

## Community of Christ Onset Campgrounds

POLICY: Operations Expenditures

POLICY CATEGORY: Board – Fiscal Operations

DATE EFFECTIVE: 1/13/2007 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
William D. Gardner / Mission Center President

Signature on Original  
Catherine Cook / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable plan that attempts to ensure that the expenditures by the Operations Department meet the functional/routine and major maintenance needs of the Campgrounds while adhering to budgetary restraints.

#### **Such functional/routine maintenance needs are described as the following:**

- All projects valued at \$1,000.00 or less.
- All projects that are necessary to address life-threatening situations.
- All projects, that if not entered into, would result in extreme cost.

#### **Such major maintenance needs are described as the following:**

- All projects valued at \$1,000.01 or more.
- All projects that require a contract.
- All projects that would require bonding or borrowing.
- All projects that are considered actionable by the Onset Conference and/or the Board of Trustees.

### PROCEDURE:

- 1) Any functional/routine maintenance project may commence with the approval of the Operations Manager.
- 2) Approval of the Operations Manager or two (2) Board members is considered sufficient to enter into any project that is considered urgent or essential.
- 3) The Operations Manager may only enter into projects, above the \$1,000.00 threshold, after obtaining majority approval of the Board (five members).
- 4) The acceptable methods of obtaining majority approval for procedure # 2 projects are:
  - a) Telephone
  - b) Electronic mail
  - c) Facsimile

- d) In person
- 5) A minimum of two (2) bids are required on all major needs projects before they may commence.
- 6) Final approval of capital expenditures is the domain of the Onset Conference.

Date Created: 1/13/2007

Dates Reviewed: 6/22/2021 - reformatted

Dates Revised:

Date Deleted/Superseded: