



Association of Government Accountants
Guam Chapter
Standard Operating Procedure (SOP – 8)

Discretionary Spending by the President

1. **Purpose:** This is a Standard Operating Procedure of the Guam Chapter of the Association of Government Accountants (Chapter). The purpose of this Standard Operating Procedure is to set forth the rules discretionary spending during the year on the part of the President of the Association. The Chapter Executive Committee (CEC) recognizes that there may be some occasions wherein a small spending decision may need to be made within a time frame that does not allow for deliberation by the entire body.
2. **Applicability.** This authorization applies only to the person holding the office of President of the Guam Chapter of the Association of Government Accountants.
3. **Authorization.** The President of the Guam Chapter of the Association of Government Accountants is authorized to spend up to \$250.00 per event not to exceed \$1,000 per Program Year for unplanned costs without authorization from the Chapter Executive Committee. As funds are expended, the President will report these expenditures at the next CEC meeting.
4. **Types of Expenditures.** The authorization extends to expenditures which are deemed by the President to be prudent and in the best interests of the Chapter.
5. **Examples.** Examples of the types of expenditures that would be authorized are as follows:
 - a. A decision to hold a dinner meeting for the purpose of rewarding committee members at the end of a project and to hold a lessons learned meeting to plan for a future event;
 - b. Hosting a dinner for AGA dignitaries or trainers visiting the island for a purpose of building up the local chapter or enabling the achievement of Chapter goals and objectives;
 - c. Hosting a meal with donors or potential donors; and/or
 - d. Applicable expenditures deemed necessary to carry out the goals and objectives of the Guam Chapter.

The list is not meant to be exhaustive but a representation of the types of examples of costs that may be incurred. The CEC recognizes that the President must be allowed to exercise his best discretion in a prudent manner when unplanned events arise.

6. **Independent Review.** While these expenses are not subject to CEC approval, the Treasurer shall perform a general review of the receipts to document the benefit of such expenses and to ensure mathematical accuracy of voucher/s submitted for reimbursement.