CHEYENNE YOUTH SPORTS LEAGUE, INC.

Board of Directors

RESOLUTION NO. 2026-006

A RESOLUTION OF THE BOARD OF DIRECTORS OF CHEYENNE YOUTH SPORTS LEAGUE, INC. ADOPTING PURCHASING AND EXPENDITURE POLICY FIN-01, DESIGNATING AUTHORIZED SIGNERS AND PURCHASERS, AND ESTABLISHING RELATED FINANCIAL CONTROLS

WHEREAS, Cheyenne Youth Sports League, Inc. (the "League") is a Wyoming nonprofit public benefit corporation. It was organized to provide organized amateur athletics and youth development programs in volleyball and baseball for youth ages 6 to 18; and

WHEREAS, the League's Bylaws give the Board of Directors (the "Board") responsibility for managing the League's affairs. This includes adopting budgets and making sure League funds are properly controlled; and

WHEREAS, the League expects a first-year operating budget of about $75,000. That budget will be funded by participant registration fees, donations, sponsorships, and fundraising; and

WHEREAS, the Board finds that written purchasing rules will do the following:

- protect League funds;
- make sure spending supports the League's charitable purposes;
- get fair value through competitive pricing;
- keep financial duties separate among officers; and
- support the League's tax-exempt status and public trust; and

WHEREAS, the Purchasing and Expenditure Policy, Policy No. FIN-01 (the "Policy"), has been presented to the Board in writing and reviewed by each Director, and the Board finds it to be in the best interests of the League;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Cheyenne Youth Sports League, Inc. as follows:

Section 1. Adoption of Policy. The Board adopts the Purchasing and Expenditure Policy, Policy No. FIN-01, in the form attached as **Exhibit A**. The Policy includes Appendix A (Purchase Request / Reimbursement Form), Appendix B (Cardholder Agreement), and Appendix C (Quick Reference for Coaches and Volunteers). The Policy applies to all League funds and to every director, officer, coach, team manager, volunteer, and contractor who is authorized to spend on the League's behalf.

Section 2. Approval Thresholds. The Board approves the purchasing thresholds in Section 5 of the Policy. They are set based on the League's $75,000 first-year budget:

Total Cost	Required Approval	Competitive Pricing
Up to $300 (budgeted)	Authorized Purchaser; Treasurer notified within 7 days	Reasonable judgment
$300.01 – $1,500 (budgeted)	Treasurer and President	At least 2 price comparisons
$1,500.01 – $3,500 (budgeted)	Treasurer and President, before commitment	At least 2 written quotes
Over $3,500	Board vote	At least 3 written quotes or documented sole-source justification
Any unbudgeted amount	Board vote before commitment	Per the amount above

Section 3. Authorized Signers. As provided in Bylaws Article VIII(3), the following officers are designated as authorized signers on all League bank accounts. Each signer is authorized to sign checks and approve electronic payments under the Policy:

Name	Office
Heidi Ware	President
Sheree Syracuse	Treasurer

The approval of **two** authorized signers is required for any check, ACH, wire, or electronic payment over **$500**, as required by Bylaws Article VIII(4). No signer may approve a payment or reimbursement made to themselves.

Section 4. Authorized Purchasers. The following people are designated as Authorized Purchasers. Each may make budgeted purchases of up to **$300** per transaction, subject to the Policy:

Name	Role / Program

The Treasurer may add or remove Authorized Purchasers in writing and must report each change to the Board at its next regular meeting.

Section 5. League Payment Cards. *(Select one.)*

☐ **Option A.** The Treasurer is authorized to get League-issued debit or credit card(s) in the League's name for the cardholders listed below. Each card has the limit shown, which may not exceed $1,500. Each cardholder must sign the Cardholder Agreement before receiving a card.

Cardholder	Card Limit
	$
	$

☐ **Option B.** No League payment cards are authorized at this time.

Section 6. Petty Cash. No petty cash fund is authorized at this time. Any future petty cash fund requires a separate Board resolution and may not exceed $100.

Section 7. Monthly Review. As required by Bylaws Article VIII(4), the Secretary, as a director who is not an authorized signer, will review and initial the League's monthly bank, card, and payment-platform statements.

