

Attachment "H"

Bel Air-Beverly Crest Neighborhood Council Draft Standing Rules for Financial Operations September 17, 2024

All financial operations shall be conducted according to rules and procedures set by the Department of Neighborhood Empowerment.

Appointment of Financial Administrators

A “Bank Cardholder,” “Second Signer,” and “Alternate Signer” are critical to the financial operations of the Neighborhood Councils, fulfilling roles determined by the Department of Neighborhood Empowerment.

These positions shall be filled yearly at the same meeting at which Officers are elected. The Treasurer shall nominate individuals to these positions, and the Board shall vote to ratify or deny the choice. Should the choice be denied, the President shall call for nominations from the floor and the positions shall be filled in the same manner as Officer positions.

Continuity and reliability are key attributes for fulfilling these positions.

Expenditures

Funds shall only be expended following approval by the Board of the expense. Those making approved expenditures shall make every effort to avoid using personal funds for Neighborhood Council expenses.