

2016-2017 Notes from the Franklin Woman's Club Treasurers

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Committee Name: _____ **Committee's Budget is \$** _____

Thank you for volunteering to chair this committee!

As Chair, you are responsible for controlling your committee's expenses, *including the spending of your committee members if applicable*, so you do not exceed your budget. Special requests for additional funding must be brought to the FWC's Board BEFORE the budget is exceeded.

All correspondence with the Treasurers can be done through e-mail (preferred method) or by phone (contact information above). When contacting the Treasurers via email, please address your email to both Treasurers. This will ensure the timeliest response.

Copies of the below mentioned forms are attached. You can find extra forms on the FWC's website at <http://franklinwomansclub.webs.com/meeting-details>

Deposit Notice (green):

If you are in charge of an activity that involves money, such as a fundraiser, you must verify the total amount being turned in and complete a *Deposit Notice* form to accompany the deposit. Please count and log both cash and checks. If possible, two committee members should count and verify the money being turned into the Treasurer(s). ***The form and the money must be turned into one of the Treasurers within seven (7) days of the end of the event.*** Please contact either Treasurer to make arrangements to turn in the funds.

Check Request (yellow):

In some cases, you might need a check in advance to pay a vendor, or you will have an invoice that must be paid by the FWC. Please complete a *Check Request* form in its entirety and submit it to the Treasurers. Provide ***at least five day's notice*** if you need a check in advance. If this is an invoice that needs to be paid, please submit the bill along with the completed form, and the Treasurers will mail payment directly to the vendor.

Reimbursement Request (blue):

Please submit a completed *Reimbursement Request* form plus your receipt(s) to the FWC Treasurers. You will receive your check at the next FWC meeting or via postal mail unless other arrangements are made.

Tips from the Treasurers

Submit your receipts! Don't *eat* FWC expenses!

1. We raise funds for a reason—we *expect* to reimburse expenses (see *Reimbursement Request* above).
2. We set annual budgets based on prior year's experience. If expenses are unreported, we will underestimate the actual money needed to fund the activity next year.
3. No reimbursement amount is too small! Please submit your receipts!