



WASATCH  
COMMUNITY  
GARDENS

## GARDEN TREASURER

The main responsibility of the Garden Treasurer is to work with the WCG Garden Manager to conduct the purchasing business of the garden. This includes making approved purchases personally for later reimbursement; collecting receipts of approved purchases from other gardeners for reimbursement; working with the WCG Garden Manager to make purchase orders; and submitting reimbursement forms in a timely manner. If you are unable to complete these responsibilities, please contact your WCG Garden Manager.

### **How Your Community Garden is Funded**

The WCG Community Garden Program is funded by plot fees, agency contracts, grants, private donations, and other sources. These funds are managed by WCG and used to cover necessary operating expenses like water, insurance, infrastructure maintenance, administrative costs, and miscellaneous program expenses. The WCG Garden Manager establishes a budget every October for the following year.

At garden meetings, the WCG Garden Manager seeks gardener input on projects that address unique garden needs, such as fruit trees, tools, gathering spaces, community event supplies, etc. Gardeners can propose such projects at the Spring and Fall Meetings, by contacting the WCG Garden Manager, or by posting a proposal to the garden's email listserv. The WCG Garden Manager may approve, deny or modify spending proposals based on available funds, program priorities, and their assessment of the feasibility of implementation.

### **Making Garden Purchases**

All purchases must be pre-approved by the WCG Garden Manager. In some cases, the WCG Garden Manager may bring up proposals for discussion and approval by vote of gardeners.

Approved purchases are generally made by the WCG Garden Manager or by the Garden Treasurer. Other gardeners may make pre-approved purchases if they have been given a budget by the WCG Garden Manager within their area of stewardship. For example, a gardener coordinating a pre-approved shade structure project may purchase what they need within the budgeted amount.

For purchase orders or items that require payment at the time of delivery, please contact the WCG Garden Manager at least one week in advance of delivery, to arrange payment. For invoiced purchases, please submit the invoice, attached to a Reimbursement Request form, to the WCG office within 3 business days. For pre-approved purchases made out of pocket that need reimbursement, please see below.

### **Submitting Reimbursement Requests**

Submit a unique Reimbursement Request form for each person who is requesting reimbursement. Reimbursements cannot be issued without original receipts attached to the Reimbursement Request form. When you submit the paper copy of the form to the WCG Garden Manager, please also email a digital version of the Reimbursement Request to them. Requests received by the 15<sup>th</sup> of any month are processed and available by the 15<sup>th</sup> of the following month. If there is a need for expedited reimbursement, please indicate this on the Reimbursement Request Form, and we will do our best to honor the request.