

Mattawan Little League

Financial Policy

Proposed November 30, 2015
Attachment 6

Capital

- Any purchase of land, machinery or general purchase of an individual item with a normal retail value of greater than \$500 is considered to be a capital investment and therefore must comply with the capital rules defined herein.
- A separate fund for capital investments shall be maintained and capital items may never be procured utilizing general funds.
- A capital budget shall be produced annually and approved by the board of directors approving all planned capital investments for the fiscal year.
- Any capital investments not included (and approved) in the capital budget must be approved by the board of directors.
- Prior to the close of the fiscal year a deposit shall be made into the capital fund from the operating fund as approved by the board of directors.

Operating Budget

- The treasurer shall prepare an annual operating budget with input and approval from the board of directors
- The budget shall reflect monthly anticipated expenditures for each account within the budget
- An individual account in the approved budget may be spent during the month of its planned expenditure and the subsequent month with no further action, however funds are not approved for expenditure at a later date.
- The budget may be adjusted by vote of the board of directors and shall be adjusted in the event that unplanned spending needs are identified.
- Budget overruns of an individual account of 10% are permitted without additional approval of the board of directors.
- The treasurer shall present a monthly accounting of monthly spending and spending fiscal year to date for all accounts.
- The treasurer shall present a monthly balance sheet showing the distribution of funds both in their respective depository institutions and their accounts.

Financial Authority

- Individual members of the board of directors are authorized to spend any funds budgeted to any account within their area of control during the budgeted timeframe without further approval or consultation with the board of directors.
- The president, with approval of the treasurer and another board of directors member, may authorize an individual non-budgeted operational expenditure of up to \$500 without seeking board approval, but will notify the board of directors at or before the next scheduled board meeting.

Treasury

- The treasurer is granted full authority to choose depository institutions and investments where investments are fully insured and no risk of loss is assumed
- Funds may be invested where risk of loss may occur with the approval of the board of directors.