



CORPUS CHRISTI SCHOOL
HOME AND SCHOOL ASSOCIATION
920 SUMNEYTOWN PIKE – LANSDALE, PA 19446

Treasury Disbursement Guidelines

In an effort to keep Home & School Events organized and uniform, the Executive Board has set up a list of guidelines for all Committee Chairpersons to follow. Any and all comments or concerns are welcomed as it is our goal to make the Home and School Association one in which we all share ideas and help accomplish them. These guidelines are designed to aid all members of Home and School in efficient and accurate reporting of Home and School Events.

1. Receipts are required for any reimbursement from the Treasurer. Original or copied receipts are acceptable. It is the responsibility of the Home and School member to copy his/her receipts for the Treasurer. Corpus Christi School does have a TAX ID # and should be used whenever possible to avoid paying sales tax. This especially applies to large item rentals (i.e., giant slide, TV rentals, or large quantity orders of food items, etc). Please request this when necessary.
2. Please use the Treasury Request Form when submitting expenses and corresponding money. This will help keep the Treasurer's records, as well as yours, more organized and will promote uniformity among all H&S Events.
3. Any individual item for any event exceeding \$150 must have approval from the Home and School President **PRIOR to ordering**. A written request must be made by hand or email and approved likewise for proper paper trail. This correspondence should then be included with the supporting detail for the event.
4. If you would like to donate an item to the Home & School Association and would like to receive a donation acknowledgment, submit a copy of your receipt(s) with the Treasury Request Form. The Treasurer will return a signed donation acknowledgement.
5. The following guidelines pertain primarily to larger events (Christmas Bazaar, Family Bingo, Parents' Social, etc) where there are larger committees involved.
 - a) When feasible, a list should be recorded of all tickets sold and the number of people attending an event. This will better enable the committee head to track incoming cash and provide estimates for supplies and for future events.
 - b) It is preferred that all committee members submit their receipts to the committee head for submission with the Treasury Request Form. Reimbursement will then come directly from the Treasurer to the committee members. This will reduce



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confusion over paying out cash reimbursements from the proceeds of the event. There are always exceptions, of course, and

- c) no one is expected to fund large dollar amounts from their personal funds. Start-up money for an event is always an option and cash boxes will be provided in events where change is needed (i.e., raffle tickets, dances).
- d) Vendor invoices should be handled similarly to the personal receipts mentioned in (b) above. Larger dollar invoices may be submitted to the Treasurer and will be paid when due. If a committee member or head chooses to pay the vendor his/herself, receipts should be submitted with the Treasury Request Form as in (b) above for reimbursement.
- e) Any requests for a cashbox should be sent utilizing the Treasury Request Form to the Assistant Treasurer at least one week in advance.
- f) Notify the Assistant Treasurer to arrange for monies to be deposited. Include a completed Treasury Request Form with your deposit.
- g) The Treasurer promises to be prompt in payment of reimbursable expenses.
- h) There is a certain amount of trust inherent in our Home and School Association. These guidelines are not meant to suggest lack of trust in anyone, but to protect all involved as well as promote accurate reporting.

Written by: Kathy Murphy August 14, 2009

Revised by: Kathy Murphy March 15, 2010

Kathy Murphy 3/15/10

Approved by: Wanda Costello March 15, 2010

Mrs. Wanda Costello 3/15/10

Revision History

March 15, 2010: First Revision

- Add information regarding charitable donations.
- Add sample charitable donation acknowledgement.
- Update Treasury Request Form to include charitable acknowledgement.
- Add written by, revised by, approved by and revision history information.
- Add new Home & School letterhead and page numbers.
- Remove specific board member names to allow for use of forms from year to year.



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Treasury Request Form

Name: _____

Phone Number: _____

Date: _____

Event/Reason: _____

Event Date: _____

Request: _____

_____ **Reimbursement** **Amount \$** _____

_____ **Payment to Vendor** **Amount \$** _____

_____ **Cashbox** **Amount \$** _____

_____ **Deposit** **Amount \$** _____

_____ **Request for Charitable Acknowledgement**

_____ **Other**

**Make Check
Payable to:** _____

Send Check to: _____

**Comments/
Questions:** _____

**For reimbursement and payment, please attach your receipts and return this form to:
H&S Treasurer c/o H&S Mailbox.**

**For cashbox and deposits, please return this form to: H&S Assistant Treasurer c/o H&S
Mailbox.**



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Date: _____

Dear Friend of Corpus Christi School,

We would like to express our sincere appreciation for your generous donation. We appreciate you taking the time to make a difference in the lives of our Corpus Christi children and our community

Sincerely,

Treasurer
Corpus Christi Home & School

Tax Deductible Donation Acknowledgement

We cannot make any determination as to the value of the specific item(s) you have donated to us. You should consult your tax advisor regarding value determination for tax purposes. The IRS requires the following information for tax deductions of \$250 or less. Please fill in the information indicated below and retain this for your tax records.

Corpus Christi Home & School
Donation Organization

Donation Date

Description of item(s): _____

Value of Donation: _____

Donor's Name: _____

Donor's Address: _____
