**Great Lakes Region**

**Letter of Agreement for Financial Responsibility**

Each committee for a Chapter/Region sponsored event determines its own financial workplan and budget. Financial workplans and budgets shall be submitted on a regularly scheduled timeline to the Region Director and the Region Treasurer for review and presentation to the Board of Directors for approval.

**IF THE APPROVED BUDGET POLICIES AND PROCEDURES ARE FOLLOWED AND A DEFICIT OCCURS, THE GREAT LAKES REGION SHALL BEAR THE RESPONSIBILITY. IF A DEFICIT OCCURS BECAUSE THE POLICIES AND PROCEDURES WERE NOT FOLLOWED, THE RESPONSIBILITY LIES WITH THE HOST UNIT.**

Seminars – The budgeting process is an important planning tool of the Seminar Committee. However, the Board of Directors has the responsibility of approving finances. The Seminar Committee collects and organizes financial information to assist in planning.

Please read carefully the Policies and Procedures of the Great Lakes Region. Ask any questions where you feel clarification is necessary in order than you completely understand what is required of you. Then, sign, date, and return the original form to the Region Director.

“I have read and understand the Great Lakes Region Policies and Procedures that outline the duties and responsibilities of my office and shall adhere to the policies set forth.”

Chairman of \_\_\_\_\_\_\_\_\_\_ (Year) Seminar \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

Treasurer of \_\_\_\_\_\_\_\_\_\_ (Year) Seminar \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

Director, Great Lakes Region \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date