

Clinton County Soil and Water Conservation District
6064 Route 22, Suite 1
Plattsburgh, New York 12901
518.561.4616

“Conserving & Protecting Our Valuable Resources”

Monthly Disbursements Policy

In order for the Clinton County Soil & Water Conservation to carry out routine business procedures, the Board of Directors hereby authorizes payment of the following expenses and transfers of fund between accounts to meet these expenses:

These routine payments will be made ***without*** pre-approval. However, disbursements will be reviewed on a monthly basis at the regular board meeting in the financial report to include, but not limited to: the “Monthly Profit & Loss” report and the “Profit & Loss Budget vs. Actual” report.

- Payroll and related employee benefits; including insurance and retirement
- Director travel/training expenses
- Employee training/travel expenses, including workshops, certifications, etc.
- Internet Access/Website maintenance
- Equipment supplies and repairs as deemed necessary and appropriate by the District Manager
- Vehicle maintenance and repairs, including gas, oil, and inspections
- Office supplies and maintenance of office equipment as deemed necessary by the District Manager
- Insurance; liability, etc.
- Information and education expenses, including newsletter and costs to present meetings, workshops, etc. as deemed necessary and appropriate by the District Manager
- Resale Items -- purchase of item for resale as deemed necessary by the District Manager
- Conservation supplies, including small tools as needed in the implementation of District projects as deemed necessary and appropriate by the District Manager
- Dues and subscriptions as deemed appropriate by the District Manager
- Advertising expenses as deemed necessary by the District Manager
- Transfer of funds between bank accounts may be made to meet these expenses as deemed necessary and under the supervision of the District Manager
- Petty Cash payments involving small amounts for infrequent purchases, such as office supplies

Other than the items listed above, any irregular or abnormal expenses in excess of \$250.00 will be presented to the Board for approval prior to payment.

**(Adopted on December 17, 2015, by a unanimous vote of the governing board of the
Clinton County Soil and Water Conservation District)**