

## **Monitor Lodge #218**

### **Process for the disbursement of funds (Paying bills) - adopted 03/05/2021**

The process for paying the bills needs to be clear and transparent as well as have checks and balances but must also allow for prompt payments. With few exceptions this process will take place at general meetings and prompt payment can be made to those who request reimbursement.

#### Process:

1. The Financial Secretary will receive from each person requesting money, a completed check request form together with receipts. The request form and receipts may initially be delivered by hand, US mail or email to the Financial Secretary.
2. Another officer (usually one of the auditors) or a member in good standing will examine each check request and compare the details of the request with the receipts. This person will advise the Financial Secretary if the documentation associated with the check request is acceptable.
3. The Financial Secretary will then examine the check request and associated receipts.
4. If the receipts support the check request the Financial Secretary will hand the check request to the Treasurer.
5. When directed by the Chair, the Treasurer will read to the members present, the name of the payee, the purpose of the expense, and the amount.
6. The Chair will call for a vote and, if the payment of the bills is approved,
7. The Treasurer will prepare the check, record the payment and either hand the check to the person requesting the money or mail the check. If mailed the Treasurer will contact the recipient to let them know “the check is in the mail”.

Exceptions: There can be certain pre-approved expenses that can be paid throughout the year without further action required. These expenses will be approved at a meeting that has a quorum. Examples would be monthly payments to the landlord for rent and the annual District assessment.

Additional Details:

1. The details of the duties of the Financial Secretary, the Auditor and the Treasurer will be found in the by-laws under “The Duties of the Officers” (CONSTITUTION FOR LOCAL LODGE – 2018, pages 57-60).
2. The Treasurer shall keep check requests and associated receipts and present them for the annual audit.
3. Payment to requestor will normally be made by check to provide best audit trail. Should reimbursement be made in person with cash, a receipt must be signed by the requestor and filed in the Treasurer’s records.