Section 8. Implementation. The Treasurer and Secretary are authorized and directed to:

- give the Policy to all officers, coaches, team managers, and Authorized Purchasers;
- provide signature cards and other documents required by the League's financial institution(s); and
- take any other reasonable action needed to carry out this Resolution.

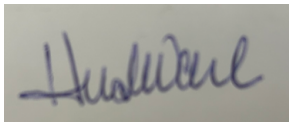
Section 9. Amendments. The Board may amend the Policy, including its dollar thresholds, by majority vote. The Board will review the Policy at least once a year when it adopts the annual budget.

Section 10. Prior Actions. Any reasonable, good-faith purchases made for the League before this Resolution's effective date are ratified, as long as they are fully disclosed to the Board and documented with receipts. The list of these purchases is attached as **Exhibit B**, if applicable.

Section 11. Effective Date. This Resolution takes effect immediately upon adoption.

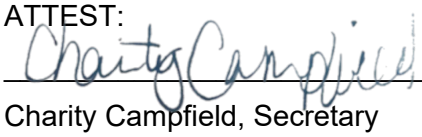
ADOPTED by the Board of Directors of Cheyenne Youth Sports League, Inc. at a meeting held on October 8, 2026, where a quorum was present, by the following vote:

Director	Yes	No	Abstain	Absent
Heidi Ware	☒	☐	☐	☐
Charity Campfield	☒	☐	☐	☐
Sheree Syracuse	☒	☐	☐	☐



Heidi Ware, President

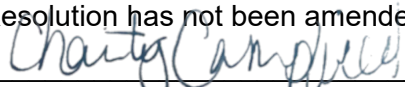
ATTEST:



Charity Campfield, Secretary

Secretary's Certificate

I, Charity Campfield, certify that I am the duly elected Secretary of Cheyenne Youth Sports League, Inc. I further certify that the above is a true and correct copy of a Resolution adopted by the Board of Directors on October 8, 2026. A quorum was present at that meeting, and the Resolution has not been amended or rescinded and remains in full force and effect.

 Date: October 8, 2026

Charity Campfield, Secretary

Alternative: Unanimous Written Consent

(Use this if the Board adopts the Resolution without a meeting. Delete the vote table and "ADOPTED" block above.)

The undersigned, being all of the Directors of Cheyenne Youth Sports League, Inc., consent in writing to the adoption of the above Resolution. This consent is given as permitted by the League's Bylaws and the Wyoming Nonprofit Corporation Act, and is effective on the date the last Director signs.

Director	Signature	Date
Heidi Ware		
Charity Campfield		
Sheree Syracuse		

Exhibit A: Purchasing and Expenditure Policy, Policy No. FIN-01
Exhibit B: Schedule of Ratified Prior Expenditures *(if applicable)*

CHEYENNE YOUTH SPORTS LEAGUE, INC.

Purchasing and Expenditure Policy

Policy No.: FIN-01
Adopted by Board Resolution: 2026-006
Effective Date: October 8, 2026
Budget Basis: Thresholds set for a first-year operating budget of $75,000
Review Cycle: Annually, with the budget, or sooner if needed

1. Purpose

This policy sets rules for how Cheyenne Youth Sports League, Inc. ("the League") spends money. It is meant to:

- Protect registration fees, donations, sponsorships, and grants.
- Make sure every purchase supports the League's charitable purpose of organized amateur youth athletics.
- Get fair value by using competition when it makes sense.
- Keep financial duties separate so no one person controls a whole transaction.
- Support the League's tax-exempt status, audit readiness, and public trust.

2. Scope

This policy covers all purchases, contracts, reimbursements, and payments made with League funds, whatever the source. It applies to directors, officers, coaches, team managers, volunteers, and any contractors authorized to spend on the League's behalf.

3. Definitions

- **Approved Budget:** The annual operating budget adopted by the Board of Directors.
- **Authorized Purchaser:** A person the Board or Treasurer has authorized in writing to make purchases within stated limits.
- **Purchase Request:** A written or electronic request describing the item or service, the vendor, the cost, and the budget line. A form is attached as Appendix A.
- **Quote:** A written price from a vendor. This can be an email, a printed quote, or a dated screenshot of an online price.
- **Related Party:** A director, officer, coach, or volunteer, or their family member or a business they own or control.
- **Restricted Funds:** Money a donor, sponsor, or grantor gave for a specific purpose.

