
Grandview Lot Owners' Association, Inc. Policy

Title: Commitment / Expenditure Authority Limits	
Document Author / Owner: GLOA President	Doc Number: FINANCIAL POLICY 001 Revision: 0

1.1 Purpose:

- 1.1 This policy sets forth:
 - 1.1.1 the authority to commit GLOA to an expenditure, and/or the actual disbursement of funds, and
 - 1.1.2 The authority to transfer funds between GLOA accounts

2.0 Definitions:

- 2.1 **BOD:** As the term is used anywhere in the Grandview Lake policies, procedures and work instructions, the term "BOD" means and refers to the Board of Directors of the Grandview Lot Owners Association, Inc.

- 2.2 **GLOA:** As the term is used throughout these Grandview Lake policies, procedures and work instructions, "Association" means and also refers to the Grandview Lot Owners' Association, Inc., an Indiana not-for-profit corporation. Also referred to as the "corporation." To contact the Grandview Lake office call 812-342-1219 or email gloa@grandviewlake.org. The office is located at 5150 S 650 W Columbus, In 47201-8813. Office hours: Monday through Friday 1:00 PM to 5:00 PM.

3.0 Authority Limits

- 3.1. Authority limits are set out in the attached chart (addendum #1)

4.0 Disbursement Responsibilities

- 4.1. The Office Manager will attach to each check to be signed, appropriate written approval from the appropriate board member or lake manager as set out in addendum #1

- 4.2. Authorized Board Member/Check Signers are responsible for verifying correct approvals by the appropriate individuals according to addendum #1.

- 4.3. Authorized Board Member/Check Signers may themselves approve certain routine expenditures as set out in section 1 of addendum #1.

6.0 Document Revision History and Reason for Change:

Rev:	Sec Changed	Change Made:	Date Approved
0		Initial release	10/21/21

RE: COMMITMENT / EXPENDITURE AUTHORITY LIMIT: FINANCIAL POLICY # 001

Grandview Lot Owners Association

**** Important: To be reviewed by the board after every board member or staff change ****

All payments or commitments require a written approval as follows: (any single item or payment)

1. CHECK SIGNER-ONLY APPROVAL LIMITS (no other person's approval required):			
Staff Paychecks (net, per month)	\$ 6,200.	Safety Patrol Paychecks (net, per check)	\$ 750
		WWTP Consultant Fees (per month)	\$ 3,000
		WWTP Sludge Removal - per instance	\$ 3,500
		WWTP REMC Electric bill (acct#363799001 per month)	\$ 1,500
		Utility Bills	\$ 300
		All other single items	\$ 500
		(includes single items on credit card bill)	

For all items below: Office Manager will attach appropriate written approval from appropriate board member or lake manager.

Check Signers to look for correct written approval

2. BOARD MEMBER APPROVAL LIMITS:		Board Members *					
		-Facilities/Sewer/Dam/Launch -Lake Safety/Land Use -Silt Prevention/Water Quality	Other Board Members	Lake Manager	Officer	President (or VP in absence)	Board
A. ITEM AND AMOUNT ARE INCLUDED IN, AND WITHIN THE ANNUAL BUDGET		\$5,000	\$500	\$ 5,000	\$ 5,000	\$ 20,000	> \$20,000
B. ITEM NOT IN BUDGET/MR&R ESTIMATE, OR AMOUNT WILL EXCEED BUDGET/MR&R ESTIMATE (requires mention at next board meeting)		\$500	\$500	\$ 500	\$ 500	\$ 5,000	> \$5,000

3. INFREQUENT LARGE EXPENDITURES/TRANSFERS		Assigned Board Member*	Lake Manager	Officer	(Pres or VP in absence)	Board
- Transfers among GLOA accounts (Payee must be GLOA) (Should be requested by Treasurer up to \$200,000) If unreachable then --			\$ 200,000	\$ 200,000	\$ 200,000	>\$200,000
- Gasoline Purchases			\$ 35,000	\$ 35,000	\$ 35,000	>\$35,000
- Fireworks within budget	\$15,000		\$ 15,000	\$ 15,000	\$ 15,000	>\$15,000
- Insurance Renewal within budget				\$ 91,000	\$ 91,000	>\$91,000
- Mowing (Volland full year invoice only) within budget			\$ 16,000	\$ 16,000	\$ 16,000	>\$16,000
-Major Repairs & Replacements (in and within amounts in annual MR&R Budget)	\$7,000		\$7,000	\$7,000	\$ 40,000	>\$40,000

4. EMERGENCY EXPENDITURES	
These include threats to dam integrity, proper sewer/wastewater treatment plant operation, and threats to people and property. Timing must be of an urgent nature.	
Emergency Expenditures Up To \$30,000	\$30,000 any board member \$ 30,000 \$ 30,000 \$ 30,000 see below
Emergency Expenditures Over \$30,000	----- SEE BELOW * -----
For "emergency" expenditures over \$30,000 and up to \$250,000, approval must first be sought in the following sequence: 1 Board, 2 President, 3 two officers or officer and Lake Manager, 4 Board Member and Lake Manager, 5 Officer, 6 Board Member or Lake Manager. Inability to contact parties in timeframe to take prudent action justifies moving to the next level of approval in the sequence. All emergency expenditures will be subsequently reviewed by the board as soon as possible. Over \$250K requires majority vote by board.	

*Note: Board Member Authority is limited to their individual area of responsibility except for "Emergency Expenditures" as explained above.

RE: COMMITMENT / EXPENDITURE AUTHORITY LIMIT: FINANCIAL POLICY # 001
Grandview Lot Owners Association

SPILLWAY REPLACEMENT PROJECT :

Board member responsible for project to approve satisfactory completion of all invoiced work and in compliance with contracts.

Engineering firm to assist board member in such assessment of contractors work.

Treasurer to track overall expenditures vs. contract and coordinate with bank if required.

Payment of Invoices up to \$150,000 require approval of board member responsible for project and also Treasurer

Payment of Invoices over \$150,000 also require approval of President or Vice President in President's absence.

Board approval required for payments of over \$300,000

Payment of Invoices may require approval of the bank financing the project and if so, must be adhered to.

INVASIVES CONTROL PROJECT

Board member responsible for project to approve satisfactory completion of all invoiced work and in compliance with contracts.

Treasurer to track overall expenditures vs. contract.

Payment of Invoices up to \$5000 require approval of board member responsible for project.

Payment of Invoices over \$5,000 and up to \$10,000 also require approval of President or Vice President in President's absence.

Board approval required for payments of over \$10,000