

# MISSION VIEJO HOMEOWNERS' ASSOCIATION INC.

## Policy on the Expenditure of Association Funds and Reimbursements

### Effective Date:

NOW, THEREFORE, IT IS RESOLVED that Mission Viejo HOA does hereby adopt the following policy regarding the expenditure of association funds and reimbursements for the Board of Directors:

#### 1. Funding of Routine Business and Meeting Expenses:

Routine association expenditures previously approved under the associations' annual budget and less than 50 dollars for business expenses (specifically categorized as office supplies solely for association purposes) used to carry out operations and meeting expenses are authorized with consent of the Treasurer or the President. Any excesses of miscellaneous budgeted expenses for items or services previously approved but not originally accounted for (example: tax, shipping and handling etc.) do not require additional Board approval. Single meeting expenses (specific to meals and/or meeting space) less than 200 dollars are authorized with written concurrence of the President or Treasurer and one other board member. All other routine expenditures greater than 50 dollars must be recommended by a vote of the Executive Board and shall be within the constraints of available funds.

All routine expenditures will be paid either by the President or the Treasurer with the use of issuing a dual signature check or authorized debit card from the Association's bank. Receipts for all prior approved expenses will be forwarded to the Treasurer within 7 days of purchase.

#### 2. Reimbursements for Prior Board Approved Project and Activities:

Individual officers can seek reimbursements of less than 50 dollars to be paid by the Treasurer, if the Executive Board has approved the project (recorded by vote in our approved minutes) or for routine actions approved as part of our annual budget. He/She must send to the Treasurer (in person, mail or e-mail) an original bill and a signed authorization form (see attached) at least three business days prior to the next scheduled Executive Board meeting to receive payment. If the expenditure for reimbursement is more than 50 dollars then the individual officer must receive authorization by two other board members one of which must either be the Treasurer or the President.

In all cases of prior approved actions or projects it is preferable that individual board members first seek either the President or Treasurer to issue a direct dual signed check or payment via debit card from the Association's bank prior to a purchases rather than to issue reimbursements to individual board members. Receipts for all prior approved expenses will be forwarded to the Treasurer within 7 days of purchase.

The undersigned hereby certifies that the foregoing resolution was adopted and made part of the minutes of the meeting of the Board of Directors conducted on the 27<sup>th</sup> day of September 2010

Mission Viejo Homeowners Association Inc.

By:  President Title

**MISSION VIEJO HOMEOWNERS' ASSOCIATION INC.**

**Reimbursement/Payment Form**

I \_\_\_\_\_, as board member of the Mission Viejo Homeowners' Association Inc. seek a reimbursement of association funds in the amount of \$ \_\_\_\_\_.

This expenditure was for (specific project or activity)(breakdown by budget expense category):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check one:

\_\_\_ This reimbursement was previously authorized by the Executive Board by vote at a regular board meeting on \_\_\_\_\_(date).

\_\_\_ This reimbursement is a part of the Association's approved current annual budget.

Authorization Signature: Board Member \_\_\_\_\_ Date \_\_\_\_\_

If over \$50:

President \_\_\_\_\_ Date \_\_\_\_\_

Or

Treasurer \_\_\_\_\_ Date \_\_\_\_\_

And

Other Board Member \_\_\_\_\_ Date \_\_\_\_\_

Please all attach receipts with this form.

Submit this form and bill(s) to the Treasurer at least three business days prior to the next scheduled Executive Board meeting to receive payment.