

Harbor View Parent Facility Organization Policy and Procedures for Expense Reimbursement and Deposits

Reimbursement (Invoices and Expense Reports)

All invoices and expense reports must be submitted by June 30th of the school year to be paid/reimbursed. Invoices and expense reports will typically be paid in a week of submission.

Types of expenses the PFO will reimburse:

- Teacher supplies: \$7 per student - twice a year (Fall and Spring).
- Lead Room Parent classroom supplies: \$7 per student - once a year.
- Other teacher expenses such as Kindergarten Life Cycle supplies, Wax Museum supplies, etc. will be paid at the discretion of the PFO President.
- All expenses incurred for fundraising (i.e. t-shirts for Jog-A-Thon, printing of sponsor materials for Jog-a-Thon and Parents Night Out, etc.).
- Supplies for the Brave Buck store.
- Brave Luncheons with the Principal.
- Expenses incurred for Partner and Excellence Programs (i.e. Art Program, Class Act, etc.).
- Any expense not on the approved annual budget will need to be approved by the PFO Executive Board.

Invoices

- 1) ***Vendor invoices must be approved by the Committee Chairperson of the event.*** This can be a signature on the invoice or an email stapled to it.
- 2) State the event the expense is to be allocated to on the invoice (i.e. Jog-A-Thon, School Play, etc.).
- 3) Leave the approved invoice in the Finance folder in the PFO filing cabinet in the Main Office.
- 4) The check will be mailed directly to the vendor from Farmer's and Merchants Bank within 2 weeks of submission.

Expense Reports

- 1) Complete a Check Request Form by providing the following information:
 - Date and amount to be reimbursed;
 - Name to make check payable to;
 - Address to mail check;

- State the purpose for the reimbursement (i.e. director for school play, decor for parent's night out, etc.);
 - State the event the expense is to be allocated to (i.e. Jog-A-Thon, School Play, etc.);
 - Sign the Check Request Form; and
 - ***Obtain the Committee Chairperson's approval.*** This can be an email stapled to the check request form.
- 2) Attached all support for the expense(s) (original receipts, invoice, other documentation, etc.) to the Check Request Form.
 - 3) Leave the approved Check Request Form in the Finance folder in the PFO filing cabinet in the Main Office.
 - 4) You should receive your check in the mail from Farmer's and Merchants Bank within 2 weeks of submission.

Deposits to the Bank

Each event (Parent's Night Out, Jog-A-Thon, etc.) should have a Finance Coordinator that is responsible for maintaining detailed records (check number, amount, name, etc.) of money received. Finance will **not** maintain details of the deposit, they will only record the lump sum amount.

Checks and Cash

- 1) All money is to be provided directly to the Event Finance Coordinator to record the details of the deposit.
- 2) The Event Finance Coordinator is to provide the checks and cash to the Vice President of Finance (can be left in the PFO filing cabinet) with a detailed print out of what is being deposited, such as check number, amount, etc. Also, include the total dollar amount of checks and cash being deposited.
- 3) The Vice President of Finance is responsible for depositing the money at the bank.
- 4) Monthly, the Event Finance Coordinator is to provide the Vice President of Finance a copy of their detailed records. This will be reconciled to the PFO's books and records.

Credit Cards/PayPal

- 1) All credit card transactions through a handheld device will be directly deposited to the bank account.

- 2) All PayPal transactions will be moved to the bank account by the Vice President of Finance at least once a month.

Reconciliations of Expenses and Deposits

The Vice President of Finance is responsible for reconciling all expenses and deposits recorded on the PFO's books and records for the month to the bank statements and events detailed records.