

**REGION 12, WBCCI  
REGION POLICY**

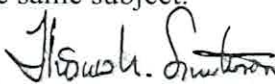
**NUMBER 2**  
October 15, 2016  
Supersedes all previous  
versions

**SUBJECT: REGION FINANCES**

1. The sources of income for the Region 12 treasury are:
  - A. One-third (1/3) of the net income from each Region 12 Rally
  - B. Any monies derived from any special fund-raising activities by the Region 12 Board.
2. The expenditure of the funds of the Region 12 treasury will be for the following purposes after approval by the Region Board, if the expenditure exceeds Five Hundred Dollars (\$500.00) or by the Executive Committee if the expenditure is less than Five Hundred Dollars (\$500.00).
  - A. To provide advance funding for Region 12 sponsored events and rallies. All such funds will be repaid not later than thirty (30) days after the Rally and before any disbursements of net income from the Rally.
  - B. To purchase necessary equipment to facilitate and conduct of Region 12 rallies, events, seminars and similar activities.
  - C. To provide postage, office supplies, and similar type expenses engendered by the Region Officers, not to exceed the following amount per year.
    - President - \$225.00
    - 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents - \$150.00
    - Secretary - \$275.00
    - Treasurer - \$150.00
    - Membership Chair - \$200.00
  - D. To provide for payment of mileage for the presidential appointees as the president deems necessary and practical. Payment will be at the rate and for such activities as established by the International Board of Trustees, WBCCI, for Region Officers travel, but will be limited to a maximum of Two Hundred Fifty Dollars (\$250.00) per year.
  - E. To provide funds for special "one-time" activities as authorized by the Region 12 Board where not otherwise provided for above.
  - F. Expenditures that relate to any special event or rally sponsored by Region 12 are to be charged directly to that rally, either through a separate bank account, or a separate fund within the current Region 12 bank account. These expenditures will include all necessary and reasonable rally expenses as approved by the Executive Committee of Region 12, or whomever they designate. These expenditures would not be subject to limitations imposed by 2-D, E and F, of Region 12 Policy number 2.

3. Requests for reimbursement will be submitted on Region Form 2A. All requests for payment will be supported by invoices or suitable explanation and approved by the Region President or Region 1<sup>st</sup> VP or Region 2<sup>nd</sup> VP before being paid by the Region Treasurer. Forms, including copies of receipts, may be submitted electronically for approval and payment, if mailed original copies of receipts will be sent to the Region Treasurer.
4. Region policy for refunds of registration fees for any activity sponsored by the Region is: Cancellations of registration before the cancellation date, all fees will be refunded. After the cancellation date, fees may be refunded except fixed costs, which may include parking.
5. Region 12 Subsidies:
  - a. Region 12 will provide a monetary subsidy towards the cost of the Region 12 breakfast at each International Rally as long as Region 12 net assets remain above \$10,000. This monetary subsidy shall not exceed \$750.
  - b. Region 12 will supply a breakfast at no charge at each Region 12 Rally as long as Region 12 net assets remain above \$10,000. This monetary subsidy shall not exceed \$5 per registered attendee or \$1,000, whichever is lowest.
  - c. Region 12 will provide a travel subsidy for the 1VP or 2VP in case the 1VP is unable to travel to the Mid-Winter IBT meeting. The Maximum amount of the subsidy is \$1500 and this will continue until the Board changes it. (10/15/16
6. The record and accounts of the Region 12 Treasurer will be audited at the discretion of the Executive Committee or at least at the change of the Region Treasurer position.
7. The financial records of Region 12 will be retained on file for at least the minimum time prescribed by law and then may be properly disposed of.

I certify that the above policy was approved at the Region 12 Board at Hemet, CA on October 15, 2016 and supersedes all previous Region 12 Policy on the same subject.

Signed by: 

President Region 12

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