

Treasurer Procedures

Midcoast Community Council (MCC)

Updated: January 27, 2018

MCC Bylaws provide direction on Treasurer procedure.

Fiscal Year (FY): July 1 – June 30 (to coincide with County)

MCC receives an annual \$3,000 appropriation from San Mateo County to cover expenses for meetings, information/records, equipment, and public outreach. Use of these funds shall be managed in a bank account maintained solely for this purpose. Any fund balance established at the end of the fiscal year may be used for the general welfare of the community.

Finance Committee consists of the MCC Treasurer and the MCC Chair. Additional members may be added to this committee by action of the MCC. Access to MCC bank account funds will be limited to MCC Chair and Treasurer, with two signatures required on checks.

Checking Account transactions for the current FY will be maintained as a spreadsheet showing expense categories, and running account balance. This document will be kept current and available on the MCC website Finance Committee page, <http://www.midcoastcommunitycouncil.org/finance>. At FY end it will be included in the Annual Report.

FY Annual Report & Disbursement: At the end of each fiscal year, the MCC is to account for all funds spent by submitting to the County Manager, a report including receipts and a reconciliation of the account including all original bank statements and all original voided and/or cancelled checks. This report is prepared by the Treasurer and may be submitted in electronic form. The County Manager's office will disburse the new annual allocation after acceptance of the Annual Report and a returned letter of acceptance of terms signed by the MCC Chair.

Expense Approval: All expenses not pre-approved and greater than \$20, will be submitted for approval by the MCC in accordance with the Bylaws. Pre-approved recurring items for expenses within stated guidelines may be approved by the Council from time to time or on an annual basis.

Expenses pre-approved for 2018 on Jan 27, 2018.

- \$ 192 - website annual fee
 - \$ 88 - Post Office Box - annual fee
 - \$ 38 - MCC Business Cards (500) - one-time per member
 - \$ 50 - copier paper, as needed
 - \$ 100 - copier toner, as needed
 - \$ 200 - special venue meeting room rental per event, as needed to accommodate larger attendance
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