



NEVADA COUNTY CONCERT BAND

Proposed changes to the Bylaws:

Article III, Section 5 of the bylaws shall be changed to read as follows:

“A. Each officer of the executive committee and the artistic director/conductor may purchase or authorize purchases or other expenditures of \$200.00 or less without executive committee prior approval. Evidence of purchases or authorizations made under this section must be submitted within 10 days of the transaction with invoices and/or receipts for either reimbursement (if advanced by an officer or the artistic director./conductor) or payment. Any and all purchases or expenditures exceeding \$200.00 must be approved by a simple majority vote of the executive committee.

B. The president will receive the sealed monthly bank statements for all accounts and will reconcile them against the account register(s) for the time period in question on a monthly basis. The treasurer will provide the president with documentation and sufficient reports to perform the reconciliation. The president will then notify the executive committee of the results of the reconciliation on a monthly basis.

C. The signatories on the bank accounts will be the vice president and the secretary, either of which may sign checks or other bank transaction forms individually. The treasurer will furnish appropriate documentation such as a statement, invoice, request for reimbursement, etc. for each check or other transaction for the signing officer to review before affixing his or her signature.

D. The treasurer will at all times maintain possession of the checkbooks, deposit slips, withdrawal forms and reconciled bank statements on all accounts. The treasurer will prepare all payments, remittances, etc. and the necessary means to transmit the payments and forward same to the vice president or secretary for their signature.”

Article III, Section 6 of the bylaws shall be changed to read as follows:

“Cash receipts from concerts and events will be counted and verified by either the vice president or the secretary and by an active member of the band who is not then a current member of the executive committee. The verification will take place immediately after the concert or other event. The treasurer will also witness the verification process. The validating officer will complete an appropriate form attesting to the particulars of the receipts, the name of the witnessing active member, etc. and will provide the completed form to the treasurer. The treasurer will then provide the validating officer with a completed deposit form and the validating officer will make the deposit at the bank as soon as possible. The teller receipt from the bank for the deposit will be either mailed or hand delivered or otherwise transmitted to the treasurer within 3 business days of the concert or event.”
