

# PPE COMMITTEE RULES

Volunteers are not to receive compensation in any form. (IRS requirement)

Reasonably priced refreshments may be served to volunteers at the time of their service or committee meetings.

Out of pocket expenses expended or incurred by volunteers for committee business may be reimbursed. (auto expenses, long distance calls, postage, etc.)

If annual net receipts are expected to exceed \$1,000.00 a checking account must be used.

Petty cash funds of \$200.00 may be used for expenses not exceeding \$75.00 by the use of vouchers showing the recipient, amount paid, purpose and receipts attached where appropriate.

Records must be kept on a calendar year basis with reports filed with the treasurer quarterly.

The bank statement for the last month of the reporting period must be included with the report and others that the treasurer may request.

(Approved 7-14-10)

Addition:

Any person, group, or committee may place restrictive requirements on attendance or participation in their activity provided such limitation is in compliance with PPERO governing documents.

3-19-12



For re-approval at April 13, Meeting since we were unable to verify previous approval

APPROVED 4/13/16