

**Acalanes Parents Club  
Financial Policies and General Information  
August 2016**

**General:**

Acalanes Parents Club (APC) finances are governed by rules and procedures that protect our non-profit status and all of us as volunteers within the organization. Following the few rules highlighted below will keep us all out of trouble and make life easier for the finance team responsible for accounting for all of our activities.

**About The Budget:**

Each year in February/March, APC creates a Budget Committee to begin formalizing a budget for the following year. The APC Budget Committee consists of the outgoing/incoming President, VP Fundraising, Treasurer, and others who may have an interest in the process. Starting in the Spring, this APC Budget Committee gathers input to determine what projects it would like to support the following school year. Using this framework, these Committee members work within this framework to develop an annual operating budget. The Preliminary Budget is presented at the last Exec Board Meeting in May, and again at the first fall Exec Board Meeting in August for board approval to present for adoption at the APC General Fall Membership Meeting in October.

All Committee Chair/Coordinators can provide invaluable input in setting an appropriate budget for committees or programs next year, with the goal of not tying up funds that will go unused or creating a situation where more funds are needed mid-year to complete necessary work. APC money cannot be spent unless it has been formally approved in our annual budget. Please be sure you understand the budget for your committee or program and live within it. If you feel your budget is insufficient for what you are tasked to accomplish, please contact your Board VP, who can bring it up at the next Exec Meeting for approval.

**Reimbursement Procedures:**

1. Complete a "APC Member Request for Reimbursement" form or a "APC Staff/Teacher Request for Reimbursement" for all check requests, including all checks to be made out to outside vendors. Forms are located on the [APC Website](#). Please make sure it is filled out completely and double-check your addition. **All Parent Reimbursement forms must Be approved by a VP.**
2. Be sure to attach original receipts for all expenses. It is our Treasurer's job to only approve requests that have the appropriate supporting documentation. **For checks going to outside vendors, please also attach the vendor's W-9 form. All payments to outside vendors require a W-9 form.**
3. Please make a copy of your reimbursement request and your receipts for your records. (Snapping a quick photo of the paperwork with your smartphone is an easy way to do this.)
4. Please drop the reimbursement form, along with backup documentation, to the Treasurer folder in the APC File Drawer in the school office.
5. Please plan ahead and allow at least a week for checks to be issued. All reimbursements need to be processed by the Treasurer who then must obtain two Executive Board signatures before a check is

released. When everyone is working remotely and nobody is working full time on APC admin, this process just takes a while.

### **Special Considerations for Events/Committees That Collect Money:**

Using a Reimbursement Request Form, you may request money from the Treasurer. She/he will give you a check that you can deposit for cash. Remember to subtract the original amount “fronted” by the Treasurer for cash box change when you are tallying your income. You may also request an “advance” if you need to make purchases for an event by using a Reimbursement Request Form. You need specify what the money is to be used for. You will be expected to turn in a copy of your original Reimbursement Request along with receipts and any change (or request for additional reimbursement) after you have made your purchases. Remember to keep track of your income and expenses separately. You must deposit all revenues and request reimbursements separately. Do NOT take reimbursement for your expenses directly out of your revenues.

### **Handling Money & Making Deposits:**

It is important that deposits are made in a timely manner (1-3 days after the event). Committees that collect money often need cash box money.

1. Count the money collected. Have a second person count the money also. Be sure to roll all loose change and separate bills by denomination. Compute the total dollar amount for all checks collected.
2. Add the cash and checks to get a grand total. Have parties who count money sign and date supporting documentation for submission.
3. Please drop off all collected money and/or checks to be deposited along with supporting documentation to the Assistant Treasurer/Deposits folder in the APC file drawer in the school office. Contact Assistant Treasurer to advise of deposit.

Please be certain to discuss any plans with VP Fundraising for soliciting local businesses and/or families for donations before you do so. This needs to be done with an awareness of other projects and groups (i.e. LPIE and other parent orgs) that may also be planning to ask for donations. All cash donations (from sponsors, etc.) must be credited to the appropriate event. All in-kind donations (gift certificates, items, etc.) must also be reported as the IRS considers them income. Donations valued over \$250 require certain acknowledgments. Please be sure to talk with the Treasurer before collecting donations so you understand the proper procedures for accepting them.