

## **Financial Guidelines for St. Giles CCW 2015-2016**

In an effort to follow the financial guidelines set forth by the Parish, please consider the following items when planning your event:

1. When purchasing any items related to your event, please present the tax-exempt letter to the merchant. This should be used every time you purchase an item. It is included in this binder.
2. In order to be reimbursed for expenses, you must complete the check request form included in this binder. In order to be reimbursed, you must attach all original receipts. Feel free to make extra copies if necessary.
3. Please keep in mind the amount we have budgeted for your event. This number was reached after much care and consideration. It is your responsibility to contact the President or Treasurer of the Board if you exceed your allotted budget amount. Please keep track of your expenses as you go along, and if available, refer to the last year's expenditures as a guide.
4. Expenditures over \$100 that are a part of your overall budget do not need Board approval. However, the Board must approve any expense that is not part of your budget that exceeds \$100 before it is made.
5. No monies collected at any CCW event are to be taken home by anyone. CCW will provide you with a moneybag to put the money and seal it. This envelope should then be given to either the Treasurer or another Board member at the end of the event.
6. In addition, whenever any money is collected at a CCW event, it is necessary to have at least 2 persons present.
7. With events, such as the Annette Henneberry Scholarship Event, where money is collected from different sources (e.g., ticket sales, raffle tickets) the monies should be kept separate for accounting purposes.

Please feel free to contact any Board member with questions or concerns.

Revised 8-25-2015