



## **COTTONWOOD CREEK PFC FINANCIAL GUIDELINES & POLICIES**

This document covers Financial Guidelines & Policies of the Cottonwood Creek PFC pertaining to the following:

- CASH HANDLING / DEPOSIT PROCEDURES
- EXPENSE REIMBURSEMENTS
- PFC DIRECT PURCHASES
- CLASSROOM STIPENDS
- GRADE/TEAM & DEPARTMENT LEVEL GRANTS
- SPECIAL FUNDING REQUESTS (SFRs)
- COMMUNITY/SPECIAL EVENT SPENDING

### **CASH HANDLING / DEPOSIT PROCEDURES**

Cash withdrawals should only be done for the purpose of facilitating transactions at PFC sanctioned events where cash is collected and change might need to be given (e.g. Fall Check-in, community events where concessions/tickets are sold). The PFC Treasurer must be notified in advance of the withdrawal of cash to ensure adequate funds are available; the physical withdrawal may only be done by the PFC President or PFC Co-Treasurer (as authorized by the Banking Agreement).

All cash withdrawn from the bank and/or received via sales should be kept securely in a cash lockbox and will need to be verified/counted in the presence of no less than two authorized individuals, one of whom must be a fingerprinted PFC Board Member, at the conclusion of the event/activity. Cash should be counted, where possible, in a secure location on school grounds. Once counted, the cash will need to be moved to a cash bag and sealed. The total cash amount should be written on the cash bag, and the sealed bag should be given to the Co-Treasurer and taken to the bank for deposit within the same day. In situations where the bank might be closed or the Co-Treasurer cannot make the deposit on the same day, the sealed cash bag should be kept in the safe located in the school's front office. Under no circumstances is cash to be taken to personal residences for safekeeping or counting.

For all deposits (cash or check), the **CCS PFC Deposit Request Slip** needs to be submitted along with the cash/check to the PFC Co-Treasurer. The deposit slip is a detailed document that can be reconciled with the actual deposit in the bank for tracking purposes. All checks should be stamped with the "Pay to the Order" seal before it is deposited at the bank. All deposits should be made into the holding account. A deposit slip should be given to the banker with all the deposit details & the carbon copy should be

saved along with the printed receipt received from the bank. Please contact PFC Co-Treasurer at [cotreasurer@cottonwoodpfc.org](mailto:cotreasurer@cottonwoodpfc.org) with any questions regarding these procedures.

## **EXPENSE REIMBURSEMENTS**

Cottonwood Creek PFC will reimburse its Board Members, Event Leads, and Volunteers for any authorized expenses incurred on its behalf in accordance with the policies listed herein. Authorization of expenses (e.g. approved event budget, approved Special Funding Request, etc) must be obtained from the PFC Treasurer and/or PFC Board PRIOR to incurring any expenses.

Cottonwood Creek PFC will also reimburse CCS teachers and staff for expenses incurred related to annually awarded stipends, grade/department level grants, and other school support<sup>1</sup>.

To receive reimbursement, an **Expense Reimbursement Form** must be completed and submitted with all original itemized receipts and/or invoices (receipt photocopies, phone/computer screen-shots, and/or credit card statements are not valid forms of documentation). Any expenses submitted for which a valid receipt is missing run the risk of not being reimbursed.

The **Expense Reimbursement Form** can be printed directly from the PFC website; alternatively, paper copies of the form are available in the school's front office (located in the file box beneath the PFC bulletin board). Once completed, please securely attach all receipts to the reimbursement form and leave in the PFC Mailbox located in the front office. \*\*During periods of school closure or remote learning, please scan to PDF and email to [treasurer@cottonwoodpfc.org](mailto:treasurer@cottonwoodpfc.org).

Reimbursements will be made via check and will be mailed/delivered within 10 business days after the form is received by the Treasurer provided all documentation is complete and all receipts have been submitted.

Please keep in mind:

- Reimbursement will only be made if prior authorization was issued<sup>1</sup>; total expenses must not exceed budgeted/approved amount. Any over-spending will not be reimbursed without prior approval from the PFC Treasurer and/or PFC Board, in accordance with the limits outlined in the PFC bylaws.
- Personal expenses should be kept separate from expenses made on behalf of the PFC. Please do not submit receipts with mixed personal and PFC related charges.
- Expedited/Express shipping charges WILL NOT be reimbursed unless prior authorization is obtained from the Treasurer; the PFC will only reimburse for standard/regular shipping charges.
- Reimbursement requests should be submitted **within 90** days of the expense/receipt date.
- The cut-off date for all reimbursement requests is the last day of the current school year (with the exception of Event reimbursements, which are due **within 30** days following the event date).
- The PFC will not reimburse for any gift cards purchased without prior approval; gift cards being purchased for events (e.g. as prizes, etc) should be directly purchased by the PFC when possible; documentation of gift card disbursements must include recipient and amount received.

<sup>1</sup> *Annually awarded stipends and grants are considered authorized and do not need any additional approval for spending so long as expenses fall within PFC guidelines outlined in this document.*

## **PFC DIRECT PURCHASES**

Whenever possible, the PFC will issue direct payment to vendors or make direct purchases for expenses greater than \$200.

To request a direct payment/direct purchase by the PFC, a **PFC Direct Purchase Request Form** should be completed and submitted preferably with at least 10 business days advance notice. The form should be completed in its entirety with applicable documentation attached (e.g. invoice, vendor agreement, etc).

The **PFC Direct Purchase Request Form** can be printed directly from the PFC website; alternatively, paper copies of the form are available in the school's front office (located in the file box beneath the PFC bulletin board). Once completed, please leave in the PFC Mailbox located in the front office. \*\*During periods of school closure or remote learning, please scan to PDF and email to [treasurer@cottonwoodpfc.org](mailto:treasurer@cottonwoodpfc.org).

