



Southeastern Climbers Coalition Expenditures Policy (updated 2015)

Policy II: Expenditures:

All expenses \$400 or greater must be approved by at least 2 SCC executives. One of these must be an active SCC board member.

- Documentation of approval is required
- Who is an executive?
Our Executive Director Cody, Treasurer Joseph Goetz, or any of our active board members
- How is approval done? See these 3 examples:
 - Example1: Matthew wants to pay \$500 for upcoming web design. Matthew can call Cody Roney and if she agrees this expense is valid Cody (or Matthew) will send an email to Joseph “approving” the expense. That way we have some documentation (email) that the expense was approved by 2 people (Cody and Matthew), a board member and the director.
 - Example2: Bubba, SCC crag rep for King’s bluff, wants to spend \$400 on an upcoming trail day. Bubba needs to get 2 SCC executives to approve this. He gets approval from Cody (SCC director) and she runs the expense by Blake (board member) who also approves. Cody sends an email to Blake and Joseph saying they both approve the expense. That email will serve as documentation that the expense has been appropriately approved.
 - Example3: As treasurer, Joseph pays a dozen recurring bills over \$400. He gets Matthew to review all these bills. Matthew sends an email to Joseph and Gus stating that the following recurring bills have been reviewed and approved by 2 SCC executives: Matthew (board member) and Joseph (Treasurer).
- What is an expense?
 - If the total expense for a single event, like a fundraiser, exceeds \$400 then approval is needed.