

# ***The Eastern Maine USBC Association Administrative Manual***

## ***Association Expenses***

### **A. Operating Expenses**

#### 1. Purchasing

- a. Single item cap of \$300.00 for Board approval without general membership approval, with purchase of single item \$50.00 cap.  
(Approved by Board of Directors – meeting held 06/23/07)
- b. Association Manager is to submit a monthly expenditure report to the President for electronic signature, copy 1<sup>st</sup> and 2<sup>nd</sup> Vice President. (Approved by Board of Directors – meeting held 06/23/07)

#### 2. Meeting Expenses

- a. Annual Meeting
- b. Board Meetings

#### 3. Salaries

- a. Association Manager shall receive \$1000.00 per bowling season. Salary to be reviewed on an Annual basis and be placed within the Association Annual Budget. (See Annual Budget Report Nov 2005)