

Expense and Deposit Submission Guidelines

As Committee Chairs, you are responsible for filling out your Disbursement and/or Deposit Forms and returning them into the PFC Financial Secretary or Treasurer within 30 days of incurring the expense **or the conclusion of your event**. The Treasurer is responsible for issuing a reimbursement within two weeks of receiving the correctly filled Disbursement Form*. Please make a copy of any forms and supporting documentation for your records.

Expenses:

1. Download the [PFC Disbursement Form](#) from the Walnut Acres PFC website or take one out of the PFC hanging file folders in the copy room of the school office.
2. Fill out form and attach original or copies of receipts to the completed form. (If it is for a large committee (i.e., Auction), then the expense needs to be approved **and** signed off by the committee chair. If it is a small committee like Emergency Kits, then no need for the additional signatures.)
3. Place the completed form in the Treasurer's folder in the PFC hanging file folders in the copy room of the school office.
4. A check will then be issued to you within two weeks of received the completed form*.

Cash Boxes:

1. Download the [PFC Disbursement Form](#) from the Walnut Acres PFC website or take one out of the PFC hanging file folders in the copy room of the school office.
2. Fill out form requesting the amount of cash you will need within the cash box and place the completed form in the Treasurer's folder in the PFC hanging file folders in the copy room of the school office.
3. A check will then be issued to you within two weeks.
4. Please take the check made out to you to the bank and cash it in for the increments you will need for the cash box. The cash box is in the cupboard above the sink in the copy room.

Deposits:

Small Non-Cash Deposits:

1. Fill out one of the [PFC Deposit Forms](#) found on the Walnut Acres PFC website or take one out of the PFC hanging file folders in the copy room of the school office.
2. If there are more than 5 checks, please attach a separate sheet listing the last name on the check, check number and check amount, and provide the total for all checks received.
3. Please make sure that all checks are made payable to "Walnut Acres PFC (or WAPFC)."

4. Checks with the appropriate documentation listed above may be placed in the Treasurer folder in the PFC hanging file folders in the copy room of the school office.

Cash Deposits and Large Quantity Check Deposits:

1. All cash deposits must be counted by two people on your committee before handing over to the Financial Secretary. Both individuals counting need to sign the deposit form.
2. Any deposit that includes cash must be handed off to the Financial Secretary in person. Cash **cannot** be left in the file folder in the copy room. Please call or email financialsecretary@walnutacrespfc.net to make arrangements for drop off/delivery.
3. Large quantity check deposits must also be handed off to the Financial Secretary in person. Do not leave in the file folder in the copy room. Please call or email financialsecretary@walnutacrespfc.net to make arrangements for drop off/delivery.

** While we all strive to operate under these guidelines, there may be times when deadlines may not be able to be achieved. If you are unable to submit your forms within 30 days, please contact the Treasurer at your first opportunity. Conversely, if there is ever a delay in getting a reimbursement to you within the two weeks, the Treasurer or Financial Secretary will contact you as soon as possible.*