4. General Principles

1. **Budget first.** Every expenditure must fall within an approved budget line. Money not in the budget needs Board approval before it is spent.
2. **Charitable purpose.** Funds may be used only for League programs and operations. No purchase may give a private benefit to any person.
3. **No splitting.** Splitting a purchase into smaller pieces to get under an approval or quote threshold is prohibited.

4. **Separation of duties.** The person who requests a purchase may not be the only person who approves it, and the person who approves a payment should not be the only person who reconciles the account.
5. **No personal accounts.** League money may never be deposited in, or paid through, a personal bank account, personal payment app, or personal credit card, except for approved reimbursements under Section 9.
6. **Documentation.** Every expenditure must have an itemized receipt or invoice and a stated purpose.

5. Approval Thresholds

Amounts are per purchase or per contract, including tax, shipping, and fees. For contracts, the total value across the whole term counts.

Total Cost	Budgeted?	Required Approval	Competitive Pricing
Up to $300	Yes	Authorized Purchaser, with the Treasurer notified within 7 days	Use reasonable judgment
$300.01 – $1,500	Yes	Treasurer **and** President (or another officer if the Treasurer or President is the requester)	Compare at least 2 prices (online is fine)
$1,500.01 – $3,500	Yes	Treasurer **and** President, before commitment	At least 2 written quotes
Over $3,500	Yes	Board vote, recorded in the minutes	At least 3 written quotes, or a documented sole-source justification
Any amount	**No** (not budgeted, or over the budget line)	Board vote, recorded in the minutes, before commitment	As above for the amount

Emergency purchases. When there is an immediate threat to participant safety or League property (for example, replacing damaged safety equipment before a scheduled game), any two officers may approve up to $1,500 without quotes. The purchase must be reported to the full Board at its next meeting.

Adjusting thresholds. The Board may change these amounts by resolution. Changes will be recorded in this policy.

6. Competitive Pricing and Vendor Selection

1. **Quotes must be comparable.** Each quote should be for the same item, quantity, and delivery terms.
2. **Best value, not just lowest price.** The League may choose a vendor that is not the lowest price if it offers better quality, safety compliance, delivery time, warranty, or service. The reason must be written on the Purchase Request.
3. **Sole-source purchases.** Quotes may be waived if only one vendor can reasonably supply the item or service. Examples include a required league or association registration, facility rental from the only suitable venue, or officials assigned by a sanctioning body. The justification must be written down and approved at the required level.

4. **Local vendors.** When price and quality are comparable, the League may prefer Cheyenne-area businesses and sponsors.
5. **Sponsor vendors.** A sponsor may be used as a vendor only if the price is fair and competitive. Sponsorship may never be conditioned on the League buying from the sponsor.

7. Conflicts of Interest and Related Parties

1. Any director, officer, coach, or volunteer with a financial interest in a proposed vendor or transaction must disclose it in writing before any decision is made. This follows the League's Conflict of Interest Policy.
2. The interested person must leave the discussion and may not vote on or approve the transaction.
3. A related-party purchase over $300 requires Board approval. The price must be at or below fair market value, with at least one independent comparison quote.
4. Nobody may accept gifts, kickbacks, rebates, or personal favors from a vendor in exchange for League business. Vendor discounts and rebates belong to the League.
5. Disclosures and recusals will be recorded in the Board minutes.

8. Payment Methods and Controls

8.1 Bank accounts and signers

- All League accounts must be in the League's legal name and EIN.
- Under Bylaws Article VIII(3), the Board designates authorized signers by resolution. Ordinarily these are the President and the Treasurer. Authorized signers should not be members of the same household.
- **Dual authorization (Bylaws Article VIII(4)):** Any check, ACH, wire, or electronic payment over $500 requires approval from two authorized signers. Electronic dual approval (for example, bank-portal approval or documented email approval) is acceptable.
- Pre-signing blank checks is prohibited.

8.2 League debit or credit cards

- Cards may be issued only by Board resolution. They must be in the League's name, with a per-card limit set by the Board (recommended: $1,500 or less).
- Cardholders must sign a Cardholder Agreement (Appendix B) and turn in itemized receipts within 7 days of each purchase.
- Cash withdrawals and cash advances are prohibited.
- Personal use is prohibited, even if repaid. A violation may result in losing card privileges and being required to repay the amount.

