



MASTER GARDENER FOUNDATION OF KITSAP COUNTY DISBURSEMENT POLICY

BY-LAWS OF THE MASTER GARDENER FOUNDATION OF KITSAP COUNTY ARTICLE 7. ADMINISTRATIVE PROVISIONS

POLICY

It is the policy of the Foundation to endeavor to disburse its funds in the most efficient and cost-effective manner consistent with prudent oversight of the use of its funds and adherence to its budget. Disbursements for each year shall not exceed funds available.

GUIDELINES and PROCEDURES

Approved expenses incurred directly by the Foundation shall be paid for with checks issued or payment made via electronic transfers (debit card transactions) initiated by the Treasurer.

Individual Master Gardeners who incur garden, fundraising, seminar, or Foundation administration expenses approved by the Board in its annual budget (or thereafter) shall be reimbursed by checks issued or electronic transfers initiated by the Treasurer upon submission and approval of reimbursement requests in accordance with the Foundation's current Reimbursement Policy.

The portion of the Foundation's budget allocated to support for Clinics, the Horticulture Coordinator and the Extension Office (the "WSU Line Items") shall be disbursed by the Treasurer in advance via issuance of a check or electronic transfer payable to the Kitsap County Master Gardener 501(c)(3) account maintained by the Kitsap County WSU Extension Office.

The Horticulture Coordinator shall report quarterly to the Board on the income received, disbursements, and balance of the donations from the Foundation made to that account. The Board shall review and the Secretary shall archive such reports as they are received. Generally, it shall be the policy of the Board to disburse up to 90% of the annual budget for the WSU Line Items at the beginning of the year. The Horticulture Coordinator may request disbursement of any remaining portion of the budgeted WSU Line Items before the close of the Foundation's fiscal year if it is needed.