

Payee _____ Amount _____ Needed by _____

Requested by _____ Date _____

Committee Chair
Approval _____ Date _____

Reason _____

*** Please provide supporting documentation.**

*** Provide approval from three Trustees if expense is budgeted and over \$500.**

*** Identify appropriate category from the list below or payment may be delayed.**

LOSRA Expense Categories

General Operations

- ___ 10 Business Expenses Office supplies, Postage, Garbage, Bank Exp
- ___ 11 Computer-Fax-Phone-Copier
- ___ 12 CPA and Legal Fees CPA, Legal Fees
- ___ 13 Events
- ___ 14 Fertilizer
- ___ 15 Fireworks
- ___ 16 Insurance
- ___ 17 Newsletter
- ___ 18 Taxes-Sales Tax
- ___ 19 Wages including payroll taxes Wages, Fed FICA, etc

Lake Maintenance

- ___ 20 Lake Consultant, Dam and Spillway Dam and Spillway, Consultant, Water Patrol
- ___ 21 Fish Sustainability
- ___ 22 Lake Treatment

Property Maintenance

- ___ 31 Building Maintenance including taxes Maintenance of property with a roof
- ___ 32 Land security, locks, etc
- ___ 33 Major Capital Replacement/Repair Replace Boiler, Stove, Frig
- ___ 34 Land maintenance incl Porta Potties Maintenance of property without a roof
- ___ 35 Utilities Con Ed, DTE