



The Hindu Society of North Carolina

Payment Procedure

Payments for Contractual goods and services

- 1) All the regular payments will require a contract to be signed by the respective BOD liaison. The current contractual services identified are,
 - a) Cleaning
 - b) Facility manager
 - c) Land scarping
 - d) Printing
 - e) Kitchen Inventory
 - f) Air Conditioners
 - g) Termite
 - h) Accounting Clerk
- 2) The contracts should clearly indicate the services to be performed in detail
- 3) Contract terms and details must be notified to BOD before contract is signed or renewed.
- 4) Monthly bills for contract payments should be submitted by BOD liaison along with work certification on HSNC expenses voucher form
- 5) It is recommended to provide as much details as possible while certifying by the BOD liaison
- 6) Treasure or BOD liaison for finance will check the expenditure voucher and contract's bill for all the required compliance (e.g. rates, certification, contract terms and conditions etc.) before it is entered into the system.
- 7) Bills will be paid on the subsequent Wednesday provided there is a sufficient blank balance and all the required details are provided.
- 8) If payment is over \$ 1000 then Treasurer will sign the check along with BOD – finance liaison or President or Vice President. In absence of Treasurer BOD - finance liaison will sign the check along with President or Vice president.
- 9) If payment is within \$ 1000, the check will be signed by Treasurer and in absence of Treasurer BOD -finance liaison will sign a check.



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Payments for Utilities

- 1) All the utilities payments should be part of the HSNC expenditure budget
- 2) Currently identified utilities are
 - a) Electricity (Progressive)
 - b) PSNC GAS
 - c) AT & T - Telp and internet
 - d) Water
 - e) Garbage Pickup
- 3) Utilities are for the following various HSNC premises
 - a) Main Temple
 - b) Hall
 - c) Priest Quarters (on HSNC Campus)
 - e) Trailers (on HSNC Campus)
 - d) Priest rental apartment
- 4) Most of the utilities are on Auto draft except for AT & T and Priest rental quarters
- 5) All check payments will be processed by Treasury or BOD finance liaison person before due date and will be mailed
- 6) If payment is over \$ 1000 then Treasurer will sign the check along with BOD – finance liaison or President or Vice President. In absence of Treasurer BOD - finance liaison will sign the check along with President or Vice president.
- 7) If payment is within \$ 1000, the check will be signed by Treasurer and in absence of Treasurer BOD -finance liaison will sign a check.
- 8) In order to control utility related expenditures Facility manager and BOD liaison should analyze these expenditures on monthly basis for the above HSNC premises separately. It is recommended to maintain a register per premises for units consumed and amount.



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Non Contractual Payments below \$ 500

- 1) HSNC expenditure items less than \$ 500 can be submitted by the person who is incurring the expenditure (e.g. Priest, facility Manager, BOD, committees, program/project coordinators etc.)
- 2) Expenditure/s must be supported by a proper original invoice or receipts indicating rate, amount, quantity, sales tax etc. and must be submitted on HSNC voucher form. All efforts should be made to attach invoice or receipts along with expenditure claim however in the exception cases where receipt is lost or not possible to produce, those expenses voucher up to \$ 100 will be paid upon President or Vice President approval.
- 3) If expenditures are for handyman services then Facility manager or Facility BOD liaison should make a list of statement of services/work expected from handyman and along with the rates before awarding such a work to handyman. Handyman's invoice should be submitted along with HSNC voucher with work certification and statement of services/work.
- 4) These expenditure can be approved by the concern BOD liaison or in his absence by the President or by the Vice President
- 5) If BOD liaison has incurred expenditures then it can be approved by
 - a) By the President or
 - b) By the Vice President or
 - d) By the BOD finance liaison

In no case expenditures will be approved by above persons for themselves.
- 6) To the extent possible BOD liaison should ensure that these expenditures are part of budgeted expenditures.
- 7) If expenditures are against the receipt of payments from Donors, then expenditure can be approved by Treasurer or BOD liaison for Finance after confirming the receipts of funds.
- 8) **All expenditures vouchers must be backed by proper receipts as indicated in point no. 2 & 3 above.**
- 9) Expenditures will be paid on the following Wednesday



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- 10) Check will be signed by Treasurer and in absence of Treasurer the BOD -finance liaison will sign a check.

Payments above \$ 500 for Goods and Services

- 1) Expenditure can be submitted by a person who is incurring the expenditures (e.g. Priest, facility Manger, BOD, committees, program/project coordinators etc.)
- 2) Expenditure/s must be supported by a proper original invoice or receipts indicating rate, amount, quantity, sales tax etc. and must be submitted on HSNC voucher form.
- 3) If expenditures are for repairs or services over \$ 1000 then concern BOD liaison will enter into contract with the Handyman or Vendor indicating details of services, rates, warranty, & service time frame along with other contract details. If expenditures are less then \$ 1000 in that case cost estimation will be required .
- 4) These expenditures can be approved by any of the following authority once BOD has already approved the expenditure
 - a) The concern BOD liaison or
 - b) By the President or
 - c) By the Vice President or
 - d) By the BOD finance liaison
- 5) If BOD liaison has incurred expenditures then it can be approved by
 - a) By the President or
 - b) By the Vice President or
 - c) By the BOD finance liaison

In no case expenditures will be approved by above persons for themselves.

