



# HỘI ÁI HỮU PHÚ YÊN BẮC CALIFORNIA

## PhuYen Fellowship Association of Northern California

Founded 2005 - Website: [www.aihuuphuyen.org](http://www.aihuuphuyen.org)

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## REVENUE AND EXPENDITURE RULES

### Incomes:

- 1.1. Based on a voluntary basis, NORCAL PYFA'S financial sources come from Members' and friends' supportive contributions.
- 1.2. Annual fees and (or) activity dues, if any, come from official Members, planned sources, and may be changed depending on the circumstances of each year.
- 1.3. Commercial, cultural and social institutes..., benefactors or friends participating in NORCAL PYFA's activities will be categorized as members of the Sponsor Council.
- 1.4. The incomes will be deposited into the main account of the NORCAL PYFA, and managed by the Treasurer.

### Expenses:

- 2.1. President is the main disbursement approver. All programs, projects or approved expenses will be ratified by the President, publicized by the Secretary General, and disbursed by the Treasurer.
- 2.2. The Treasurer will manage all NORCAL PYFA's funds and accounts.
- 2.3. All approved financial programs or projects must be audited within one (1) month of their completion dates.
- 2.4. The President may only notify the Executive Board for the expenses of \$200 or less without the Executive Board's approval.
- 2.5. If more than \$200, the President needs Executive Board's approval to endorse the disbursement.
- 2.6. Expenses must be receipted and archived for at least 5 years.
- 2.7. Expenses may vary within 5% from the original budget.

### General Articles:

- 3.1. All NORCAL PYFA's incomes must be deposited in a bank account in the name of NORCAL PYFA. Only the Treasurer and the Vice Treasurer are authorized to sign checks.
- 3.2. Treasurer must regularly update and report the NORCAL PYFA's finance during the regular meetings of the Executive and Advisory Boards before notifying to all Members.
- 3.3. The surplus money of the planned budget must be audited by the Treasurer before crediting it into the main account within two weeks (14 days) after any related activities.

### Amendment:

- 4.1. Any amendment of these rules must be approved by a referendum.