

**Finance Policy #616**  
**Payment of Bills between Board Meetings**

**Purpose:**

The Board of Trustees recognizes that Board members do not meet more than one time per month and therefore, it is of concern to the Board that bills for service incurred by the Charter School may be due prior to the meeting date for the Board. Board meetings may be cancelled due to weather conditions, lack of a quorum, or by action of the Board. The Board needs a policy regarding paying these bills.

**Authority:**

The Bylaws provide for the Board to create a policy to govern payments for services when these bills will incur additional charges or are necessary expenses for the operation of the Charter School provided that such request for reimbursement is properly supported and documented at the next available Board meeting.

**Guideline:**

Expenses that may be covered would include:

- Registration for pre-approved conferences and meetings.
- Employees benefits which would be adversely affected if not paid by the due date such as life insurance premiums.
- State and Federal taxes and fees that are legally due at specific times.
- Payments for leases and contracts which must be paid or suffer penalties.
- Any bill which if not paid would incur additional costs or injure the credit picture of the Charter School.
- Amounts owed to employees for expenses they incurred for the Charter School.
- Payroll, payroll taxes, and other payroll related fees.

**Delegation of Responsibility:**

The CEO will supervise the printing of checks to cover these expenses. Checks will be created every Monday for expenses that meet the criteria listed above. The number of these checks will be reported to the Board at the next month's Board of Trustees Meeting.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.