

# Expense Guidelines

## for Neighborhood Associations

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## SUMMARY

Each Neighborhood Association (NA), namely GGNA, GNEKNA, NWKNA, SEKNA and WKNA, has a fiscal year (07/01 – 06/30). The approved City budget for Fiscal Year 2023-2024 is \$1,200.

Payment to each neighborhood association is contingent upon the association being officially recognized by the City and provided on a reimbursement basis. The payment is to provide support items such as printing and postage associated with brochures and newsletters, and for yard signs.

NA presidents are the only persons who may request printouts and photocopies to be billed to their NA accounts.

To receive reimbursement, the request must be from the NA president. Although the City may reimburse another NA member, the City must have the NA president's approval for all reimbursement requests. This helps the president with the tracking and planning of the annual expenses.

NA presidents need to track expenses to ensure that their annual budget is not over-spent.

Below is a list of items that can be purchased by the Neighborhood Associations. If you find a need to purchase items not listed, please inquire with the Deputy City Recorder (Dawn Wilson; [wilsond@keizer.org](mailto:wilsond@keizer.org) or 503-856-3418) to see if such item would be appropriate for reimbursement.

If you would like agendas, packets, minutes, or any other City-retained documents printed and/or you request photocopies, those items will be billed to your NA account.\*

***All other approved expenses will be reimbursable by submitting a copy of the receipt—and completion of the attached Reimbursement Form.***

## **APPROVED EXPENSES – USED FOR NA'S PURPOSES ONLY:**

- Printouts and copies of City retained documents\*
- Photocopies made by private business
- Flyers, Ads, Banners – design, printing, paper, materials

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- Signage – design, printing, materials
  - Doorhangers
  - Published materials
  - Postage
  - Event or exhibitor registration fees
  - Promotional & Advertising – materials or services used for meetings and events (e.g. Miracle of Christmas Lights; KeizerFEST, ServeFEST, Community Dinners) for the betterment of the NA and/or community, with the exception of the collective neighborhood association advertising approved by the City’s Finance Director in advance.
  - Office supplies: USB drives, paper, ink cartridges, pens, paper clips, etc.
  - Welcoming packages for new NA residents
  - Dumpster Rental
  - Safety Gear: vests, gloves, masks
  - Vendors: Sound, Photographer
  - Website and Social Media maintenance fees

# REIMBURSEMENT FORM

for Neighborhood Associations



Please Indicate which Neighborhood Association You are representing:	
<input type="checkbox"/> GGNA	<input type="checkbox"/> SEKNA
<input type="checkbox"/> GNEKNA	<input type="checkbox"/> WKNA
<input type="checkbox"/> NWKNA	

Description of expenditure:

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➤ **Please be sure to ATTACH the Receipt** ◀

Check should be payable to  
(name and address):

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Phone:

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**Check here if you would like to pick up the check at City Hall:**

*Checks are usually processed on Fridays – please allow up to two weeks to receive payment.*

~ **APPROVAL by NA President** ~

President's name (printed):

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President's Signature:

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**FOR CITY PURPOSES ONLY → Account No. 010-102-299980**