



## Memorandum

To: Board of Directors  
From: J.J. Lewis, President & CEO  
Date: November 28<sup>th</sup>, 2016  
**RE: Revised Finance Policy**

The Board Finance Policy has been revised with minimal changes. A majority of the changes are from sample policies provided by our auditor. These consist of creating guidelines for a petty cash fund as well as credit card policy. Minor revisions were made in other wording from the current Board Policy Manual.

**Action Requested:**

A motion to approve the revised Finance Policy.

**Reviewed and Approved for Submission:**

A handwritten signature in black ink, appearing to read "J.J. Lewis".

J.J. Lewis  
President & CEO

**Finance Committee Recommendation:**

The Finance Committee met on Tuesday, November 15<sup>th</sup> and unanimously recommend approval of the suggested action by the full Board of Directors.