8.3 Online payment platforms

- Payment and registration platforms (such as registration software, PayPal, Venmo Business, or Square) must be business accounts in the League's name. At least two officers must have access.
- Money collected through platforms must be transferred to the League's bank account at least monthly.

8.4 Petty cash and concession cash

- Petty cash is not maintained unless authorized by the Board, with a limit of $100 or less.
- Cash from concessions, fundraisers, or gate collections must be counted by two unrelated individuals, recorded on a Cash Count Sheet, and deposited within 3 business days. Collected cash may not be used to pay expenses.

9. Reimbursements

1. Volunteers and officers should get approval before spending their own money on League expenses. Buying first and asking later is discouraged.
2. Reimbursement requests must include an itemized receipt, the business purpose, the team or program, and the budget line.
3. Requests must be turned in within 30 days of the purchase. Requests older than 60 days may be denied.
4. Nobody may approve their own reimbursement. The Treasurer's reimbursements must be approved by the President, and the President's by the Treasurer.
5. Sales tax, tips over 20%, alcohol, personal items, fines, and traffic or parking tickets will not be reimbursed.
6. Mileage, if the budget allows it, is reimbursed only with a mileage log (date, purpose, starting point, destination, and miles), at a rate the Board sets. That rate may not be higher than the current IRS standard mileage rate.

10. Contracts and Services

1. **Signature authority.** Only the President, or another officer the Board authorizes, may sign contracts for the League. Contracts over $3,500 or longer than one season need Board approval.
2. **Required terms.** Service contracts should state the scope of work, price, payment schedule, term, cancellation rights, and insurance or indemnity requirements where appropriate.
3. **Independent contractors** (for example, officials, umpires, trainers, and clinicians):
    - Get a completed IRS Form W-9 before the first payment.
    - The Treasurer tracks yearly payments and files Forms 1099 when required under current IRS thresholds.
    - Anyone working directly with youth must meet the League's background-check and youth-protection requirements before starting work.
4. **Facility rentals** must include certificates of insurance or proof of coverage required by the facility, and must be reviewed for hold-harmless language.
5. **Pay-per-game officials** may be paid under a Board-approved season rate schedule. That schedule serves as the approval for individual payments within the budget line.

11. Safety Equipment and Uniforms

1. Protective equipment must meet current safety standards required by the applicable governing body. Examples include NOCSAE-certified batting and catcher's helmets for baseball, and equipment required by any sanctioning volleyball organization.

2. Price may not be the only factor when buying safety equipment. Quality, certification, and fit come first.
3. Uniform and equipment orders should be placed early enough to allow competitive quotes and avoid rush fees.
4. League-owned equipment must be listed on the Equipment Inventory (Section 14).

12. Restricted Funds, Grants, and Donations

1. Restricted funds may be spent only for the purpose the donor or grantor specified. The Treasurer tracks restricted balances separately.
2. When grant terms have stricter purchasing rules than this policy, the grant terms apply.
3. **In-kind donations** (donated goods or services) must be recorded with a description and estimated value. They must be acknowledged in writing to the donor when required. The League does not assign a value to donated services for the donor's tax purposes.
4. Sponsorship money follows the sponsorship agreement. Any sponsor-specified use must be followed.

13. Prohibited Expenditures

League funds may not be used for:

- Personal expenses, or expenses of any director, officer, coach, or volunteer that do not benefit the League.
- Alcohol, tobacco, cannabis, or gambling.
- Gifts of cash or gift cards to directors, officers, or volunteers, unless the Board approves them as documented, taxable compensation.
- Political campaign activity, or contributions to candidates or parties.
- Loans or advances to any individual.
- Fines, penalties, or legal fees caused by an individual's personal misconduct.
- Any purchase that would create private benefit or inurement, or would put the League's tax-exempt status at risk.

Allowed in moderation: Modest volunteer or team recognition, such as end-of-season awards, participation trophies, team snacks, or a volunteer appreciation event, when it is included in the approved budget.

14. Receiving, Inventory, and Asset Control

1. The person who receives goods should check them against the order and note any shortages or damage before the invoice is paid.
2. Equipment and property with a unit cost of $300 or more, or with a useful life longer than one season, must be recorded on the Equipment Inventory. The record includes the description, date bought, cost, location, and custodian.
3. Coaches and team managers who hold League equipment must sign it out and return it at the end of the season.
4. Selling, donating, or throwing away League property with a value over $300 requires Treasurer and President approval. Proceeds go to the League.

