

**Rule 2: BUDGET, EXPENDITURES, AND REIMBURSEMENTS**  
**Approved August 10, 2022**

**Rule 2.1. FISCAL YEAR**

- a. The fiscal year of the party shall begin on May 1 of each year.

**Rule 2.2. BUDGET**

- a. In odd years, the Treasurer and Chairperson, in consultation with the Executive Officers and appointed committee Chairpersons, shall prepare a two-year budget to be presented to the County Committee for approval no later than its April monthly meeting.
- b. In even years, the Treasurer and Chairperson, in consultation with the Executive Officers, shall prepare any necessary budget updates or revisions to be presented to the County Committee for approval no later than its April monthly meeting.

**Rule 2.3 NON-BUDGETED EXPENDITURES**

- a. Non-budgeted expenditures of \$500.00 or less must be jointly approved by the Treasurer and Chairperson, and an explanation provided in the Treasurer's next written report to the County Committee.
- b. Non-budgeted expenditures of more than \$500.00 but less than \$2000.00 must be approved by a majority of the Executive Officers, with said majority including both the Chairperson and Treasurer, and an explanation provided in the Treasurer's next written report to the County Committee.
- c. Non-budgeted expenditures of \$2000.00 or more must be approved by the County Committee.

**Rule 2.4 REIMBURSEMENTS**

- a. All requests for reimbursement of expenses shall be supported by a receipt or invoice.
- b. No expenses shall be reimbursed without authorization by the Treasurer or Chairperson.
- c. No party checks shall be drawn to cash or to the drawer as payee.