

## SECTION II

### BUDGET AND FINANCE

#### A. Budget and Finance

1. Pacific Swimming shall maintain a line item budget. The House of Delegates has authorized the Board of Directors to adjust budget items provided they remain within the total annual budget figure.
2. The minimum requirements for a club submitting a grant application shall be:
  - a. The club shall be in good standing
  - b. A delegate or representative shall attend the bi annual House of Delegates meetings.
3. Members of Pacific Swimming shall follow the Pacific Swimming Travel Expense Reimbursement Policy See Appendix A.3
4. A coach who applies for Pacific Swimming support to attend any USA Swimming event shall be a current certified coach member of Pacific Swimming
5. Travel Support for clubs sending disability athletes to National or International Disability Championship meets shall be set at the same rate used to support clubs sending athletes to National Championships.
6. Clubs requesting travel support shall meet the requirements found in the Senior Travel Support Guidelines. See Appendix A.4
  - a. Pacific Swimming's Membership Chair shall determine athlete and coach eligibility.
7. Execution of any deed, mortgage, bond, contract, agreement, or other instrument valued in excess of \$5000 shall be:
  - a. authorized by the General Chair and the Treasurer or two other officers or agents expressly delegated by the Board of Directors, and
  - b. verified, prior to signature, by the Treasurer to ensure the terms and payment conditions of any obligation can be fulfilled by Pacific Swimming.

Upon execution of any such agreement, a copy of the signed agreement shall be provided to the Treasurer.

8. Prior to the payment to any individual, organization or corporation for services provided, regardless of the amount paid, a W-9 form shall be provided to the Treasurer (or delegate) or Zone Treasurer. These services may be described as honorariums or stipends for coaches and chaperones and/or for providing services such as timing, computer operations or similar activities.
9. All capital equipment shall be recorded under the Pacific Swimming Equipment or Zone Equipment Inventory. All capital equipment inventoried shall be subject to a straight-line depreciation schedule based on the expected life of the equipment. All capital equipment in inventory shall be insured at replacement value.