

Cash boxes for La Semana (Petty Cash)

- 1) A petty cash account exists for the week of La Semana. There will be four (4) boxes. Two (2) for the service project, one (1) for the camp store, and one (1) for the Jr. Teens service project.
- 2) The petty cash account must be maintained separately from all other funds in a locked box or safe.
- 3) The *Treasurer* will set up the cash boxes on Monday and hand them out to service project and camp store. The Jr. Teens cash box will be handed out on Tuesday. The Treasurer will pick up each box at the end of the day to be locked in the safe until the next day.
- 4) At the beginning of each day. You will receive a Cashier report with a deposit bag. Two people should count the money in the cash box. At the end of the day two people should count the money before the Treasurer picks up the cash box. Only the funds you want deposited will enter on the ending funds part of the Cashier report. Those funds will be put in the deposit bag along with the cashier report. If you need change please put it on the cashier report. Remember to always sign the report.
- 5) There will be no withdrawals from the cash boxes. "Borrowing" funds for any use (including purchases for the camp/organization) is not allowed.
- 6) The *Treasurer* will be the only one to take money for change.
- 7) Periodically, the *PLAC President/Secretary* will perform an unscheduled test count to verify the proper procedures are being used.

Volunteer Expense Reimbursement/Check Request

Volunteer (Tier A or B) may pay for certain organizational expenses using personal funds and request reimbursement from the organization.

- 1) Volunteers will submit an approved *Reimbursement/Check Request Form* to their Tier A, including original invoices or receipts for each expense. (Expenses reimbursed to volunteer without the appropriate documentation will not be processed)
- 2) Expenses must be submitted on a timely basis; expenses more than *60 days* in the past will not be reimbursed.
- 3) The *Reimbursement/Check Request Form* is to be approved by the Tier A and returned to *Treasurer*.
- 4) *Check Request* need to be given to the *Treasurer* a week before they are needed.