

# Rancho Bonitos Park Members Fund

## Park Members's Fund Committee

**The responsibility of this committee is to streamline the process of receiving, reviewing and approving requests for expenditures of the Park Members Fund.**

- Each block shall choose their representative on the Committee by ballot and they shall serve a three-year term. In the case of a vacancy, the block or street shall vote on its replacement. Nominations and Elections are to take place along side the elections in December for the Park board.
- The committee shall elect a chairperson and a secretary.
- The board member assigned to the Park Members' Fund shall represent the Board on the committee as an Ex-officio member and shall keep full and accurate record of the finances of the Fund, for which records shall be available for inspection upon request.
- Open meetings shall be held that are open to all members and to review request for new purchases and projects. Open discussion on how to proceed will be done at these meetings. Official votes on expenditures over \$500 must be done at a general or semi-annual meeting.
- Committee member meeting shall be held monthly, or more often if necessary to deal with requests and future plans. These meeting may be attended by the general membership but are primarily for the committee to compile the information, make plans gathered at the open meetings and submitted requests. The committee will approve minor expenses and share feedback from their street at these meetings
- Any expenditure over \$500 must be approved by the membership at a regular, special or semi-annual meeting. Any purchase over \$200 must have the support of the majority of the Committee. Any purchase up to \$200 must be approved by the Chairperson and at least one member of the Committee to avoid any unnecessary delays for regularly purchased and small items.
- Infrastructure projects such as roads, electric, water, sewer and major renovations of existing facilities can be paid for by the Park Members' Fund only if approved by a vote of the membership.

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## Park Events

### All events for which tickets are sold:

After the event, complete an “**Event Report**” form, including receipts. Please give this to a member of the Park Members’ Fund committee. The Funds will be submitted for deposit and a copy will be posted on the bulletin board.

A form needs to be provided for all events for which tickets are sold, even if there isn’t a profit to donate to the Park Members’ Fund. If there is a donation of funds to cover the balance, that is listed as such. (names of the donors are not required)

The Park Members’ Fund will not pay for “Free” meals, all meals must be paid for by ticket sales or donations.

The Park Members’ Fund may approve to cover a shortfall for an event but only if a concerted effort was made to sell tickets and a 50/50 draw is done to help cover expenses. Future events of this nature need to be reviewed as to whether it was the event or if the ticket price should be adjusted.

**For the Park Members Fund to cover any shortfall over and above the advance deposit, there needs to be approval by either the committee or the park membership.**

**\*\*Please note: Alcohol is not to be sold or purchased with the ticket sales and will not be reimbursed by the fund. Any alcohol served must be donated.**

### Special Events such as New Year’s Eve and Valentines:

Due to the extra cost of booking entertainment for special occasions, the Park Members’ Fund may pay the initial deposit for the entertainment that is booked. The request for this funding is made to the Park Members’ Fund committee for approval by submitting a “**Funding Request or Reimbursement Form**”.

If at all possible, the ticket price should at least cover the balance of the event. If there is a shortfall to cover the cost of an event, the proceeds from a 50/50 draw can be used for the event costs.

In the case of a serious lack of ticket sales, there needs to be a review of whether the event should be cancelled or changed.

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## **Park Projects, Improvements and Supplies**

The purchases that are pre-approved are Kitchen supplies, Shuffleboard Supplies and Bocce Supplies. **All other purchases need to be approved in advance** by the Park Members' Fund committee or larger purchases by a membership vote.

To eliminate the need for reimbursement cheques, The Park Members' Fund can purchase many items directly with a debit Mastercard.

For approval of event deposits, reimbursement of recurring expenses or approved purchases, please complete the ***"Funding Request or Reimbursement"*** form and give it to a committee member.

For consideration of future projects or purchases, please complete a ***"New Purchase or Project Proposal"*** form and give to a committee member. This form is to include; information on what is proposed, a price estimate, how it will improve the park, who will coordinate the project and if it will require volunteers. To ensure we are receiving requests for things that have enough interest, please have at least 4 other park members (1 signature per lot) sign indicating their support.

Proposals will be reviewed by the committee or at an open meeting. If the project has enough support, a firm quote may be requested before it is brought back to the committee or membership for a vote to proceed.