

Treasurer:

- A. All bills submitted to you.
 - 1. Any bills over \$1,000 must be approved by Chairman of the Board.
 - 2. Any bills less than \$1,000 can be processed by the Treasurer, but you must also let the Board Chairman know about it.
 - 3. A Petty Cash account if \$500 is available for minor expenditures that come about less than \$100. This possibly takes place with Committee Chairmens such as Road Committee, Maintenance Committee, Wildlife Committee, ACC Committee, Firewise Committee and Security Committee. Even so, their expenditures must be approved by the Board. A receipt for their expenditure must be presented to the manager of the Petty Cash Fund in order to have a return of the cash that has been spent.
 - 4. All the receipts must be turned in to Goodwin Management with proper identification in order to have the money replaced in the Petty Cash Fund.
- B. RFE requirements
 - 1. All Committee Chairs must submit a RFE and bill to the Treasurer so this information can be prepared to send to Goodwin Management for payment.
 - 2. The Committee Chairman needs to have Board approval before moving forward with their project.
- C. RFE completion for submission to Goodwin Management:
 - 1. Requesting Committee---Shown at the top of the RFE form.
 - 2. Description of Expenditure—Filled in properly
 - 3. Expenditure Amount---Fill in the exact amount
 - 4. Name of Contractor---Define
 - 5. Estimated Date to Commence---Describe
 - 6. Estimated Date to Complete---Describe
 - 7. Budget Line Item---Select from a list provided
 - 8. Submitted by:---Identify the Committee Head
 - 9. Approvals----President of the Board

10. Responsible Director---Witness to the expenditure
11. Management Company Action:---Follow the request.