

Laundry Committee Restrictions and Guidelines

Restrictions:

Any reimbursement for personal travel mileage or expenses must be approved in advance by the Board of Directors. Any expenditures over \$500 will need to be Board approved.

All expenditures must be approved in writing by the Chairperson before money is spent. This includes purchases with cash expenditures from petty cash.

If NOT APPROVED in writing beforehand, the buyer WILL NOT be reimbursed.

Guidelines:

The Committee will be made up of a Chairperson, a Co-chairperson, and a membership of not more than twenty leaseholders. The Committee is responsible for collecting and counting coin box proceeds.

Committee membership is divided into two groups: W for winter and S for summer. Each group has 8 to 10 members. The Winter group meets from October through April, and the Summer group meets May through September. Leaseholders from each group may be called upon as needed.

The Committee Chairperson and the Co-Chair empty the coin boxes as needed during the peak season (winter) and once monthly during the off season (summer).

Coin boxes are not opened by fewer than two Committee Members. When available these two members should include the Chairperson and the Co-Chairperson. If they are not available, the KOFA Office Manager opens the boxes with the assistance of one other Committee Member. If no Committee Members are in the park, the KOFA Manager will choose at least one leaseholder to assist in money counting.

Coin box key(s) are kept in the office.

The coin box meters are read at the time of the collection, noted in a log, and compared with the money collected for the annual report.

Two or more Committee Members count, wrap coins and deliver them to the KOFA Office Manager where the count is verified and a receipt given to the Committee.

R/O money is collected at the same time as the laundry coin boxes, counted, recorded, and turned into the office.

The Committee is responsible for maintaining the Laundry Room equipment. For malfunctions of machines, contact the Manager. If the malfunction is after normal working hours, contact the Manager the next morning.

Committee Chairperson

Date

Board Approval

Date