

Expense Statement Procedures:

- This form will be available on the web site www.cameronparkrotary.org and may be used once the budgets are complete
- Users can download and print
- Fill the form in completely and sign
- Keep copies of all forms, receipts, checks etc.
- Submit with copies of receipts and/or checks etc. to designated committee chair to review against committee budget and approval. (Committee Chair will be determined in each group, by each group)
- Committee chair will submit completed expenses statements to treasurer at Rotary meetings or Wine at Serrano meetings
- Treasurer will pay expense statements at least monthly with reconciliation and reporting at Wine at Serrano meetings.
- To keep the workload down, try and limit reimbursements i.e., group them together into one report
- Another way to handle small reimbursements or any donation, for that matter, is to check the box 'Letter of Donation' which would enable Rotarians or vendors to donate the service, product, etc.

Budgets:

Previous expense information may be gleaned from Rotary members. To assist in the budgetary process, Vickie Christensen has requested a summary of expenses, by category from Vern Sanders' office. His secretary, Lori, will be gathering information and Vern will be back in the office the first week of February.