

NOTICE

In addition to this main Guideline, there may be supporting guidelines, manuals, instructions and other informative documents in the Club's Document Library. These documents may be viewed easily by going to "Resources" located on the main menu bar. One of the choices in the "Resources" sub-menu is "Document Library". Click Document Library and you will find that it is organized to reflect the Club's organizational hierarchy. Drill down to your level of interest to find any additional information that may support this main Guideline.



DRAFT 11/03/19

Finance Committee **Guideline**

Prepared by: Richard Herbst

Date: 11/03/2019

**Approved by: ~~XXXXXXXXXX~~, Chair
Finance Committee**

Date: mm/dd/yyyy

Advice to Incoming Chairperson

This Guideline describes the various places where the duties of the Finance Committee can be found and provides additional information that is not readily available to a new Chair upon taking office. The two places are:

- AHYC Constitution
- AHYC Bylaws

These documents may be found by going to the Club's web site and accessing RESOURCES/CLUB DOCUMENTS. From time to time modifications to these documents may occur and for this reason, no attempt is made here to reiterate the words of these important documents to avoid possible conflict with this Guideline.

This committee was first created in 2003. The Chairs that have held this position in past years are as follows:

2003 - 2006	Dennis Ziemba
2007 - 2013	Chip Del Coro
2014	

As the outgoing Chair, I have concluded that the organizational and operating methods described below are satisfactory and allow getting the job done easily.

You may wish to update this guideline near the end of your term of office to reflect duties/responsibilities and/or methods of operation that are within the scope of the AHYC Bylaws and AHYC Constitution. You may also add attachments to this guideline of items worth saving for future use. In addition, you may add items to the web page on which you have found this Guideline such as spreadsheets, etc. if you find that to be convenient or necessary. It is your right as the new Chair to be able to do these things.

By the way, you can also add your name and length of tenure to the list shown in the above table while updating this guideline and even rewrite this entire message page as a departing gesture for the new incoming Chair.

I. Structure of Committee

See the AHYC By-Laws for the number of members that constitute this committee.

NOTE: referring to the Bylaws is better because if any changes occur, this document does not need to be changed. Delete this note when editing.

II. Objective of Committee

The objective of this committee is clearly specified in the Club's Bylaws.

III. Reports to / Reporting To

This committee was created by the membership via a change to the Bylaws in 2002. The Chair reports to the BOG through the Treasurer. The Commodore appoints the chair on an annual basis.

IV. Meeting / Reports

A. Meetings

The internal administration of this committee is such that it may meet and act pursuant to such rules as it shall determine provided these rules do not violate any of the rules established in the AHYC's Bylaws.

B. Reports to BOG and Membership

The Chair provides reports to the BOG on an as-needed basis (usually at the BOG's monthly meeting) and to the general membership at semi-annual meetings.

C. Report to Treasurer

Sometime in mid December, the Chair forwards to the AHYC Treasurer a list of club members who volunteered to assist this committee and the hours they contributed. This is necessary so these members can be credited for these hours toward their Club-required 10-hour work assessment. A simple e-mail can be used for this report.

V. Budget

A. Budget for Coming Year

Each year there could be some minor expenses associated with running the Finance Committee. If needed, a budget should be prepared for the coming year around October. The proposed numbers can be your best estimate. In addition, if capital equipment, special computer programs, etc. must be ordered, a separate line item for capital equipment should be included in your budget.

B. Submitting Budget

A simple e-mail sent to the Treasurer should be all that is necessary. The e-mail should explain the expected need for the expenditure for the upcoming year. If the committee's budget is to be funded in whole or in part from

within (i.e., fund raising), a note added to the e-mail indicating this will be helpful to them in planning the Club's budget for the upcoming year.

C. Out of Pocket Expenses

For out of pocket expenses related to this committee, save all receipts and submit them with a cover letter explaining the reason for the expenses to the Treasurer. You will be reimbursed usually within 30 days.

VI. Appropriation of Budgeted Funds

A. Appropriation Process

Funds approved via the current year's Committee's budget above a threshold amount cannot be spent without the BOG's prior approval. The most common method for appropriation is to present the amount needed at a BOG meeting for approval. Other methods are available and should be discussed with the Treasurer and Commodore.

B. Approval Threshold

The exact threshold amount is described in the Club's Standing Rules and is not stated here because it may change from time to time. This control is put in place to assure that the Club's cash flow does not get out of control.