7-01/080.20 Fiscal Procedures

The fund shall be audited monthly by the Fund Administrator and a report submitted to the Unit Commander no later than the 10th day of the month. All collections and expenditures shall be listed. A copy of the audit report shall be posted with the minutes of the last committee meeting.

Any proposed expenditure in excess of $40.00 must be approved by the Unit Commander prior to incurring the expense. A memorandum describing the expenditure shall be submitted and maintained on file after approval. Approval can be requested by including the proposed expenditure in the minutes of the Committee meeting.

The Fund Administrator, Assistant Administrator and the Chairperson are authorized to sign checks. Two signatures shall be required on each check.