

# Browne's Ferry Reimbursement Policy

## POLICY

It is the policy of the Browne's Ferry HOA board to reimburse board members and/or homeowners for a board-approved purchase.

## PROCEDURE

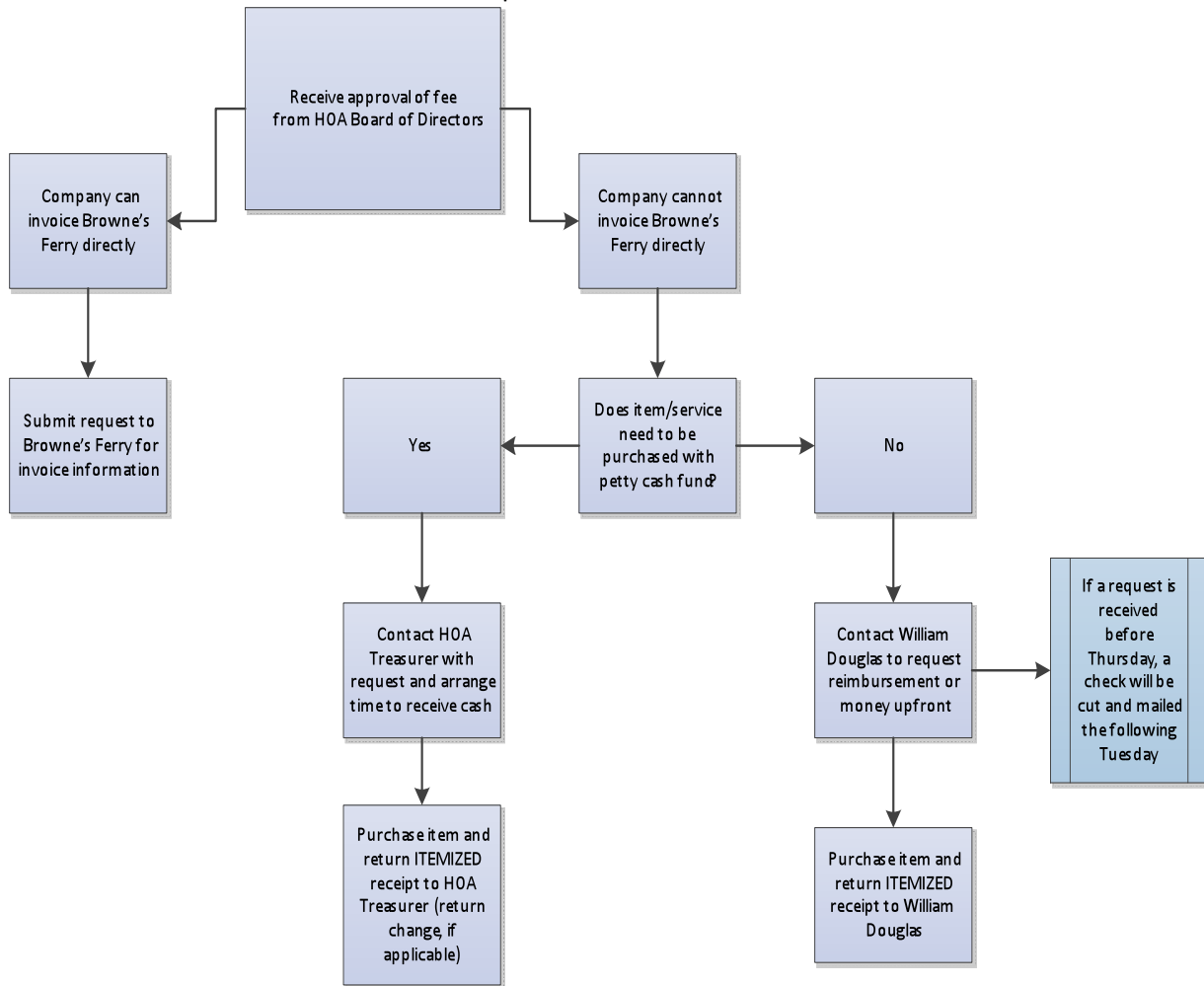
### Petty Cash

The Treasurer will hold a petty cash fund, not to exceed \$100. Small and urgent purchases may be made through the petty cash fund. The treasurer may collect receipts and submit in bulk to replenish the petty cash fund. Petty cash spending will be reviewed annually by the board. If at anytime the Treasurer shall be removed from office, petty cash will be given to the board's President or new Treasurer.

### Reimbursement

Homeowners who purchase with prior board approval should submit for reimbursement with the assistance of a board member. Ideally, the board member overseeing the committee who made the purchase should facilitate board approval, the purchase, and reimbursement.

Below is an outline of the reimbursement process:



**Effective Date:** 8.5.14

**Frequency of Review:** Annually

**Review by:** Browne's Ferry Board

Approved: \_\_\_\_\_

