

2016-2017 Committee Budget Guidelines

Kim Johnson, Treasurer – treasurer@whpspaws.com,

818-264-9089 (call/text)

Committee Name: _____

Committee Budget:

	2016/2017 Budget	2015/2016 Actuals	2014/2015 Actuals	2013/2014 Actuals	2012/2013 Actuals
Income:					
Expenses:					
Total Income:					

Please see attached Income/Expense Report for a breakdown of last years transactions

Thank you for supporting the Parents at WHPS as a Committee Chair! The following are guidelines to facilitate coordination with the Treasurer. All correspondences can be done through the Treasurer's Folder at the PAWS table (in the library) by phone or by e-mail (treasurer@whpspaws.com). Extra forms can be obtained at the PAWS table or online at www.whpsPAWS.com (treasurer tab). The Treasurer will collect cash and checks for deposit and manage all other financial needs, including cash box requests, reimbursement requests, etc.

I. Budget:

During the 2nd meeting of the school year, the proposed budget, for the fiscal year, will be presented for approval to the Board of Directors. Monies raised by the Parents at WHPS will be spent as specified in the approved budget. Any additional, non-budgeted expenditure must be approved as follows:

- (a) Additional expenditures of **less than \$100** require approval of the Treasurer.
- (b) Additional expenditures of **\$100 - \$250** must be submitted to the PAWS Officers and require approval by the Treasurer and one (1) additional Officer.
- (c) Additional expenditures **exceeding \$250** must be presented to the Officers and at a PAWS Meeting and requires approval by the Treasurer, one (1) additional Officer and majority vote of the Board of Directors.

The Parents at WHPS shall not be liable for any non-budgeted monetary expenditures without prior approval. This approval must occur BEFORE the expense is incurred.

II. Check Request for Reimbursement:

The Treasurer will manage check requests to pay vendors and invoices. Additionally, the Treasurer will manage reimbursements for out of pocket receipts. Committee Chairs are responsible for managing expenses within the approved budget. Special requests for additional funding must be brought to the PAWS Board **BEFORE** the budget is exceeded. Instructions for submitting expenses are outlined below:

- (a) PAWS Check to Pay Vendor/Invoice - **Only Committee Chairs can submit these check requests.** Please complete a "Check Request" form with the invoice to the Treasurer at the PAWS table or email (treasurer@whpspaws.com). When possible, please provide at least 7 days' notice if you need a check. Please indicate if you need the check returned to the Committee Chair, or mailed.
- (b) PAWS Check to Reimburse Receipts - Please complete a "Check Request" form with the receipt(s) to the Treasurer (at the PAWS table or email). Please indicate if you would like your check returned to the PAWS table or delivered to your child's classroom. Please submit your receipts! The PTO sets annual budgets based on prior years' experience. If expenses are unreported, we will underestimate the actual money needed to fund the activity next year.

III. Cash Box & Paypal Here Swipe Request:

If you are in charge of an activity that needs to have change prepared, please submit a “Cash Box Request” form to the Treasurer at least **one week in advance** of the event. On the form, indicate the kind of change you need and if you will be using the Paypal Here swipe for your mobile device (the Treasurer will provide you with a Paypal Here login to be used during the event). Also, please text the Treasurer to make her aware of your need. Cash boxes require a trip to the bank, so advance notice is essential.

IV. Money Collection (Checks/Cash & Credit Card)

The Treasurer will work with you to collect and deposit all money collected for PTO events and/or fundraisers. If you are collecting money, please submit your checks/cash on an on-going basis rather than waiting until an activity has been completed. This will help checks to be cleared in a more timely fashion. At least one week prior to collecting money, please contact the Treasurer to request a check/cash/cc tracking spreadsheet to record all payment amounts/type received. It is the Committee Chair’s responsibility to ensure that checks are written properly (signed, dated, etc.).

Parents at WHPS truly appreciate your support. Please feel free to reach out with any questions. Thank you in advance for a wonderful year!
