



CAMPBELL RIVER GENEALOGY SOCIETY

PURCHASING POLICY & FRAUD PREVENTION

PURCHASING POLICY

- 1) This policy pertains to all committees and/or individuals responsible for expenses that are given a budget at the Society's annual budget meeting.
- 2) The annual budget's fiscal year is from January 1st to December 31st.
- 3) Committees that may receive a budget include:
 - Christmas Party
 - Education
 - Fundraising
 - Library
 - Membership
 - Projects
- 4) Each committee is required to stay within the confines of its current budget. Within any current budget year, a committee may submit a written request to the Society's Board for additional funding, outlining in detail its reasons for the request.
- 5) There is no guarantee that a committee's request for additional funding will be granted.
- 6) Each committee must select one of its members to approve purchases and submit original invoices. Notification of who that person will be, must be given to the treasurer.
- 7) To receive reimbursement, original receipts accompanied by a completed Expense Statement Form listing items individually, must be submitted to the treasurer within 10 days of the purchase date. Electronic receipts will not be accepted.
- 8) If the purchaser is not able to submit receipts within 10 days of the purchase date, they must notify the treasurer by phone or by email of the particulars (date of purchase, vendor's name, item purchased, and amount).
- 9) For the treasurer to credit purchases to the year in which they are made, requests for reimbursement will not be accepted after December 31st.
- 10) Prior approval by the Board is required on any capital purchases.

FRAUD POLICY

- 11) NSF cheques are liable for original payment plus any banking charges. This reimbursement must be made in cash.
- 12) Three Board members have Bank signing authority. Two signatures are required and cannot include payee. Signatories cannot be immediately related or reside under the same roof.
- 13) Outside fundraising or sales are not permitted through CRGS without prior Board approval.