

## **MCIA Policy Governing Financial Support for Meyerland Citizens Patrol**

The MCIA procedure governing financial support for Meyerland Citizen Patrol (MCP) shall be:

1. All MCP requests for funding are to be submitted in advance. Requests shall be E-mailed to both the MCIA Treasurer and MCIA Security Committee Chair a minimum of seven (7) days prior to need.
2. Disbursement must be approved by both a majority vote of the MCIA Security Committee and the MCIA Treasurer. Authorization will then be forwarded via E-mail to the MCIA General Manager.
3. Reasonable efforts will be made to either approve or reject requests in five (5) days or less. Under no circumstances shall a failure to respond be deemed an approval. Approvals and rejections will be communicated via E-mail to the designated MCP contact.
4. Where practical, payments will be made directly to vendors. In any case it shall be the responsibility of MCP to provide MCIA original receipts to substantiate all disbursements.
5. In no case shall disbursements be made in excess of MCIA Board approval through the budgetary process defined in the by-laws. It shall be the sole responsibility of the MCP to ensure that spending remains with amounts budgeted by the board. Any approval in excess of budgeted amounts is invalid.
6. Reimbursements for "mileage" expense are to be made in arrears. The rate for this reimbursement shall be at the current IRS rate. A contemporaneous log must be maintained for all patrol vehicles driven. MCP shall submit a single request, subtotaled by payee, at a frequency no greater than one per week.
7. No MCIA Director, employee, or contractor has the authority to modify this policy. No disbursements shall be approved until this policy has been acknowledged by the signature of the MCP designated contact.

Above policy was proposed, read and discussed, and adopted by a majority of the Board of Directors at the Board of Directors meeting on January 11, 2010, effective immediately.

Recorded in the minutes by Secretary Elizabeth Ray