

Massachusetts State Grange Bill Paying Process Revised and Updated January 18, 2025

All bills presented for payment or reimbursement must be submitted to the State President using a payment voucher and accompanied by the bill or a receipt if it's a reimbursement. If the reimbursement is for approved mileage, then documentation of the trip mileage must accompany the voucher. Acceptable documentation could be mileage readings from the vehicle odometer or a print out of trip directions from a service such as Google maps. In either case the mileage documentation must indicate the starting and ending destinations.

The payment voucher must be completed in full. The officer or director submitting the bill should retain a copy for their records, and forward the voucher and accompanying documentation to the State President by mail or email. Please copy any bills or receipts onto standard white 8 ½ by 11 inch paper to make it easier for scanning. **All reimbursements should be submitted within 3 months of the expense having been incurred.**

If the voucher is being submitted by a committee member then the director of that committee must approve the expense before the expense is incurred. The director must also sign and date the voucher to indicate their approval of the expense before the same is submitted to the State President.

If the voucher is being submitted by a deputy for the mileage for the annual official visit to a Grange, then the General Deputy must approve the expense. Remember that mileage is only paid for official visits that require 50 or more miles of travel. The General Deputy must sign and date the voucher to indicate their approval of the expense before the same is submitted to the State President.

The State President will review the bill for its appropriateness and check the amount requested to be sure it is mathematically correct and the accompanying documentation agrees with the voucher. If there are any questions, the State President should contact the person submitting the bill for clarification. Once the State President is satisfied with the bill and its accompanying documentation, the State President indicates the approved sum and the date and either signs the voucher or enters the same in an email to the Executive Committee in care of its Auditor. The voucher and its documentation is then given or emailed to the Executive Committee in care of its Auditor for approval. The Auditor either signs the voucher or indicates approval via email and assigns the expense to the appropriate budget line and gives or emails the completed voucher and accompanying documentation to the State Treasurer for payment. Please allow five days to process the payment.

On occasion, a check is needed immediately by an officer or director. The officer or director should contact the State President for approval and then the State President will contact the State Treasurer who in turn will cut the check. The normal paperwork must follow with the words "Confirming Voucher" clearly marked on the voucher.

Those officers and others entitled to monthly expenses (i.e. President, Lecturer, Secretary, Treasurer, State Grange News Editor, Webmaster and Social Media Coordinator) should promptly submit monthly or quarterly payment vouchers with receipts to the State President at the very end of each month or quarter. This will allow the State Treasurer to process the payments in a timely manner and prepare the monthly budget balances.

Payment vouchers from the Trustees of the Educational Aid Fund are submitted first to the State President and Executive Committee Auditor for approval and then forwarded to the Treasurer of the Educational Aid Fund for payment (not the State Treasurer).

Items on the budget approved by the delegates are closed out at the end of the financial year (Sept 30). All vouchers pertaining to that year must be sent to the State President by September 15 in order to complete the end of year budget and financial reports. At the end of the year, monies collected through donations must be sent to the appropriate destination. Committee directors should coordinate with the State Treasurer to ensure the donations are sent to the appropriate place. Some accounts will be rolled over to the next year (such as travel fund, hearing aid fund, etc.), the State Treasurer has these details. If there are any questions please contact the Treasurer.

When the State Grange is in Session, vouchers will be handled by the State Treasurer with the approval of the State Executive Committee (at least 3 members must sign). This is to avoid interrupting the President while they are conducting the Session.