

Master Gardener Expense Policies and Procedures

All expense commitments must be approved by a majority vote of the steering committee prior to any expenditure.

Expense plans are to be developed by individual project leads and submitted to the steering committee for review

The steering committee treasurer will present the project expenses to the general membership for review and comment.

The steering committee will approve the expense plans and communicate the approved amount to the project lead.

The project lead may not overrun the approved amount and must request additional funding approval if needed.

The treasurer will provide a status report at each monthly meeting showing the actual and planned expenses for each project as part of the overall financial reporting.

Members who have been assigned the responsibility for obtaining speakers for the meetings will be allowed to commit to a reimbursement of up to \$75.