



## **Florida Region SCCA**

*From the desk of the Treasurer, Stephen Zoeller*

*From the desk of Eileen Williams, Probe & Probe CPA*

Tuesday, 20 March 2007

In an effort to comply with standard business principles and practices, the following motion is being made to the Florida Region Board of Directors to establish a more business like procedure for processing payments.

All invoices to be paid from the Florida Region funds shall be processed as follows:

1. All requests shall be filled out completely on the current form for reimbursement or payment for the current year.
2. All request shall have support documentation, including but not limited to invoices, receipts, cancelled checks, invoices with credit card statements showing payment.
3. Each request shall be for one event or activity. Multi request shall be submitted on multi request forms. (They must be paid and filed that way.)
4. Date for payment shall be based upon date of receipt by the treasurer not upon date of mailing.
5. All invoices, request, will be processed twice a month: those received by the 10<sup>th</sup> of the month will be paid by the 20<sup>th</sup> of the month, those received by the 25<sup>th</sup> of the month will be paid by the 5<sup>th</sup> of the next month. Request received on or after the 11<sup>th</sup> of the month or on or after the 26<sup>th</sup> of the month will be processed the following pay cycle.  
(This will save the club money in multi processing time)
6. NO request for reimbursement will be processed without a receipt, without the request form being filled out completely, signed and approved.
7. All requests for reimbursement shall be submitted for payment within 90 days of an event, in order to close the books on an event.

Stephen Clarke Zoeller  
Treasurer, Florida Region

Eileen Williams  
Accountant for Probe & Probe, CPA, PA

(Approved by unanimous vote of the Board Of Directors, 3/20/2007 10:38 PM)

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