

St. Rita Parents Club Budget Management, Reimbursement and Check Request Procedures

Each spring, the Parents Club carefully examines the year's expenditures and based on this research, prepares and approves the budget for the next fiscal year which reflects funds designated for each major committee. At the beginning of the school year, each committee chair will be notified of their budget for the year. Each chairperson will be required to acknowledge and manage this budget. If you find that you will exceed your budget, you will need to seek approval from the PC Board via a request through the Treasurer, **PRIOR** to making the expenditures. If you exceed the budget without prior approval, you will not be reimbursed for the excess expense.

Each purchase made on behalf of the Parents Club activities must follow the procedures below. Please note that the school is tax exempt. A copy of the school's Sales Tax Exemption Certificate can be obtained from the Parents Club Treasurer's folder in the school office. Many local retailers and vendors already have this certificate on file. Please contact the Parents Club Treasurer with any questions.

If you have already purchased items or paid for a service:

1. A Check Request Form (found in the Treasurer's folder in the school office **OR** on the school website under "Parents/Parents Club") must be completed and all supporting receipts attached.
2. The Form and attached receipts must first go to the Parents Club Treasurer either by filing in the Treasurer folder in the school office **OR** by scanning and emailing to Kate Neylon (kneylon@sbcglobal.net). The Treasurer will approve and submit to Dr. Walsh for approval. After Dr. Walsh approves the request, the Form and receipts will be given to the parish accounting department to process for payment. This process is usually completed in 2 weeks or less.
3. **Reimbursement requests must be made within 30 days of the event.** Checks cannot be issued without the receipts.

If a check is needed in advance for services or goods:

1. A Check Request can be issued to a business (i.e. caterers, florists, etc.) for different events held at the school.
2. A copy of a quote for the services must accompany the request. Please remind the vendor that the school is tax exempt. Request the school's Sales Tax Exemption Certificate from the Parents Club Treasurer, if needed by the vendor.
3. This should be done no later than two weeks prior to the date the check is needed.
4. The check will be given to the school secretary a few days before the event.