tour Events if the Board reasonably expects that the net expense after event revenues will not exceed \$750.00. Other expenditures above \$750 require Membership approval.
2. Board and other Club members are required to submit receipts for reimbursement of authorized Club expenses.
3. Rolling event leaders are encouraged to manage their events so that participants pay directly for meals and other trip expenses. In the event it is necessary for the event leader to collect money from trip participants for trip activities, the leader is responsible for the care and management of collected money.
4. In the course of managing club social events, the Social Officer or the leader of a Social Event should collect participant payments and keep a record of Participants who have paid. Participants should make payments by check and such checks should be made out to the LHSCG. The Social Officer or event leader will submit the payments to the Treasurer for deposit. The Treasurer will reimburse for expenditures or pay vendors directly.
5. To the extent possible, Club Social events will be planned so that expenses are covered by participant payments. If it is determined that expenses will not be fully covered by participant payments or if it is determined that certain expenditures should properly be paid for by the LHSCG then the Social Officer will seek approval per #1 above.
6. When a Club member cancels from an Event and a pre-payment was made, the Event Leader may refund the member's pre-payment provided the pre-payment is recovered from the vendor and provided such refund can be made without increasing the cost for other participants or the Club. The member must notify the Event Leader and request a refund prior to the day of the Event.

Ref: Club Operating Procedures approved April 4, 2016