

## CHECKLIST FOR EXPENDITURES The “Be Sure List”

### BE SURE THERE:

Is a quorum present and recorded in the minutes

Is a detailed Treasurer’s report that includes every transaction since the last accepted Treasurer’s report

Are motions in the minutes for all expenses

Are limits and or amounts given in the motion for the expense such as:

- Number of days for wages
- Dollar amount or limit for meals
- Travel cost including mileage, hotel etc.
- Cab fare or parking

Are standing motions for reoccurring expenses such as meeting meals, steward’s postage, hall rental etc. Otherwise you need to approve every time

Are limits and dollar amounts included in the standing motions

Is an additional motion if the expenditure amount goes over the amount in the original motion

Is the required backup documentation for each expenditure:

- The “Subordinate Body Expense Form” (see attached) when reimbursing member expenses, with all receipts attached.
- The “Subordinate Body Paid Release Time” form (see attached) when paying wage to your members, with copy of pay stub attached.
- Receipts from vendors, including hotel receipts
- Copy of registration forms when attending an event

Are two authorized signatures on every check.

Are no funds used for Political Activities or loans issued to anyone.

Are no credit cards or debit cards issued to the chapter. They are not allowed since they do not require 2 signatures