

LMOA POLICY MANUAL
CHAPTER FOUR - Section 4.02 - O

FINANCIAL MANAGEMENT ENVIRONMENTAL CONTROL COMMITTEE

Date:	June 18, 1987
Amended:	November 19, 1987
Amended:	December 17, 1988
Amended:	January 21, 1988
Amended:	September 21, 1989

SUBJECT: Financial Management Environmental Control Committee

CONTACT: ECC Chairman
General Manager

I. POLICY

It is the policy of the LMOA Board of Directors to provide office space, appropriate furniture and files, and clerical assistance as needed to the Environmental Control Committee.

II. RESPONSIBILITIES

The Chairman of the ECC is responsible to adhere to the policy and to report to the General Manager all financial reports. All checks will be signed by both the ECC chairman and an officer of the Association or the General Manager.

III. APPLICATION

ECC Finances - It is the policy:

- A. That all funds that come in to the ECC be a line item in the budget [financial report] and all ECC expenditures be paid out of that same line item.
- B. That the ECC be billed for services rendered by LMOA which would be a money transfer from one line item to the Association's General Fund for xeroxing and telephone service.
- C. That the ECC pay for the clerical assistance out of the ECC fund.
- D. That if there is a need to purchase any major pieces of equipment or furniture, that the ECC would formally request these purchases and get Board approval.