



### **CIF/CENTRAL COAST SECTION**

1691 Old Bayshore Highway  
San Jose CA 95112

408-441-9509 (FAX) [info@cifccs.org](mailto:info@cifccs.org) (e-mail)  
[www.cifccs.org](http://www.cifccs.org)

## **CCS FINANCIAL POLICY** (REVISED: 1/9/86; 6/96; 5/01; 5/03)

IT IS RECOGNIZED THAT ALL FUNDS HANDLED BY THE CENTRAL COAST SECTION, WHETHER THEY BE DONATIONS, CORPORATE-SPONSORED DONATIONS, FEES, OR DUES ARE MONIES DESIGNED FOR THE FURTHERANCE AND ADMINISTRATION OF ATHLETICS FOR THE STUDENTS OF THE SCHOOLS WHO ARE MEMBERS OF THE CIF/CENTRAL COAST SECTION.

### **1. MEETING TRAVEL EXPENSES**

Elected or appointed representatives to Section meetings shall be reimbursed as follows:

- For Auto Travel: at the rate of \$.34 per mile
- For Air Travel: reimbursement for coach or super save fares, except when such reimbursement is available through a league, school or district.
- Expenses will be reimbursed upon receipt of a Meeting Reimbursement Form for auto travel and the CCS Expense Reimbursement Form for air travel, meals, lodging and other related travel expenses (e.g. parking, meeting registration, etc.)
- Expenses for the cost of a substitute teacher will be reimbursed for attendance at CCS Executive Committee meetings for any member of the CCS Executive Committee who requires such a substitute; including, but not limited to, the Chair of the ADAC. The school or district shall submit an invoice to CCS for such reimbursement.
- Expenses for the cost of a substitute teacher will be reimbursed for attendance at all ADAC meetings for the Chairman only.
- It is the expectation that member leagues or schools will provide for any additional expenses incurred by their representatives in attendance at any other CCS meeting. (Board of Managers, Sport Committee Meetings, ADAC meetings, etc)
- The CCS Commissioner will approve reimbursement for all Meeting Reimbursement Forms (used for auto travel). Attendance at these meetings is verified in minutes.
- CCS Expense Reimbursement Forms (used for air travel, etc.) will be approved by the CCS Commissioner on items included in the current year's CCS budget as approved by the Board of Managers.
- The CCS Executive Committee will review the Expense Reimbursement File at each of their regularly scheduled meetings.

### **2. CIF DELEGATE EXPENSES**

CIF Delegates shall be reimbursed for travel, meals and lodging and other related travel expenses (e.g. parking, meeting registration, etc.) when attending CIF and National Federation meetings, except where reimbursement is made by the CIF.

All such expenses shall be approved by the CCS Board of Managers and included in the budget and monthly financial statements. )

The Commissioner shall approve reimbursement upon receipt of a CCS Expense Reimbursement Form.

The CCS Executive Committee shall review the expense reimbursement file at each of their regularly scheduled meetings.

### **3. CCS STAFF EXPENSES**

Staff shall be reimbursed for necessary travel expenses as determined by the Executive Committee. Such expense reimbursement shall be reflected in the annual budget and financial statements.

Staff shall complete CCS Expense Reimbursement Forms with records of travel expenses. The CCS Commissioner will approve for reimbursement such forms in accordance with the current year's budget as approved by the CCS Board of Managers.

The CCS Executive Committee shall review the expense reimbursement file at each of their regularly scheduled meetings.

### **4. PLAYOFF TRAVEL EXPENSES**

Reimbursement for team (only) travel shall be as provided for in the CCS Tournament Guide and as established by the Board of Managers.

### **5. SECRETARY-TREASURER**

The Commissioner shall assume the duties of the Secretary-Treasurer and shall keep a complete record of all business at each meeting of the Board of Managers, carry on all official correspondence and perform such other duties as usually devolve upon such an officer.

### **6. PAYMENTS AND DEPOSITS**

The Commissioner shall receive and take charge of all money and deposit the same in a bank designated by the President and to have charge of all trophies, emblems and other property belonging to the Section. The Commissioner shall approve all bills of the Section for payment immediately after they have been received. The bookkeeper or office manager shall pay approved bills by drawing a check on the bank of deposit.

Two signatures are required on all checks. Approved signees are the Commissioner, Assistant Commissioner and Events Coordinator(s).

### **7. FINANCIAL REPORTING**

At each meeting of the Board of Managers, the Commissioner shall submit a written report showing receipts and disbursements since the last report and the bank balance on hand.

The Commissioner shall present an annual review by a C.P.A. selected by the Executive Committee. Said review shall be submitted to the Board of Managers no later than the second meeting of the following year.