



From the Treasurer:

The new Bridge Officers have made some changes this year for expenditure approval and tracking of the budget. The information below will assist squadron members in processing of vendor invoices and reimbursement of personal funds expended on behalf of the Grand Lake Sail and Power Squadron.

Committee Chairperson Responsibility

It will be the responsibility of the committee chairperson to manage the budget of the particular committee. Responsibilities include:

- Providing the responsible Bridge Officer with a budget for the function
- Before committing squadron funds, each committee chairperson must have Bridge Officer approval. This can be accomplished via an approved budget for the particular function
- Controlling expenses of the function
- Providing original invoices to the appropriate Bridge Officer from vendors for their approval
- For personal expense reimbursement utilize the Expense Form provided on the GLSPS web site. It is located under the tab for 'GLSPS Forms for Administrative Purposes'
- Use the chart at the bottom of the form to determine the appropriate Bridge Officer for expenditure approval
- Provide original receipts for any personal expenditure. It would be helpful if personal expenditure receipts would be taped to a blank (8.5 X 11) sheet of paper and attach it to the reimbursement form
- Submit Expense Form to the appropriate Bridge Officer for Approval
- Track all income from the function and provide a reconciliation of the receipts to the Treasurer for deposit
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Bridge Officer Responsibility

- Approve committee budget in advance of the function
- Approve all vendor invoices and forward to the Treasurer for Payment
- Approve all personal expenditures and forward to the Treasurer for Payment
- When approving an invoice or expense form please sign and date the document

Treasurer's Responsibility

- Issue checks vendors and GLSPS members for their expense reimbursement
- Make bank deposits for any funds received for GLSPS functions

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