

SWE Tulsa NEO SWE  
Financial Guidelines  
Effective 9/1/2014

## **Financial Strategy**

Annual financial goal is to raise funds such that cash out equals cash in for this fiscal year

## **Spending Guidelines**

1. Section will buy food (up to limits specified in budget) under the following conditions
  - Takeout lunch on weekday tours only if charging \$5 a person
  - Speaker meals
  - Food is part of presentation
  - The event falls during standard meal hours (e.g. 12-1pm, 6-8pm)
2. Section can purchase gifts for non-member speakers, amount dependent on level of involvement, but no greater than \$20/speaker
3. Section will not pay for meals ordered and eaten in a restaurant
4. Section will not pay for alcohol in a restaurant or bar.
5. Section can purchase alcohol for events as deemed appropriate. Quantity should be limited to approximately 2 drinks per confirmed attendee.
6. Up to \$100 can be provided to Section Representative per fiscal year upon board approval to attend a SWE conference if not fully sponsored by employer.

## **Review Process**

1. Officers will review forecast quarterly and will reduce/cancel events as appropriate, with special focus on planning retreat as the largest net cost event.
2. The Section President will access Section bank records every 4-6 weeks for an informal audit.

## **Expense Reimbursement**

3. The Expense Form should accompany all requests for reimbursement. This form is available through the section website or by requesting a copy from the Section Treasurer. If the event was over-budget, the Section President must approve the request. This may be done by forwarding the request to the Section President to forward to the Section Treasurer.
4. Requests for reimbursement should be made within two weeks of the event.