15. Records and Reporting

1. The Treasurer keeps all purchase requests, quotes, invoices, receipts, contracts, W-9s, and approval records for at least **7 years**.
2. Records may be electronic, as long as they are legible and backed up in a League-controlled account (not a personal account).
3. **Monthly:** Under Bylaws Article VIII(4), a director who is not an authorized signer (ordinarily the Secretary) reviews the bank, card, and payment-platform statements and signs or initials them.
4. **At each Board meeting:** The Treasurer presents a budget-to-actual report, a list of expenditures over $300, and any emergency or sole-source purchases.
5. **Annually:** The Board, or a committee of directors not involved in daily finances, performs an internal review of a sample of transactions for compliance with this policy.

16. Sales Tax and Tax Compliance

1. The Treasurer will confirm with the Wyoming Department of Revenue whether the League qualifies for any sales tax exemption. Exemption certificates may be used only if the League has confirmed it is eligible.
2. Any purchase using an exemption certificate must be only for League use.
3. The Treasurer is responsible for required IRS information returns (such as Forms 1099) and the League's annual Form 990-series filing.

17. Violations

1. Suspected violations must be reported to the President or any other director. If the report involves the President, it goes to another director.
2. People who report concerns in good faith are protected from retaliation under the League's Whistleblower Policy.
3. Violations may result in losing purchasing authority, being required to repay the League, removal from a volunteer or officer role under the bylaws, and, where appropriate, a referral to law enforcement.
4. Expenditures that do not follow this policy may be ratified by the Board only after full disclosure. Ratification is not guaranteed.

18. Adoption and Amendment

This policy was adopted by the Board of Directors of Cheyenne Youth Sports League, Inc. on the date shown above. It may be amended by a majority vote of the Board.

Role	Name	Signature	Date
President	Heidi Ware		
Secretary	Charity Campfield		
Treasurer	Sheree Syracuse		

Appendix A — Purchase Request / Reimbursement Form

Field	Entry
Requested by	
Date	
Program / Team	☐ Volleyball ☐ Baseball ☐ General / Admin
Type	☐ Purchase request (before buying) ☐ Reimbursement (after buying)
Description of item or service	
Vendor	
Total cost (including tax and shipping)	$
Budget line	
Within approved budget?	☐ Yes ☐ No (Board approval required)
Restricted funds used?	☐ No ☐ Yes — Source: _____
Quotes obtained	1. _____ $____ 2. _____ $____ 3. _____ $____
Vendor selected and reason (if not the lowest)	
Sole-source justification (if applicable)	
Conflict of interest?	☐ None ☐ Disclosed — Details: _____
Receipt / invoice attached	☐ Yes

Approvals

Approver	Signature	Date
Treasurer		
President / Officer		
Board approval (if required) — Meeting date and motion no.		

Treasurer Use: Paid on _____ Check / Ref # _____ Recorded ☐

Appendix B — Cardholder Agreement

I, _____, acknowledge that I have received League card number ending in **, with a limit of $__**.

I agree to:

1. Use the card only for approved League purchases, following the Purchasing Policy.
2. Turn in itemized receipts within 7 days of each purchase.
3. Never use the card for personal purchases or cash withdrawals.
4. Report a lost or stolen card to the Treasurer and the bank right away.
5. Return the card when my role ends or when the Board asks.

I understand that misuse may result in losing card privileges, being required to repay the League, and removal from my role.

Cardholder Signature: _____ Date: _____
Treasurer Signature: _____ Date: _____

Appendix C — Quick Reference for Coaches and Volunteers

- **Ask before you buy.** Contact the Treasurer before spending your own money.
- **Under $300 and in the budget?** You may buy it if you are an Authorized Purchaser. Send the receipt within 7 days.
- **$300 to $1,500?** You need approval from both the Treasurer and the President. Compare two prices.
- **Over $1,500?** Get written quotes and approval before ordering.
- **Keep every itemized receipt.** No receipt means no reimbursement.
- **Turn in reimbursements within 30 days.**
- **Never** use Venmo, Cash App, or a personal account to collect League money.
- **Have a connection to a vendor?** Disclose it first and stay out of the decision.