

# PACIFIC YEARLY MEETING

## of the RELIGIOUS SOCIETY OF FRIENDS

### GUIDELINES FOR PYM OFFICER AND COMMITTEE EXPENDITURES

Approved: Representative Committee Minute 82-26

Revised: August 1995; August 2003      Agreed correct RepCom 2004

For PYM Officers and Committee Clerks: One of the duties of PYM Officers, Committee Clerks, Delegates, etc., who have discretionary control over budgeted funds, is to read these guidelines, as well as the *PYM Travel Expense Reimbursement Policies*, and to acquaint Committee Members, Delegates, etc. with their content.

**These guidelines, as approved by Representative Committee, are intended to inform you about the kinds of expenditures that are authorized. The Treasurer(s) is(are) not permitted to make reimbursements that fall outside of these guidelines. If it is anticipated that it is necessary and desirable to incur expenses that do not fall within the guidelines (see also: *PYM Travel Expense Reimbursement Policies*), it is essential that these anticipated expenditures be communicated to the Clerk of the PYM Finance Committee for recommendation to and action by Representative Committee BEFORE any such expenditure is made.**

In some instances there are reserve funds in addition to the annual budget allocation. These are found on page 3 of the PYM Financial Report, or may be ascertained by contacting a PYM Treasurer. Also, the Presiding Clerk has available a limited amount of discretionary funding that may be used, upon the Presiding Clerk's approval, for unusual needs.

These guidelines do not cover travel expenses of Fraternal Delegates or Liaison Persons. See *PYM Travel Expense Reimbursement Policies*.

#### 1. Travel

Committee funds should be used to pay for travel of Committee Members to meetings of the Committee, except those meetings held during the annual session. Reimbursement for travel to committee events within PYM to further the work of the committee is also allowed. See *PYM Travel Expense Reimbursement Policies*. Ex Officio members of a committee are treated the same as any other members of the committee.

#### 2. Communications

Committee funds should be used to pay for communications, including telephone use and the preparation and mailing of correspondence and newsletters. Preparations may include clerical help, such as typing and mailing. Clerical help should be paid to an independent contractor and should not be more than 10% of the annual committee budget.

#### 3. Nonmembers of PYM

If nonmembers of PYM (attenders, attenders or members of other Yearly Meetings) are appointed by PYM to a PYM Office or Committee, they should be reimbursed on the same basis as PYM members. (See also item 4.)

#### 4. Long Distance Travel

Travel to or from areas outside California, Reno, or Las Vegas, requires consultation between the Clerk of the specific Committee and the Clerk of the PYM Finance Committee before

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incurring expenses. Committee budgets are not usually planned to encompass major travel costs, so that adequate funds may not have been budgeted. Nominating Committee should alert the Finance Committee when a distant Friend is to be appointed.

### 5. Clerks of Subcommittees and of ad-hoc Committees

See *PYM Travel Expense Reimbursement Policies*.

### 6. Food, Lodging, and Rental of Facilities

Committee funds may **NOT** be used to pay for food, lodging, or rental of facilities for committee meetings. It is assumed that local Meetings will provide these as needed.

### 7. Salaries, etc.

Committee funds may **NOT** be used for personal services, such as a salary, gratuity, grant, stipend, consulting fee, etc., for doing committee work (except clerical), or for doing work for the committee, or for lost work time for doing committee work.

### 8. Contributions

Committee funds may **NOT** be used for contributions to other organizations or committees.

### 9. Nonmembers of the Committee

Committee funds are **NOT** normally used to pay the expenses of someone not on the Committee. Committees may not expand their membership without formal PYM approval. (See Section 1 of *PYM Travel Expense Reimbursement Policies*.)

### 10. Capital Expenditures

Committee funds may **NOT** be used for purchase of capital equipment or for large publications.

### 11. Overspending

**DO NOT** spend more than your PYM-approved budget allocation, as the Treasurer(s) is not authorized to reimburse you beyond the budget allocation.

### 12. Other Budget Categories

The Equipment Budget may be used for purchase of capital equipment by appropriate PYM officers.

The PYM Presiding Clerk's Discretionary Fund is not subject to restriction on use.

Young Friends PYM Scholarship, Young Friends Travel, and Young Friends Travel Reserve are expended at the discretion of the Young Friends.

Some committees have special reserve funds which are expended at the discretion of the committee; see the notes on page 4 of the financial report.

Officers' expenses include items appropriate for their required duties.