



## *League of Women Voters of Greater Las Cruces*

---

### **Finance and Administration Report Expenses**

(Adopted November 2 2009)

In keeping the organization financially sound and to enable accurate budget planning and fund raising, it is necessary for the elected officers, directors, and committee chairs to report their expenses to the treasurer whether the expenses are reimbursed or designated as in-kind contributions.

- A. Expenses or in-kind contributions should be reported on a form, Reporting Financial Expenses, attached, and appropriate receipts should be attached. The Expense Report form is available on the League's web site: [www.lwvglc.org](http://www.lwvglc.org).
- B. Items normally covered by the budget will be charged against the line item. In-kind contributions will be noted in the revenue section of the Budget as in-kind contributions.

#### **Procedure**

1. All Board members will receive copies of the Expense Report at the first Board meeting after the Annual Meeting, as part of the orientation packet.
2. Individuals wishing to request expense reimbursement or to make in-kind contributions will obtain Expense Reports by downloading the form from the League's web site, [www.lwvglc.org](http://www.lwvglc.org), or contacting the Treasurer.
3. The Treasurer will show all expense reimbursements in the Proposed Budget for the next fiscal year in the Actual Column and on the Treasurer's Report presented to members at the Annual Meeting.
4. In-kind contributions will be included in the Treasurer's Report to the members at the Annual Meeting.
5. If Expense Reports for League travel or program study items are not received by the Treasurer in a timely way, the Treasurer will contact the appropriate individuals to obtain such reports.
6. The Treasurer will maintain a supply of Expense Reports

#### **Other Applicable Policies**

- Portfolios and Board Responsibility
- Nonpartisan and Conflict of Interest
- Communications

Attachment: Expense Report