

FRIENDSHIP SQUARE QUILT GUILD
REIMBURSEMENT PROCEDURE

TOPIC: Procedure to submit a reimbursement or check request

Fiduciary responsibility

Board members are held to a fiduciary standard to control spending of the guilds financial resources and to authorize reimbursements that support the business purpose of the guild and/or the guild mission statement.

Documentation

1. Supporting documentation is required for all reimbursement requests and transactions including Point-of-Service (Debit card or electronic) transactions.
2. The best practice is for guild expenses to be itemized on a single receipt and separate from other personal purchases. When receipts contain combined guild and personal purchases, then the guild items need to be highlighted or circled, subtotaled and then the applicable sales tax added to determine the total amount due.
3. For the workshop room rental fee, the class sign-in roster needs to be attached to the reimbursement request to demonstrate the number of participants at the workshop.
4. Reimbursement requests are to be completed, authorized and submitted to the CFO within thirty (30) days of occurrence. If the board officer or chair is not available for signature, then the board officer may approve the request by email communication to the CFO to prevent delays in processing.

Signature Approval

1. The first signature and date is made by the person making the request.
2. The second signature and date:
 - a. For requests by non-board members, the responsible board members will sign and date the request.
 - b. When the request is made by a board member, then another board officer (other than the CFO) will review the request and sign and date the form.
 - c. For quilt show or other fundraising events, members will need the signature of the event chair as the second signature before submitting the request to the CFO.
3. The CFO will review the request to ensure that the appropriate documentation is attached to the request, clearly identified and that the request is complete. The CFO will then write a check and complete the office use section of the form.
4. Incomplete forms will be returned to the original requestor for completion before payment can be made.

Forms

List of assigned responsible officer for each budget category

Check request form

Event cash reconciliation form