

Antelope Garden Club Expense Reimbursement Policy

4/2/2013

Explanation of Funds

- **Administrative:** Comprised only from Membership dues. Used for the personal benefit of the members e.g. July picnic, Holiday potluck, sunshine fund for cards, gifts, etc.
- **Horticulture:** Comprised of money collected from sales, e..g. annual plant sale. Used for all expenses in support of our mission: horticulture expenses in support of our community gardens, operating expenses (office supplies, copies, uniforms, nametags, guest speakers, etc.)

Reimbursement of Expenses

Per our By-laws, the Executive Committee can approve Administrative expenses, and the membership must approve Horticulture expenses.

Approval and Reimbursement Process

- After expenses are approved, the Chair of the project should keep track of and approve all committee expenses. Chair should also let the Treasurer know which committee members will be submitting for reimbursement.
- A Reimbursement form and receipts should be submitted to the Treasurer within 30 days of the expenditure.
- The Treasurer will issue a check within 4 weeks of receiving the Reimbursement form.
- If a member does not want reimbursement for an expenditure, they should submit the Reimburse form with the amount and state "Gift in Kind", so the true cost of the activity will be known the next time we seek advance approval.
- Mileage reimbursement is made on an exception basis, with advance approval of the President, per the By-laws. The current Yavapai County mileage reimbursement amount will be used.

Antelope Garden Club

Request for reimbursement

Please break down expenses into the two following categories:

<u>Administrative expenses</u>	*	<u>Horticultural expenses</u>
(Social expenses; annual picnic holiday party, gifts)	*	(Fund raising, community gardening projects, club operating expense, incl.:
	*	office supplies, stamps, repro exp., tables,
	*	paper products, uniforms, name tags
	*	guest speakers)
list expenses here:	*	list expenses here:

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Total: _____ * Total: _____

Grand total:

Please sent check to:

Signed: _____
Date submitted: _____