

**INSTRUCTIONS FOR SUBMITTING COMMITTEE/EVENT
BUDGET STATEMENT**

1. Thank you for chairing an event for the PFA. We cannot do any of our great events without volunteers like you. If you are unsure as to the event budget, please check with the board member(s) who oversee your event or check with treasurers. Please refer to the event binder to review previous years' budget as a guide.
2. This is your committee/event's official budget. Please try to be as accurate and thorough as possible. Include all items with cost even if the item was donated this year. Remember, it may not be donated next year. Once approved, changes and additions will have to go through an additional process before money can be allocated.
3. We strongly encourage you to get at least two estimates from different sources for any expense or vendors charging more than \$300.00. Please be sure to attach estimates to your copy of the budget statement and include in your binder for future reference.
4. Please submit your budget statement to your interest group chairperson/board member at **least 30-60 days** before your event, or more if directed by your committee chairperson.
5. Your interest group board member will review your budget, ask any necessary questions and make any necessary changes and return to you. Once approved by the interest group board member, the

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If you have questions, please contact Dolphintreasurer@gmail.com

board member will give the budget statement to the Treasurer(s).

Your interest group board member will let you know once your budget has been approved.

6. Once your budget has been approved, you may begin spending money, **BUT ONLY TO THE AMOUNT AND VENDORS AUTHORIZED BY YOUR APPROVED BUDGET.** Please see the separate instructions for check requests.

7. Should you run into unanticipated expenses, please contact your interest group chairperson. **THESE EXPENSES MUST BE APPROVED IN WRITING BEFORE THEY CAN BE PAID.**

Thank you for your time and effort on behalf of all Bay Laurel students.

**PROCEDURES FOR EXPENSE REIMBURSEMENT/CHECK
REQUESTS**

1. Reimbursements are limited to a maximum of \$599 per person per year. Anything exceeding \$599 will be denied.
Reimbursements over that amount raise red flags with the IRS and we cannot afford to be audited.
2. If you need a check for a vendor, supplies, etc., because the amount exceeds \$599, you need to submit a check request form with the Treasurer at least two weeks prior to when the check is needed.
3. Reimbursement forms must be completed with attached receipts and submitted within 10 days of event.
4. You can find the check request forms here:
http://www.baylaurelpfa.org/uploads/4/5/4/8/4548918/bay_laurel_working_forms.pdf
5. Once the checks are ready, we will email you to let you know that payment has been sent to the vendor or is in the office for you per your instructions on the check request/reimbursement form.

Procedures for Safe Deposits

Deposits: All deposits are prepared in the office and are held in the safe. Ask the front desk for the keys and sign the safe log. When you are preparing your deposit please prep checks and cash separately. Checks need to be stamped on the back with our Citi Bank account information. You can find this stamp on the table above the safe. If this stamp breaks or needs more ink just give us a call. Once you prepared the checks please use the calculator and run a tab twice and include both tabs with your checks. Please date the tab and initial. Please do the same with the cash. Place your checks and cash in a zip-lock bag in the safe (boxes of bags are located next to the safe). Please send us an e-mail of the amount and name of the event. If you have a lot of cash, please us know and we will make sure that it is deposited in the bank ASAP. I make a deposit at our bank every Friday morning. An email is sent out later in the day of the amounts that were deposited. Please review to make sure all information is correct.

CHECK REQUEST 2015/2016 PFA COMMITTEE EVENT
CHECK REQUEST/REIMBURSEMENT FORM
ALL REIMBURSEMENTS NEED TO BE IN TO TREASURERS WITHIN 10 DAYS OF
EVENT

Committee: _____

Committee Contact Phone Number: _____

Budget Category: (leave blank if not sure)

Make Check payable in the amount of \$ _____

Memo on Check: _____ (Invoice#, Name,)

Name Check Payable to:

Name _____

Address _____

Address _____

Please describe each expense. Attach original bill(s) or receipt(s).

Expense	Amount
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1 _____	_____
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2 _____	_____
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3 _____	_____
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4 _____	_____
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TOTAL: _____

CHAIR Signature (REQUIRED) Please do not turn without it, or it maybe denied.

_____ Date: _____

Signature

Revised June 1, 2015

If you have questions, please contact Dolphintreasurer@gmail.com



BUDGET STATEMENT

Please make three copies; one for each, Treasurer, President, and Event Chairperson

COMMITTEE/EVENT: _____
 DATE OF EVENT: _____
 EVENT NAME: _____
 PFA BUDGET AMOUNT _____
 COMMITTEE CHAIR(S): _____
 COMMITTEE CONTACT AND PHONE #: _____

ESTIMATED EXPENSES:

Please include CUSTODIAL fees, if needed for after school hours, or weekend events.

Include any DONATED items with the approximate cost and mark them with **

******ALL REIMBURSEMENTS REQUESTS MUST BE SUBMITTED NO LATER THAN 45 DAYS AFTER EVENT******

<u>ITEM</u>	<u>CURRENT COST</u>	<u>PRIOR YEAR COST</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

Additional items can be listed on back of form

TOTAL ESTIMATED EXPENSES: _____

(Please review each item. If you approve the entire budget above, please sign and date below)

PFA BOARD MEMBER: _____ DATE: _____

BAY LAUREL ELEMENTARY SCHOOL PFA
24740 PASEO PRIMARIO
CALABASAS, CA 91302
(818) 222-9022 office; (818) 222-0231 fax

DONOR FORM

NAME OF DONOR(S): _____
COMPANY NAME: _____
ADDRESS: _____
PHONE: _____ EMAIL: _____
SCHOOL CONTACT: _____ PHONE: _____
SCHOOL EVENT: _____

DONATED ITEM(S):

RETAIL VALUE OF ITEM(S): _____
DETAILED DESCRIPTION OF ITEM(S): (Please be as specific as possible, including
quantity and any restrictions, if applicable.)

CASH CONTRIBUTION: \$ _____

PLEASE INDICATE:

____ Letter or Gift Certificate attached _____ Use this form to Redeem
____ Pick up instructions: _____
____ Donation will be delivered to Bay Laurel elementary School by: _____

THANK YOU FOR YOUR DONATION.
All contributions are tax-deductible to the fullest extent permitted by law.
BAY LAUREL PFA Tax ID # 95-4378605