

GRVNC BUDGET, FINANCIAL & FUNDRAISING COMMITTEE AGENDA

11/3/2005 - 8:30 AM - ROSE CAFÉ

1. POLICY & GUIDELINES FOR EXPENDITURES

Prior Board Approval

At what dollar amount?

Need to be previously allocated in Internal Budget ?

Selection of Vendors

Vendor requirements

Competitive bids

Policy to use Venice vendors when possible

Board Member Reimbursements

Policy for reimbursements

Forms of Payment

Demand Warrant - Use whenever possible

Debit Card - Treasurer only

Petty Cash - Set up a checking account

Requirements Prior to Payment

Completed Expense Payment Request form

Original itemized receipt/invoice

Copy of item purchased

Los Angeles Business Tax Registration Number

Employer Identification Number (corporation) or an IRS W-9 (all others)

2. OTHER FINANCIAL MATTERS TO CONSIDER

Budget by Subcategories

Need estimated budget from each committee

Office Rental

Telephone

Equipment Purchases

Additions to sound system

Recording equipment

Copier