



## **Procedures for unreimbursed expenses on behalf of the American Orchid Society (AOS) (and financial controls with regard to expenditures to any volunteers)**

### **Rationale**

From time to time volunteers of the AOS make expenditures incident to the rendition of service to the AOS. In certain instances these expenses may be deductible for tax purposes by the volunteer. Nothing in this document is to be relied upon by any individual as to the deductibility of such expenses and any tax matters should be taken up with the individual's financial advisors.

**The AOS will not purchase any item on behalf of, write a check to, give cash to, or reimburse any volunteer for expenditures made by said volunteer without the express written consent of the Board of Trustees, which consent shall be required on a case by case basis.**

If a volunteer has unreimbursed expenses on behalf of the AOS, he/she should supply the AOS (on an annual basis) an electronic worksheet outlining a description of the services (without values) on behalf of the AOS and the dates such services were performed. In return, the AOS will provide to the volunteer a statement with such descriptions and dates the volunteer provided; a statement as to whether or not AOS provided any goods or services in consideration for the services (or expenditures); and a statement of a description and good faith estimate of the value of any goods or services if any were provided. The AOS, in many instances, does not have first-hand knowledge of the services provided so it is the volunteer's responsibility to ensure the services are, in fact, qualified as charitable contributions.

Current IRS regulations make it the responsibility of the volunteer to have adequate records to substantiate the amount of the expenditures; expenditures must be made out of a

“detached and disinterested generosity”; and contributions that provide a personal benefit to the donor or someone other than the charity are nondeductible.

**Approved by the Board of Trustees**

**March 27, 2010**