

E1 Com
[Sept. 1965]

REPORT FROM FINANCE COMMITTEE

The following report covers the period from Jan. '65 through Sept. '65.

The finance committee, in addition to making available this report, has attempted to set up various guide lines for approving expenditures as well as for review of field and office expenditures.

Below is a summary of the minutes of the finance committee meeting which will give you some idea of the kind of things the committee has addressed itself to.

Field Expenses

All reports are being handled to the satisfaction of the committee. There are only five permanent expense accounts operating at this time. They are: Alabama Project, Arkansas Project, South West Georgia Project, the Freedom Singers and Ed Hamlett (campus traveling). Although the finance report shows that over \$16,000 has gone to Miss. this year most of it was paid out in bills directly from Atlanta. This accounts for the fact that there is no balance to be accounted for. Once the Miss situation is straightened out, money will be sent directly to the projects rather than to Jackson. Also, the committee is asking each project director to submit a fall budget keeping in mind the need to cut back expenses whenever possible.

The only alteration made in expense reports is a recommendation that the S. W. Ga. WATS line be discontinued since there were only five staff people in that area and direct calls would probably be cheaper. The WATS line cost \$500/mo.

The North Carolina Project was granted a \$200 revolving budget, to be reimbursed as they turned in receipts approved by the finance committee.

Office Supplies

One of the reasons that the expenses for the office are so high is that many of the supplies bought in Atlanta go to field offices. In this regard the committee felt that the expenses for both field and office would be cheaper if all supplies were bought wholesale and routed to the field periodically as requested.

Approval of Expenditures

All expenditures, must be requested in writing and approved by at least two members of the finance committee. Expenditures over \$1,000 should have the approval of the full committee. This includes petty cash expenditures which are not to be in excess of \$10.

Loans

All loan requests are to be made in writing. Loans in excess of \$50 must have the approval of the full committee. No one will be eligible for a loan who has a previous balance of \$100 or more. Loan under \$50 can be approved by two members of the finance committee.

Payroll

Although time has not permitted a full critical review of the payroll, the committee did address itself to some inequities regarding the payroll. Thus the following policy was enacted:

Full checks - Full checks will be given (during period of half-checks) to persons who have dependents.

Married Persons Salaries - For Atlanta based personnel (this is also true for some other area) where both parties are working for SNCC, the salary for each person is to be \$40/wk. If only one party works with SNCC their salaries will be \$45 and \$65 for female and male respectively. In regard to the first case, the amount for each dependent will be \$12.50.

Finance Office

LaVern Noblett will begin to assume the day to day responsibilities of the office and Shessie will concern herself primarily with the bookkeeping procedure.

Recommendation - LaVern replace Shessie on the Finance Committee.

Replacements on the Committee (other)

1. Ruby Doris Smith Robinson - resigned (see letter)
2. Stanley Wise - Seldom attends meetings and is therefore not a working member.
3. Cynthia Washington - resigned because of too much work.

Persons are needed to replace the above mentioned so that a few people will not be overworked.

Building

We have exercised the option to purchase the building at 360 Nelson Street. Purchase price is \$65,000. We are examining the possibilities of a loan from North Carolina Mutual.

Submitted for the Finance Committee
By Ruby Doris Smith Robinson

Jack Minnis
Mildred Forman
Mariel Tillinghast
S. G. Johnson
Stanley Wise