

From: John Maltbie [mailto:JMaltbie@smcgov.org]

Sent: Monday, February 11, 2013 1:39 PM

To: Stein, Laura

Cc: Horsley, Don

Subject: Re: Categorizing MCC Expenses

Hi Laura,

I don't see a problem with categorizing expenditures as proposed.

JM

>>> "Laura Stein" <laura.stein@comcast.net> 2/10/2013 10:01 PM >>>

Dear Mr. Maltbie,

Now that the Midcoast Community Council is receiving its annual appropriated amount in one lump sum payment, we are creating a spreadsheet to track our income and expenses and developing our Treasurer Procedures.

In your letter regarding MCC funds (October 2012),

<http://www.midcoastcommunitycouncil.org/storage/docs-internal/2012-10-09-CoCounsel-FY2012-13.pdf>

it is noted that funds are to be accounted for in the following categories:

- Printer and Copying Services
- Posting and Mailings
- Other Office Expenses
- Meeting Expenses
- Office Equipment Rental
- Telephone Service Charges.

The reason I am contacting you is to determine if the MCC will be granted flexibility in categorizing expenses. The proposed categories, noted below, will be much more useful for our budgeting/planning purposes.

- Information & Records (website, PO Box, copier rental, office supplies, research expenses)
- Meetings (fees for special venues, meeting food/supplies, special meeting equipment rental, etc.)
- Public outreach (fliers/brochures, mailing, business cards)
- Capital purchases (screen, projector, audio equipment, etc)

I look forward to hearing from you, at which point I can put our Treasurer Procedures on our agenda for approval.

Sincerely,

Laura Stein, Chair

Midcoast Community Council