

POLICY & PROCEDURES

SECTION I – Finance – *Non-Budgeted Expenditures*

ARTICLE I – PURPOSE

All non-budgeted expenditures require an appropriate level of approval prior to being made. The purpose of this policy is to ensure that any non-budgeted expense receives appropriate Board approval, before such an expenditure is made.

ARTICLE II – PROCEDURES

Section 1: Requirements for Obtaining Approval

Per Bylaws – Article VII, Section 3 (Treasurer), Item 3 - c: *“Non-budgeted expenditures shall be presented to the Board of Directors for their review and approval. Such non-budgeted expenditures shall require a 2/3 majority vote of the Board for approval.”*

Section 2: Procedures for Obtaining Approval

- a. Any Board member or the Executive Director is required to make a written request (electronic format is acceptable) to the Chairman of the Finance Committee (Treasurer of the AAPF) for approval of any non-budgeted expenditure.
- b. The person making the request shall complete an approved “Non-Budgeted Expenditure Request Form,” when making the request. Such form shall include:
 - a. The name and the position of the person submitting the request.
 - b. A detailed explanation of the expenditure, including why the expenditure was not budgeted, and why it should be made at this time.
 - c. Estimated cost, including whether the purchase is expected to incur any additional cost for the Association.
 - d. Date the item is needed.
- c. Upon receipt of the completed request, the Chairman of the Finance Committee shall forward the completed Request Form via e-mail to the other members of the Finance Committee.
- d. The Finance Committee shall review the request while considering the impact the request will have on the annual budget and current cash flow. Further, the Finance Committee shall be prepared to recommend approval or non-approval of each request to the Board.
- e. The request shall then be forwarded with the decision of the Committee to the Board of Directors for their review and formal action at their next meeting. The Chairman of the Finance Committee shall be prepared to present all requests for Board action, while providing detailed background information about each request.
- f. The specific motion to approve or deny the request and the Board's related action shall be recorded in the official proceedings of the Association.
- g. With all such requests, the AAPF Conflict of Interest Policy should always be considered.

NON-BUDGETED EXPENDITURE REQUEST FORM

This Form shall be completed to request funding for items that were not included in the Association budget, when it was approved by the Board of Directors. The Form shall be used to request an increase in funding for an existing budgeted item or to request funding for a new project or expenditure.

NOTE: This form shall be completed and approved **PRIOR** to an expenditure being made.

A. Is this request for an increase in funding for an existing budgeted item? Yes No

B. Is this request for an item that is not included in the current budget? Yes No

C. If approved, should this expenditure be added to next year's budget Yes No

Requestor's Name:	
Description of Request: <i>(including why expenditure was not budgeted and why it should be made at this time)</i>	
Estimated Cost, Including Recurring Cost(s):	
Date Needed:	

Please email completed form to:

Chairman of the Finance Committee & Treasurer (Roy Bloom) bloomfrg@cheqnet.net

Copy to: Executive Director (Bryan Quinsey) bryan@professionalfarriers.com