

Sam McElroy 1760 BUSH

APPROVED TA EXPENSES

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2 **GENERAL MEETINGS**-Luncheon costs-Average \$1000-\$1500 ea Quarterly

3 **BOARD MEETINGS**-Luncheon approved in consideration of budget/ REFRESHMENTS, TOO

4 **BANK FEES**- Charged when balance falls under \$1000 CHECKBOOKS as req.

5 **OFFICE EXPENSES**- Telephone & internet services-not to exceed \$100 monthly

6 **COMPUTER**- software updates, spyware, etc. as needed basis

7 **COPIER**- services, ink, toner, copy paper-as needed basis

8 **OFFICE SUPPLIES**-task completion materials, stapler, tape, pens etc. costs of doing business-
9 limited budget/ LOBBY DECORATIONS/ HOLIDAYS including glass case in lobby

10 **NEWSLETTER**- Building announcements **DOOR-TO-DOOR DELIVERY HUD PROTECTED \$40.** Posts
11 to include language Translations Russian & Chinese matching Language w each resident

12 **CLEAN UP/ SET UP/ KITCHEN HELPERS**-Rotate helpers- HUD PROTECTED RAD Recognized \$40.
13 Each quarterly meeting not to exceed \$100./\$120.

14 **ELECTION MODERATORS**-Independent Professionals require impartial oversight \$100. Each
15 event. CRAIGSLIST SOLICITING \$10.each ad

16 **TRANSLATORS**- \$50-\$100 MAX Depending on experience & expertise-quarterly

17 **TRANSPORTATION**- Officers on official business, off sight meetings, CCSD, City Hall, Bank runs
18 mileage when gathering supplies for meetings

19 **STIPENDS**- TENANT BOARD OFFICERS- \$33.00 MONTHLY &/or \$40. As of 4/1/23

20 **ALL EXPENDITURES APPROVED AS REIMBURSEMENT ONLY!**

21 **CHECKS REQUIRE 2 SIGNATURES FOR SECURITY & SAFETY**

22 **ALL ITEMS** -under \$100 approved by President

23 **ALL ITEMS**- over \$100-\$250.= Board Approved

24 **ALL ITEMS**- \$250. & Above- needs majority general Tenant Vote

25 **MISCELANEOUS COSTS** INCLUDE- discretionary Tips for delivery drivers, year end presents for
26 staff personnel, Mgmt, Resident Svcs, maintenance, handyman, accounting office
27 t e n a n t