

COMMITTEE CONDUCT POLICY

The purpose of this policy is to ensure accountability for the handling of funds through the actions of the various committees that support the OTVFD. To achieve the requirements of this policy, committees whose responsibilities include handling proceeds from a specific function (I.e. Fund Raising, Barbecue, etc.) must adhere to the following:

- λ At a minimum, two committee members shall supervise all proceeds and expenditures related to the committee's financial activities;
- λ A Committee Chairperson must be selected by the members of the committee. The Chairperson shall be responsible for providing a written report to the membership. The written report must identify all proceeds and expenditures related to the committee's financial activities. The report shall be presented to the membership at the monthly Business meeting;
- λ All funds received shall be maintained in a secure location until counted, verified and forwarded to the Treasurer for deposit;
- λ Counting and verification shall be completed by two non-related members of the department;
- λ The two non-related members of the department shall complete the the Fund Verification form which will include their signatures and date of the transaction;
- λ The Fund Verification: form will be kept on file with the Treasurer. In the event that a spreadsheet is used to track funds, the Fund Verification form shall be attached to the spreadsheet showing both signatures of the two non-related members.

Latest Revision Date 02/11/08