

Veterans for Veterans

PO Box 5331
Pagosa Springs, CO. 81147



Cash (Checking/Savings Account) Administration

The Treasurer and the Board of Veterans for Veterans of Archuleta County have the financial responsibility to oversee the funds in both the checking account (known as the general fund) as well as the savings account. The Treasurer must supply all reports to the board whenever requested to ensure that the board members are aware of the cash position of both accounts. This includes all incomes, expenditures, and transfers between accounts.

The tracking requirements for any expenditures include keeping all supporting documentation for any expense. For any item, a voucher is required and must be signed by two members of the board. If an expenditure is over \$250.00 then the entire board must approve of the expenditure and the voucher must indicate that decision.

Each expenditure must be accompanied by a printed business invoice.

For normal administration expenditures, the board must be made aware of the cost and must approve the expenditure prior to the purchase. Reimbursements for these expenditures must be verified by an invoice for the expenditure.

For any expenditure for a veteran's needs, the veteran must show proof that he/she is a veteran. The primary document would be a DD214 however there are other documents that provide the same service confirmation. This could be a VA issued medical card or a Colorado drivers license with the word "Veteran" printed on it. The veteran must produce an expense document with his/her name on it. This may be an invoice or a lease. When a check is issued on behalf of a veteran, it will be issued to the entity on the document. The board will not issue checks directly to veterans in need except under extreme circumstances.