

Acalanes Parents Club

Policies & Procedures

(amended 09/20)

General

Acalanes Parents Club (APC) finances are governed by rules and procedures that protect our non-profit status and all volunteers within the organization. The following rules provide processes and procedures for APC.

Budget Process

- Each spring, APC creates a Budget Committee to draft a budget for the following school year.
- APC Budget Committee consists of the outgoing/incoming President(s), VP Fundraising, Treasurer, Parliamentarian(s), and other board members who may have an interest in the process.
- APC Budget Committee gathers input from board VPs (who check in with volunteers who report to them for feedback) and AHS Administration (e.g., principal) to determine budget priorities to develop an annual operating budget.
- The preliminary budget is presented to the board at the last APC Board Meeting in May.
- The final budget is presented at the first APC Board Meeting in August for approval.
- APC members vote on the adoption of the final budget at the first APC General Membership Meeting.
- APC VPs (e.g., Services, Fundraising, etc) should regularly monitor their team's spending to make sure it does not exceed the allocated budget amount.
- APC President(s) should bring any expenditures in excess of \$1,000 outside the budget to the board for approval.

Reimbursement Policy

- All APC reimbursement forms and staff reimbursement forms (over \$150) must be signed by an APC President, a Vice President or Head Class Liaison. The signed reimbursement request can be emailed to the Treasurer.
- APC members may not approve personal reimbursement requests.

