

SDAA
San Diego Astronomy Association
Promising the Sun, the Moon and the Stars...and Delivering!

San Diego Astronomy Association Expenditure and Reimbursement Policy

This policy establishes standards and procedures for the expenditure of funds. Its primary objective is to ensure that the organization's assets are managed with the highest level of fiduciary responsibility and transparency.

1. Budgetary Compliance

All expenditures must align with the annual budget approved by the Board of Directors (the Board).

- Budgeted items represent the board's planned financial activity for the fiscal year.
- The Treasurer is responsible for monitoring cash flows in relation to the budget and reporting variances to the Board. This is done in the Monthly Treasurer's Report that is provided to the Board of Directors.
- Non-budgeted items that arise during the fiscal year must be reviewed and approved by the Board before any commitment or payment is made.
- If a "team" or "Committee" is considering a non-budgeted expense, they must consult with the Board for approval prior to approving the expense.

2. Authorization and Approval Thresholds

To maintain effective oversight, the following approval levels are required based on the total value of the expenditure:

Expenditure Amount	Approval Requirement	Authorized to Approve
Under $500	If included in budget, no prior authorization needed	Team or Committee Chair
$501 – $2,500	If included in budget, Treasurer approval needed	President or Treasurer

Expenditure Amount	Approval Requirement	Authorized to Approve
Over $2,500	Formal Board vote and recorded minutes	Board majority vote

Contracts, recurring expenses or expenses over $2,500 need Treasurer approval and may need proof of competitive bids prior to approval. When considering these types of expenses, the need should be communicated to the Board with enough time to allow for a waiting period and review prior to final Board approval.

Due to the ever present risk of banking fraud, the SDAA keeps checking account balances at low levels. To pay certain larger bills, please allow several business days to ensure funds can be moved and vendors paid.

3. Authorized Personnel and Payment Methods

Access to financial accounts is restricted to the President and Treasurer. The debit card is not provided to others for bill payment. Vendor needing payment can contact the Treasurer to arrange for payment. Electronic payment by ACH, Zelle and paypal are preferred. Mailing checks is possible but discouraged. SDAA members can pay vendors and seek reimbursement from the Treasurer in accordance with the aforementioned conditions. Complete, legible receipts and invoices are needed.

4. Conflict of Interest and Ethical Standards

All members of the Board of Directors and those with spending authority are expected to uphold the highest standards of integrity and the "Informed Reasonable Person" standard.

Self-Interested Transactions

- Board members must refrain from using their positions for personal gain.
- Directors must report if a vote would create a personal conflict of interest.
- Any transaction where a family member or personal friend would profit from a club expense must be disclosed to the Board immediately, and prior to the expense.

Appearance of Impropriety

- Members must act in a fair and impartial manner, promoting a culture of ethical conduct.
- Transactions that may appear to lack transparency—even if legal—should be avoided. Closed-door decisions can create suspicion and damage club morale.



5. Documentation and Audit

The Treasurer shall maintain all receipts and financial records in a centralized digital format (e.g., Google Drive).

- The organization will undergo an annual internal or external audit as determined by the Board and applicable state laws.
- An independent audit committee, composed of members not serving on the Board, will periodically review financial records and processes to ensure compliance with this policy.

Adoption Date: May 12, 2026