

Mt. Lebanon Band Builders  
**SAVINGS ACCOUNT USE POLICY**

1. **Background:** The Mt. Lebanon Band Builders (MLBB) maintains a separate savings account. The account was created with excess funds from the operating account as a way to fund large, one-time purchases while also earning interest income.
2. **Reason for the Policy:** To provide specific guidelines about when it is appropriate to use the savings account to fund MLBB expenses.
  - a. **Purchases:** Any purchase made with savings account funds should satisfy all four of the following requirements:
    - i. Is a durable good that is expected to have a 3-year life at minimum;
    - ii. Exceeds \$250;
    - iii. Will benefit all band members;
    - iv. Is in support of the organization's purpose as described in Article II of the MLBB bylaws.
  - b. **Temporary Use:** In the event of extraordinary circumstances where there is a need to transfer funds from the savings account to the general operating account in order to bridge a temporary shortage of cash, the Treasurer must obtain Executive Board approval to do so, detailing the amount, the reason for the temporary cash shortfall and a deadline by which to return the funds.
3. **Approval Authority:** In addition to securing the necessary spending approvals as described in the MLBB bylaws, any request to use savings account funds must be expressly communicated as part of the approval request.