

OFDDA POLICIES

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CONFERENCE AND WORKSHOP EXPENDITURE AND REVIEW

1.0 **PURPOSE**

The purpose of this Policy is to set the financial policy for conference and committees sponsored by the Oregon Fire District Directors Association.

2.0 **SCOPE**

This Policy applies to all persons, directly or indirectly, associated with the Oregon Fire District Directors Association.

3.0 **GENERAL PROVISIONS**

Policy concerning conference and committee expenditures and revenues.

3.1 All conferences and committee-sponsored programs and seminars are expected to be self-financed. That is, they are expected to produce enough revenue to pay for all the expense incurred.

3.2 A budget outlining all expected revenues and expenditures must be submitted to the Executive Board or Board of Directors for approval prior to any obligations. A final expenditure and revenue reconciliation will be furnished within 45 days following the function.