## **CLASSROOM STIPENDS**

Classroom Stipends awarded by the PFC are intended to assist teachers and support staff in enhancing the learning experience for Cottonwood students. Stipend awards may be used on educational items intended to directly benefit students in the current school year such as:

- Classroom materials (both consumables and non-consumables)
- Instructional materials / aids / equipment (e.g. flash cards, posters, bulletin board materials)
- Books for classroom library
- \*\*Purchase of any technology items/equipment must be pre-approved by CCS Principal/PFC to ensure items are in alignment with DUSD technology standards

Stipend awards may be spent all at once or spread throughout the current school year; total reimbursement will be capped at the awarded amount for the school year with no exception. Any unused funds at the end of the school year do not rollover to the next year and will be forfeited.

To obtain reimbursement after purchasing qualifying materials, please follow the PFC guidelines and procedures outlined under "*Expense Reimbursement*". The deadline to submit for reimbursement is the last day of the current school year.

Any non-consumable items funded by the PFC should remain at CCS with the teacher who purchased the items, or left with the classroom at CCS should the teacher leave the school entirely.

## **GRADE/TEAM & DEPARTMENT LEVEL GRANTS**

Grade/Team & Department Level Grants awarded by the PFC are intended to be used on shared educational materials/resources at the grade or department level. Grant awards should not be divided amongst teaching staff within a grade or department (unless otherwise specified or approved); rather, funds should be shared and spent collectively on shared learning materials or enrichment experiences such as:

- Book sets
- Programs/Subscriptions
- Field Trips / Targeted Assemblies
- \*\*Purchase of any technology items/equipment must be pre-approved by CCS Principal/PFC to ensure items are in alignment with DUSD technology standards

A ***PFC Grant Award Spending Proposal*** must be submitted on or before the specified due date provided, outlining plans for use of funds. This proposal will be sent via email to grant award recipients when awards are issued.

Grant awards may be spent all at once or spread throughout the current school year; total reimbursement will be capped at the awarded amount for the year with no exception. Any unused funds at the end of the school year do not rollover to the next year and will be forfeited.

To obtain reimbursement after purchasing qualifying materials, please follow the PFC guidelines and procedures outlined under “*Expense Reimbursement*”. The deadline to submit for reimbursement is the last day of the current school year. To request that the PFC do a direct purchase for larger purchases, a **PFC Direct Purchase Request Form** should be completed and submitted preferably with at least 10 business days advance notice (as outlined above under “*PFC Direct Purchases*”).

Any non-consumable items funded by the PFC should remain at CCS with the grade or department for which the item(s) were purchased.

## **SPECIAL FUNDING REQUESTS (SFRs)**

Special Funding Requests (SFRs) are intended to provide teachers, staff and the PFC with a means to request additional financial support not previously awarded or designated in the current school year’s PFC budget. The **Special Funding Request Form** can be printed directly from the PFC website; alternatively, paper copies of the form are available in the school’s front office (located in the file box beneath the PFC bulletin board). Once completed, please leave in the PFC Mailbox located in the front office. \*\*During periods of school closure or remote learning, please scan to PDF and email to [treasurer@cottonwoodpfc.org](mailto:treasurer@cottonwoodpfc.org).

SFRs will be accepted at any time during the current school year, up until 3 business days prior to the FINAL PFC Board Meeting, provided that:

- the SFR is done in advance of the purchase/prior to incurring the expense;
- a signature from CCS Principal must be obtained on the form prior to submission;

- the SFR is submitted at least **3 business days prior** to the nearest PFC Board Meeting (meeting dates are listed on the PFC website).

If your SFR is approved, total spending must not exceed the approved amount without prior authorization from the PFC Treasurer and/or PFC Board, in accordance with the limits outlined in the PFC bylaws. To obtain reimbursement after purchasing qualifying materials under the approved SFR, please follow the PFC guidelines and procedures outlined under “*Expense Reimbursement*”. To request that the PFC do a direct purchase for larger purchases, a **PFC Direct Purchase Request Form** should be completed and submitted preferably with at least 10 business days advance notice (as outlined above under “*PFC Direct Purchases*”).

### **COMMUNITY/SPECIAL EVENT SPENDING**

The PFC has established an annual budget for Community and Special Events. Parents, CCS staff and CCS teachers may request funding for additional or new events using the **PFC Event Proposal Form** located on the PFC website. Once the Event Proposal Form has been submitted and approved, the following policies apply.

Community and Special Event spending will be managed by the PFC lead(s) and/or committee lead(s) assigned to the event. Cottonwood Creek PFC will reimburse or make a direct purchase/direct payment for any authorized expenses incurred on its behalf in accordance with the policies listed herein. Please refer to the policies above regarding “*Expense Reimbursement*” and “*PFC Direct Purchases*”.

Authorization of event expenses (e.g. approved event budget, approved Special Funding Request, etc) must be obtained from the PFC Treasurer and/or PFC Board PRIOR to incurring any expenses.

Submission for expense reimbursements must be made **within 30 days** following an event. All expenses associated with an event should be submitted for reimbursement--committee members should not cover any expenses out-of-pocket, as the PFC needs to accurately account for total event spending. Any donated items with monetary value (e.g. gift cards) should be reported to the PFC Treasurer for recording purposes.

Any unused/unopened items purchased for an event should be returned whenever possible, prior to submitting for expense reimbursement, as those funds can be reallocated to other events/funding needs. Please attach return receipts to the original purchase receipts to reflect the net amount needing reimbursement.