

ARTICLE - 10

**FISCAL RESPONSIBILITY**

**DISBURSEMENTS**

The priority of disbursements of the MHASC is to be as follows

1. Contractual obligations are automatic and do not require a vote of the MHASC
2. MHASC budgeted items are to be paid automatically and do not require a vote but must be prioritized in the event of a shortfall.

a. PRIORITY LIST

- |                        |                        |
|------------------------|------------------------|
|                        | <u>Operating Costs</u> |
| 1. H and I literature  | 6. Phone               |
| 2. Meeting Lists       | 7. Training            |
| 3. P.I. literature     | 8. Literature          |
| 4. Outreach literature | 9. Administration      |
| 5. P.I. events         |                        |

3. Non-contractual, non-budgeted expenditures require a vote of the MHASC and must be prioritized. Expenditures that cannot be met at that month's meeting must be given highest priority at the next MHASC.

All disbursements must be receipted.

Non-receipted disbursements must be accompanied by a written estimate of planned expenses. Once the expense is completed all receipts and funds must be turned into the MHASC Treasurer for reconciliation by the next MHASC meeting.

In order to avoid our members from spending personal funds it is suggested that disbursement checks be written to a specific supplier of goods and services.

As a last resort, a member may spend personal funds and must submit a receipt in order to request a reimbursement from the MHASC.

## BUDGETS

1. Contractual obligations are defined as any contract between MHASC and any outside entity. These include but are not limited to: phone services, advertising, meeting space rent, storage space rent.
  - a. Provisions are to be made to reserve funds for expenditures that are annual and biannual.
  - b. Budgeted contractual obligations must be adjusted quarterly. Budgeted contractual obligations are defined as one quarter (1/4) of the annual contractual obligations. Careful considerations is suggested when voting to disburse from the budgeted contractual obligations. Once disbursed the budgeted contractual obligations would need to be replenished as soon as possible in order to meet contractual obligations for the fiscal year.
  - c. The Chair will appoint an Ad-Hoc committee to research, review, and/or renegotiate all contracted expenses on an as needed basis. This Ad-Hoc committee will make recommendations based on their findings to the MHASC. Addition or removal of a contractual obligation must be approved by the MHASC.
  
2. Quarterly Budgets
  - a. A quarterly budget cannot exceed the average income of the three previous full quarters minus funds necessary to cover our contractual obligations for the next 3 months.
  - b. Subcommittee budgets are to be determined at the quarterly budget planning meeting.
  - c. Quarterly budgets will be approved by the MHASC.
  - d. At the end of each quarter, all monies in excess of \$250, after expenses and budgeted contractual obligations will be dispersed down the service structure at 40% to World and 60% to Region.

Fiscal year for the MHASC begins July 1 and ends June 30.

Quarters are as follows:

1<sup>st</sup> Quarter = July thru September  
2<sup>nd</sup> Quarter = October thru December  
3<sup>rd</sup> Quarter = January thru March  
4<sup>th</sup> Quarter = April thru June

Budget meeting and approval:

June  
September  
December  
March