

KBOO Radio Policy	Spending Authority	Date: 06/26/23
POLICY #II.D. 4 (formerly #39)	Outside Budget	Approved by: Board of Directors

1. Any emergency requiring an expenditure of more than \$5000 shall require approval in advance by the Board of Directors or the Executive Committee (EC) of the Board. Any emergency expenditure of up to \$5000 shall be approved by the Station Manager and does not require advance approval from the Board. The station manager will notify the EC within 24 hours of approving the emergency expenditure.
2. Any unbudgeted non-emergency expenditure of more than \$3000 or more requires the prior approval of The Board of Directors, following review and recommendation of the Finance Committee to the Board. Any unbudgeted non-emergency expenditure of \$3000 or less can be approved by the Station Manager.
3. The Station Manager shall advise the Finance Committee of all unbudgeted expenditures over \$1,000 at its next regularly scheduled meeting and discuss how the expense affects the budget's net income.
4. Following approval/review of any unbudgeted spending, the Finance Committee shall review effects on the approved budget and advise the Board.
5. The finance department shall keep a record of all approved emergency/non-emergency expenditures outside the budget, which can be incorporated at the midyear budget review.
6. A Staff Member, Board Member or Station Manager who does not follow this policy shall have created grounds for termination.

Adopted by Board of Directors 12/16/92; amended 12/28/15; amended 06/26/23