

Rally Host Financial Procedures
February 2018
Marcia DeCoster Treasurer

This document is to establish a procedure for the financial processes that need to be in place between the rally host and the treasurer.

Rally Host:

Prepare a budget worksheet found on the website here http://www.airstreamsandiego.com/procedures__regulations

The rally flyer should clearly state that checks be made out to San Diego Unit WBCCI and be mailed to the address of the rally host. Checks made out to the rally host will not be accepted.

Checks made out to SD unit wbcci will be deposited by the rally host at a bank of america branch. Labels with account information and deposit slips will be provided to you by the treasurer. In the event someone does make out a check to you, deposit the check in your account and then write a check to the WBCCI from that account noting in the memo field the name for the rally payment.

Email the treasurer at astreasurer@decoster.org with the deposit amount.

Communicate the amount of any checks you need to have written for the rally expenses. Please note that I do have an extensive travel schedule, so please provide at least three weeks notice if you are requiring a check in a certain time frame. If it is urgent leave me a voicemail at 619-301-8197. When requesting a check please include your address or the address the check should be mailed to.

Have fun at your rally.

Within three weeks after your rally please provide the updated budget sheet with your income, actual expenses and request for payment of additional expenses or a check for re-imburement of excess funds. (per existing documentation there is supposed to a member vote to decide if additional funds are returned to attendees or retained in the unit treasury.)

The WBCCI financial entity is asking that this information be provided on an annual basis so it must be kept track of for each rally to enable the annual reporting.