



San Antonio RoadRunners

PO Box 12474

San Antonio, TX 78212

SARR Policy 21-02
(Supersedes SARR Policy 18-03)

August 12, 2021

Expenditure Policy

1. The Board of Directors for San Antonio RoadRunners has voted and approved this policy letter. This policy is effective immediately and can only be changed or rescinded by a majority vote of the Board of Directors.
2. This policy establishes guidelines on how expenditures for the organizations are processed.
3. The Board of Directors is ultimately responsible for the financial management of all activities. The Treasurer is authorized to act on the Board's behalf on financial matters when action is required in advance of a meeting of the Board of Directors.
4. The amount of money that can be spent without a Board of Directors' approved budget (annual/race/training) or without approval of a member of the Board is \$300.
5. For larger expenditures, emergency Board approval can be granted by email. The Treasurer and President can also approve such expenditures.
6. The Director of Training must approve all purchases requested for the Training Program. If these proposed purchases are not on the approved budget, Board approval is required before purchase. No reimbursements will be made for unapproved purchases.
7. The Director of Racing must place or approve all orders for the individual races. Items to be purchased must be on the approved budgets. Purchases made without prior authorization or approval or not on the approved budget will not be reimbursed.
8. When possible, Club funds should be used for all Club purchases (admin/training/racing) to keep reimbursements to a minimum.
9. All purchases made on behalf of the Club are to be tax-exempt except in extreme cases. The Texas Sales and Use form is available on the Club Google Drive or can be obtained from the Treasurer. No reimbursement for taxes will be made for payments in excess of \$50 without prior approval from the Treasurer.

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President

San Antonio RoadRunners