

CMCA Financial Policies as of November 13, 2023

1. The CMCA Treasurer and President are authorized to pay for expenses adopted by the Board in the annual CMCA budget or as amended during the year. The budget shall be adopted in January of every year. The CMCA's fiscal year is January 1 to December 31.
2. The CMCA President and Treasurer are authorized to pay for items up to \$150 that are not in the annual budget as they deem appropriate. Any such purchases shall be reported to the Board at the next regular Board meeting. All purchases more than \$150 that are not designated in the annual budget must be approved by the Board.
3. The CMCA President and Treasurer can write checks from CMCA accounts. Patti Smith (Building Management) and Kathy Burke (Emergency Preparedness Coordinator) have CMCA credit cards. They shall promptly email photos of receipts for all credit card purchases to the Treasurer.
4. In case of an emergency and the Board is not able to meet the CMCA President or Treasurer may spend money as needed to address the emergency.

Grant Making Policies

1. Grants submitted on behalf of CMCA must be approved by the CMCA Board. Miriam Fultz will serve as the grant making lead working with CMCA teams working on specific grants.
2. All grants submitted on behalf of CMCA must be approved by the Board on two occasions: prior to proposal development and again before final submission to grantors.
3. Prior to submission, the CMCA Treasurer will review budgets and/or contracts and will document approval by email to the CMCA grant project lead.
4. As necessary, the CMCA President may approve a proposal before submission to ensure timeliness of CMCA submissions.
5. Miriam Fultz will serve as the CMCA Grantmaking Lead and will represent CMCA for the purposes of grant proposal development, submission, and administration. She will support CMCA project teams working on specific grants that have been approved by the Board.
6. Each team lead retains final responsibility for grant proposal quality, timeliness while the CMCA Board oversees award administration and reporting functions.