

Resolution # 12

Passed_____ Failed_____
Passed as amended_____

PAGE: BL 1-16

ARTICLE V, Section 504, paragraph #11

Grand Secretary Duties

PURPOSE: To clarify the process for dealing with non-budgeted items presented for payment.

TEXT OF REVISION:

Section 504. Paragraph 11. ~~To require bills not budgeted for to be presented for approval or disapproval. When a non-budgeted item is presented for purchase, a discussion occurs between the Grand Secretary and Grand Treasurer. The Finance Committee and the Worthy Grand Matron are included in the discussion.~~

1. If it is decided that the item should be purchased:

a. The Grand Secretary writes a warrant and attaches it to the bill.

b. The warrant and bill are then presented to the Grand Treasurer, who writes a check. If approved, to draw a warrant, therefore, attach the bill to it, and forward same to the Worthy Grand Matron, and the Chairman of the Finance Committee for approval.

c. All other bills within the budget are sent with appropriate warrants to the Grand Treasurer for payment.

2. At the end of the month, all warrants are sent to the Finance Chairman for approval/signature.

a. The Finance Chairman sends the warrants back to the Grand Secretary.

b. The Grand Secretary forwards them to the Worthy Grand Matron for her approval/signature.

c. The warrants are then returned to the Grand Chapter office to be filed, awaiting the Audit Committee.

WHEN PRINTED IN THE NEXT REVISION WOULD READ:

. 11. When a non-budgeted item is presented for purchase, a discussion occurs between the Grand Secretary and Grand Treasurer. The Finance Committee and the Worthy Grand Matron are included in the discussion.

1. If it is decided that the item should be purchased:

a. The Grand Secretary writes a warrant and attaches it to the bill.

- b. The warrant and bill are then presented to the Grand Treasurer, who writes a check.
- c. All other bills within the budget are sent with appropriate warrants to the Grand Treasurer for payment.
- 2. At the end of the month, all warrants are sent to the Finance Chairman for Approval/signature.
 - a. The Finance Chairman sends the warrants back to the Grand Secretary.
 - b. The Grand Secretary forwards them to the Worthy Grand Matron for her approval/signature.
 - c. The warrants are then returned to the Grand Chapter office to be filed, awaiting the Audit Committee

SPONSOR(S):

Betty Hughes, PM, Henry Wentworth, #250

Alice Hughes, PM, Henry Wentworth, #250