

Carden Conejo Parents' Association

Carden Conejo Parents' Association Financial Procedures

Revenue Collection:

Parents will not be direct billed for annual dues, classroom donations or fundraising events. These funds will be made to Carden Conejo Parents' Association (CCPA) on a volunteer basis. The Treasurer and other CCPA Board members may contact parents to remind and encourage them to contribute to CCPA.

Method of Payment:

CCPA has three methods of accepting funds:

- Cash
- Checks, made payable to Carden Conejo Parents' Association (CCPA)
- Credit cards

As of October 2014, credit cards will be processed in one of three ways:

- CCPA website at
 - <https://www.cardenconejo.com/carden-conejo-parents-association/ccpa-donations.asp>
- A stand alone terminal will be kept in the Carden office. Mr. Fleming will provide assistance.
- Four members of the CCPA Board of Directors have a mobile reader and application on their phone. These members are the Co-Presidents, Treasurer and a Fundraising Chair.

Money Collection:

All checks should be payable to the Carden Conejo Parents' Association (CCPA). Cash and checks collected for a CCPA activity should be submitted to the Treasurer on a weekly basis. Please deposit these items into the Treasurer's box in the school office. The names of payers and amounts collected may be detailed on an Excel spreadsheet, sorted alphabetically by name and retained for CCPA records. The Treasurer will maintain payment records for dues, classroom contributions, and fundraising activities such as jog-a-thon, marquee birthday wishes, etc. These are for internal tracking and budgeting purposes only. This information will not be shared publicly.

Cash Procedures:

Cash collected at events should be placed into a locked cash box. The Treasurer has a cash box that includes a nominal amount of petty cash. The Chair responsible for the CCPA event will be given responsibility for the cash box. S/he should take appropriate measures to ensure the safety of the funds. During the event, s/he assumes responsibility for the contents of the cash box. The transfer of funds should be coordinated with the Treasurer. When a cash transaction occurs, payees will be recorded. If the individual requests a receipt, one will be issued.



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Expense Reimbursements:

A request for reimbursement of expenses incurred for activities of the Carden Conejo Parents' Association (CCPA) should be as follows:

- Obtain and complete the **Expense Reimbursement Form** (copy available on website),
- Receive approval by the appropriate CCPA Board Representative
- Submit to the Treasurer, with receipts attached, within 30 days.

The CCPA Board uses historical data in combination with anticipated enrollment to forecast projected expenses for the academic year. Occasionally, parents will identify either potential expenses that were not budgeted for or potential expenses that exceed the budgeted amount. In these cases, it is required that parents request approval by the CCPA Executive Committee *in advance of incurring these expenses*. A request for additional funds must be made to the (Co)-President(s) of the CCPA.

Check Requisitions:

Requests for payments of invoices should be detailed on a **Check Requisition Form** (copy available on website). The completed form should be approved by the appropriate CCPA Board Representative and submitted to the Treasurer, accompanied by the invoice. For planning purposes, please allow two weeks time for processing and payment. Blank checks will not be issued.

Donations In Kind:

CCPA Board members, committee chairs and committee members are expected to request reimbursement for budgeted, preapproved CCPA expenses incurred by them personally. The CCPA has budgeted these funds to cover expenses and parents are not expected to cover those costs personally.

On occasion, a parent personally incurs an expense or donates an item or service for the CCPA activity. Such expenses or donations should be approved in advance by the Committee Chair (if applicable), the President(s) and the Treasurer. A pre-approved expenditure or donation of this nature will be treated as a Donation in Kind. A **Donation in Kind Form** (copy available on website) should be submitted to the Treasurer with a copy of receipts. Original receipts should be kept for tax purposes.

