

Spending and Reimbursement

To ensure we're using our shared resources wisely, we've established the following guidelines for expenses. This policy is designed to be transparent and to empower our community while maintaining financial responsibility.

Definitions

Mandatory expenses are defined as any on-going expenses required to keep our doors open and the lights on. Examples of these expenses include:

- Rent
- Insurance
- Utilities
- Hygiene and Sanitation Supplies
- Tool maintenance
- Software and subscriptions for shared computers

These expenses are managed by the Board of Directors and the Operations Manager as part of our annual operating budget. These may be approved by simple majority vote of the board.

Discretionary expenses are defined as any expenses that enhance our capabilities and improve the member experience but are not strictly required for basic operation.

Examples of these expenses include:

- New tools and equipment
- Consumables for shared use (like filament, wood, or electronics components)
- Workshop upgrades and organizational improvements
- Expenses for community events and workshops

Approval Process for Discretionary Spending

To ensure accountability and responsible use of our funds, all discretionary spending must be approved in advance. The approval process is based on the total cost of the purchase or project.

- \$50 and under:
 - Approval: Any single Board Member or the Operations Manager.
 - This is for small, everyday items that keep our operations running smoothly.
- \$51 to \$250:

- Approval: Any two of the following: Board President, Vice President, Treasurer, or Operations Manager.
- This allows for flexibility in acquiring needed supplies and minor equipment while ensuring oversight.
- \$251 to \$2,500:
 - Approval: A simple majority vote of the Board of Directors.
 - For significant purchases, the Board will discuss and vote on the expenditure at a scheduled board meeting.
- Over \$2,500:
 - Approval: This requires a two-step process:
 1. Member Consultation: The Board will call a General Member Meeting with at least 72 hours' notice to present the proposed expense and gather feedback from the membership.
 2. Board Vote: Following the consultation, the Board will vote on the expenditure, with a simple majority required for approval.
 - For major investments, it's crucial that we have community buy-in and a thorough discussion about the impact and benefits.

Reimbursement

All reimbursements for approved expenditures will be issued via Paypal. Members must submit a copy of the receipt to the treasurer via email (treasurer@bellinghammakerspace.org) as soon as possible with the following information:

- Date and time of the expenditure
- Who approved it
- The PayPal address the reimbursement should be sent to

Revision #5

Created 8 July 2025 19:17:23 by Grant Dobbe

Updated 9 July 2025 02:33:33 by Grant Dobbe