- 6) If expenditures are against the receipt of payments from Donors, then expenditure can be approved by Treasurer or BOD liaison for Finance after confirming the receipts of funds.
- 7) **All expenditures vouchers must be backed by proper receipts and documents as indicated in point no. 3 & 4 above and will be paid on the following Wednesday**



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- 8) If payment is over \$ 1000 then Treasurer will sign the check along with BOD – finance liaison or President or Vice President. In absence of Treasurer BOD -finance liaison will sign the check along with President or Vice president.
- 9) If payment is within \$ 1000, the check will be signed by Treasurer and in absence of Treasurer BOD -finance liaison will sign a check.

Payments for Programs and Events

- 1) The Programs budget (income and expenditure) must be approved by BOD.
- 2) Expenditure can be submitted by a person who is incurring the expenditures (e.g. Priest, facility Manger, BOD, committees, program/project coordinators etc.). Following are the examples of program expenditures
 - a) Lectures
 - c) Swamiji payments
 - d) Event programs (musical, drams, standing show)
 - e) Professional services (e.g. doctors etc)
 - f) Travel cost for artists or professional
- 3) Expenditure/s must be supported by a proper original invoice or receipts indicating rate, amount, quantity, sales tax etc. and must be submitted on HSNC voucher form. All efforts should be made to attach invoice or receipts along with expenditure claim however in the exception cases where receipt is lost or not possible to produce, those expenses voucher up to \$ 100 will be paid upon President or Vice President approval.
- 4) The program committee should enter into a contract if event is a major musical program or drama or group of artist visiting from India and the payment for program is above \$ 3000 indicating the details of programs, travel cost if any and the rate
- 5) Where ever agreed expenditures will be paid only after receipts of sponsors and donors funds
- 6) These expenditure can be approved by any of the following authority
 - a) The concern BOD liaison for the program or
 - b) By the President or
 - c) By the Vice President or



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- d) The BOD Finance liaison
- 7) If BOD liaison has incurred expenditures then it can be approved by
- By the President or
 - By the Vice President or
 - The BOD Finance liaison

In no case expenditures will be approved by above persons for themselves.

- 8) **All expenditures vouchers must be backed by proper receipts and documents as indicated above.**
- 9) If payment is over \$ 1000 then Treasurer will sign the check along with BOD – finance liaison or President or Vice President. In absence of Treasurer BOD -finance liaison will sign the check along with President or Vice president.
- 10) If payment is within \$ 1000, the check will be signed by Treasurer and in absence of Treasurer BOD -finance liaison will sign a check.

Payments for Projects

- 1) HSNC from time to time may carry out various projects such as
- Priest Quarters
 - Youth Center
 - Senior Citizen Center
 - Kitchen re building
 - major repair or upgrade to facilities
 - Major landscaping
- 2) All the projects must be approved by BOD along with the funding source for the project. Funding source can be bank loans, donations or cash reserves.
- 3) BOD will appoint a project coordinator who has to be a BOD member. BOD can also appoint a separate project leader from BOD or any other community member or expert to manage the project.



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- 4) The project coordinator and leader should work with Finance team for arranging the funds e.g. loan applications, donations arrangements etc.
- 5) Once funding is decided and arranged Project coordinator and leader should start planning for the project.
- 6) All the expenditure related to project which are less then \$ 500 will be processed as per the procedure indicated above. The only differences will be, in place of BOD liaison the project coordinator will be approving the bills/vouchers.
- 7) All the expenditures related to projects which are above \$ 1000 will be processed as per the procedure indicated above. The only differences will be, in place of BOD liaison the project coordinator will be approving the bills/vouchers.

Note- The above payment policy will remain into the effect until it is changed by the HSNC Board of Directors in their BOD meeting.

Change Control

Prepared /Changed by	Date	Reasons for Changes	List of Changes	Approved by BOD on
Manoj	02/17/2009	First Draft	All new Procedure	03/16/2009
Manoj	05/20/2009	Typo	Typo in project related exps. over \$ 1000	Typo correction hence BOD approval not required.



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HSNC Payment Voucher



HINDU SOCIETY OF NORTH CAROLINA 309 Aviation Parkway Morrisville, NC 27560 Phone (919) 481-2574			
Date: _____		Voucher No: _____ Check Number: _____ Date: _____	
Date	Description	Category/Committee	Amount
Total:			\$
Please make the Check in the name of: _____			
Claim Submitted By: _____		Paid By: _____	
Committee/ BOD: _____		Date: _____	
Approved BY: _____			

Comments: