

Spending Policy for SVCA

Revised at November 2021 meeting

1. Any recurring expenses should be included a budget that the officers present to the membership annually at the February meeting (i.e., the first meeting of the year).

- This would include the projected newsletter income/expenses, membership income, Ice Cream Social & Halloween expenses, Sunset Park ice rink expense, and the garage sale event. PLUS irregular expenses we have committed to but don't face yearly (such as treatment of the ash tree, upkeep of the sign).
- To include any non-recurring but project expenses that calendar year (Maybe Zoom account if needed).
- The budget should also include a line item for one-time requests that occur in that calendar year (e.g., not to exceed 10% of bank balance on Jan 1st of that calendar year or other level recommended by the officers).

2. For one-time and/or un-planned requests for donations:

- The preference is that person/organization making the request attend a quarterly meeting to explain the background. A vote will be held at that time. This rule will be enforced for any request at or exceeding \$200 and less than \$500.
- For special requests at or exceeding \$500, the requester must make a request to the officers for an initial screening. If funds are available (in principle) and it fits our criteria, then make a presentation at a meeting that defines the purpose and outcomes. Submit an article for posting in the newsletter (before the quarterly meeting if possible) as well for posting on FB and Google Groups indicating when the voting will occur. A vote will be taken at the subsequent meeting (or by the officers, as noted below), keeping in mind the impact on our overall budget.
- If a quarterly meeting does not meet the requesting person's deadline and/or the request is for under \$200, the officers can take a vote and approve or deny the request. If it is a larger request and/or uses up too much of our budget, it will likely be denied if there is no opportunity to get neighborhood input.

3. Preference will be given to requests that:

- a) Directly benefit residents of Sunset Village
- b) Are directed toward a project (such as the playground remodeling, gardens planting, neighborhood signs) or a cause (e.g., improving parks, public safety, festivals or environmental quality) or non-profit organization (such as PTA/PTO) within Sunset Village or its adjoining neighborhoods.
- c) Fit within the line-item "one-time requests/unplanned expenses" line item in the budget.

4. We will not support causes that directly benefit a business or individual or political candidate/party/organization.

Motion to adopt this policy made. Policy was accepted at February 17, 2022 SVCA meeting.