

**LWVHC Policy #5**  
**Policy Related to Payment of Bills and Recording of In-Kind Contributions**

Insofar as items submitted for payment are consistent with League policies and the budget line item previously approved, the treasurer will pay those bills without Board discussion unless the treasurer chooses to present the item(s) to the Board. Transfers of amounts within the budget should be approved by the Board.

In-kind contributions shall be recorded on the proper form and shall be submitted to the treasurer who shall report said contribution at a Board meeting, duly noted in minutes, and then recorded in the Budget at In-Kind Contributions as opposed to Cash Contributions. This policy will help to distinguish the cash contributions from the in-kind contributions and assist greatly in reflecting the actual cost of operating LWVHC each year.

Adopted September 7, 2006  
Amended November 2015  
Adopted July 2016  
Reviewed September 2017