

Expense Payment Proposal September 14th, 2021

- The purpose of this proposal is to give the airport staff the appropriate authorities to conduct the regular business of the airport without having to call on the board or a board member.
- The proposal is that airport staff would be able authorize all regularly occurring budgeted expenses even if the expense is above their approval authority.
- One of our auditors at Grimsley Cavin & Co. recommended that as we implement this policy we also put a list of those regularly occurring expenses that periodically exceed airport staff approval authority. She felt like as long as we listed out the common expense that this policy would allow payment of we would be covered.
- After review of the current policy it looks like the most reasonable place to insert this policy would be in the Procurement Policy following the Payment of Invoices.
- The inserted policy would read something like this:
 - The Board authorizes the Office Manager/Bookkeeper to pay regularly occurring budgeted invoices regardless of the amount. The invoices that commonly exceed the Office Manager/ Bookkeeper's approval authority are as follows:
 - Utility Bills
 - Fuel
 - Repairs and Maintenance
 - Accounting Bills for multiple months at one time
 - Insurance Premiums
- This policy does not increase the Office Manager/ Bookkeepers approval authority for other expenses/ invoices.
- ~~• Additionally this proposal would seek to authorize the Office Manager/ Bookkeeper to approve Grant Payment Invoices without the signatures of two board members~~
 - ~~○ Prior to a Grant Payment being paid the invoice must be signed off on by the Grants Coordinator and the Chairman of the Board.~~
 - ~~○ Because these expenses are already being signed off on by two board members this policy would remove the requirement for the Office Manager/ Bookkeeper to get the check physically signed by two board members as long as the work the payment is for has been approved by AVCON or whatever agency is supervising the work, the Grants Coordinator, and the Chairman.~~

Ron Stathe
Secretary