

Tompkins High School Orchestra Friends

Standing Rules

(amended 6/2021)

1. Financial Procedures

a. Check signatories

- i. The signatures of the president, treasurer, and another executive board member (as selected by the executive board) shall be kept on file at the bank for signature on checks issued by the Tompkins Orchestra Friends. Two (2) signatures are required for any check amount \$300 or greater.
- ii. No officer shall approve or sign a check, which is issued to their spouse or themselves.
- iii. The check signatories will be in effect for the fiscal year July 1 through June 30.

b. Deposits

The following procedures must be followed when submitting checks and/or cash for deposit.

- i. Money received should be in the form of a check whenever possible. When cash is accepted, the person receiving the money shall provide a receipt upon purchaser's request.
- ii. The treasurer shall deposit funds promptly in the bank.

c. Disbursements

The following procedures must be followed when requesting a check for payment.

- i. The officer, chairman or other Executive Board-approved member requesting a disbursement must sign and complete a Tompkins Orchestra Friends Payment Request. The request, with supporting documentation, must be submitted to the treasurer to ensure reimbursement.
- ii. Requested funds must be included in the general membership approval budget. All requests for funds not included in the approved budget must be presented to the executive board for general membership approval.
- iii. Reimbursement forms must be calculated and totaled before being submitted to the treasurer.
- iv. A separate reimbursement request must be submitted for each budget category.
- v. Tax Exempt Forms shall remain on file in the orchestra office.
- vi. Reimbursement for individual expenditures not already authorized in the approved budget which are greater than \$20 will be made only for those items which have been presented to the board and have received prior approval.

2. May Meetings, Reports and Leadership Transition

- a. The president shall appoint a committee at the last executive board meeting of the year to approve the minutes of the last Executive Board meeting of the year.
- b. Each officer and committee chair shall prepare a procedure book. The book, along with all other materials, shall be given to the new Executive Board member or committee chair.

3. Miscellaneous

- a. There shall be a sum of no less than \$5,000.00 remaining in the budget to start work in the next fiscal year.