

ATV Maine Financial Policy

The purpose of this policy is to establish guidelines for the creation of ATV Maine's annual budget and for monitoring the financial status of ATV Maine.

Finance Committee

ATV Maine annual budget will be created yearly by a committee consisting of a minimum of three people and a maximum of five people. The ATV Maine Treasurer will be one member of the committee. All members of the Budget Committee must be ATV Maine members. It is recommended that at least one other member be an officer or an official of ATV Maine.

The fiscal year for ATV Maine will run July 1 through June 30 of the following year. Committee work on the budget must start by November and have the proposed budget presented to the Executive Board by April. All requests for budget items should be submitted to the Treasurer and they will forward to the Budget Committee by November. The Finance Committee shall monitor the financial status of ATV Maine.

Expenditure Payment

All budgeted bills for payment will be approved by the Business Manager, in their absence of the President, before submission of the bill to the Treasurer for payment. All non-budgeted and non-approved bills will be submitted to the President for approval. All mileage reimbursement requests will be submitted to the Business Manager, in their absence the President, for approval, and then sent to the Treasurer for payment. All approvals for expenditures must be in writing.