

# **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.

## **Reimbursement Procedures**

1. Complete an “APC Reimbursement Form” form or a “Staff Reimbursement Form” for all check requests, including checks to be made out to outside vendors. Forms are located on the [APC website](#).
2. Attach receipts or for all expenses. Receipt copies are acceptable. Receipts are required for all reimbursements. Note: For checks going to outside vendors (that are not corporations) for labor and services, please also attach the vendor’s W-9 form. All payments to outside vendors require a W-9 form.
3. Save a copy of your reimbursement request and your receipts for your records.
4. Drop the signed reimbursement form, along with backup documentation, to the Treasurer folder in the APC File Folder in the school office or email the form to the Treasurer.
5. Allow at least a week for checks to be issued. All reimbursements need to be processed by the Treasurer.

## **Special Considerations for Events That Collect Money**

APC liaisons or board members may request money from the Treasurer using a reimbursement request form. A check will be provided that can be deposited for cash. Remember to subtract the original amount “fronted” by the Treasurer for cash box change when you are tallying your income.

An “advance” can be requested to make purchases for an event by using a Reimbursement Request Form. Be sure to specify for what purpose the money will be used. Include a copy of the original Reimbursement Request form along with any original receipts and any change (or request for additional reimbursement) after purchases have been made. Keep track of income and expenses separately. Deposits of all revenues and request reimbursements must be made separately. Do NOT take reimbursement for your expenses directly out of your revenues.

## **Handling Money & Making Deposits**

Deposits should be made in a timely manner (1-3 days after the event). Committees that collect money often need a cash box to store related money. Procedures include:

1. Count the money collected. Have a second person count the money for confirmation. Roll all loose change and separate bills by denomination. Compute the total dollar amount for all checks collected and log it on the Deposit Verification Form.

2. Add the cash and checks to get a grand total. Have both parties who count money sign and date the form for submission.

3. Drop off all collected money and/or checks to the Assistant Treasurer/Deposits folder in the APC file folder at AHS. Include supporting documentation form. Contact Assistant Treasurer to advise of deposit in APC file folder. If money is collected from an AHS Football Game concession, there is a separate process for money collection through the AHS finance tech.

Discuss any plans with VP Fundraising for soliciting local businesses and/or families for donations in advance of making a request. This needs to be done with an awareness of other projects and groups (i.e. LPIE and other parent organizations) 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.

## **Gifts**

- Personal gifts - APC funds should not be used for personal gifts. Members can make personal donations to purchase items as desired, but the donations should not be commingled with APC funds.
- Gift cards - APC should not give gift cards to volunteers or staff. The IRS considers a gift card a cash equivalent (which is required to be reported as taxable income).





