

# **PAPILLION RECREATION ORGANIZATION**

## **REIMBURSEMENT AND EXPENSE POLICY**

### **OVERVIEW:**

This policy is referenced in PRO Bylaws Article VIII Section 4.C.

Papillion Recreation Organization (PRO) is committed to responsible spending of fees and donations received by this organization to facilitate the youth sports activities under its direction. To that end PRO shall exert every reasonable effort to insure the handling of funds by this organization are done in a consistent, ethical, efficient manner which follow widely accepted best practices of accounting.

### **POLICY:**

To facilitate the transfer of funds within this organization and with entities outside this organization in a manner that is ethical, efficient and according to accepted best practices of accounting all members of PRO are expected to adhere to the following policy in regards to reimbursement and expenses incurred by them for approved PRO activities. This policy will apply to all programs within PRO.

- A. No reimbursement will be paid without proper itemized receipt or supporting documentation (i.e. tournament entry form or games/dates for officiating requests) approved by Sports Director or Treasurer and a completed Treasurer's form. The Treasurer's form is available from the PRO Treasurer and on PRO's website.
- B. A W-9 will be submitted by all individuals/organizations seeking a payment from PRO. Until this form is received by the PRO Treasurer, all payment requests to said individual/organization will not be considered complete. All reimbursements will be within the approved budget of the sports program. Any item in excess of \$200 that is not in the sport budget will require a majority approval of the Board of Directors prior to disbursement of funds.
- D. All expenses will be paid in accordance with PRO Operating Budget.
- E. All check requests for reimbursement or expenses will be fulfilled within ten days of receipt of all necessary support and documentation.
- F. For any goods purchased for resale, the purchaser must pay sales tax at time of purchase and resell price can't be more than purchase price plus tax.
- G. All receipts will be turned into the PRO Treasurer within 90 days of purchase in order to be reimbursed.
- H. Exceptions to this policy must be presented to the PRO Board for resolution.

A copy of the current version of this Policy will be posted and available on the PRO web site.

A disciplinary hearing may be called upon discovery of any member not in compliance with this Policy.

Approved June 24, 2015.