

HVCS

Parent Council Treasury Process

Raise Funds



22/23 FUNDRAISERS

- September: Nut Fundraiser
- October: Pumpkin Pals
- December: Candy Grams
- February: Carnations

Determine Expenses



PC CALENDAR

- Establish parties planned for school year
- Each class represented at PC Meeting

Agree on Allocation



EXPENSES

- At PC Meeting determine each line-item expense for next event(s) and set budget for each line
- At PC Meeting assign who will gather what and who is responsible for submitting reimbursement to Treasurer

Request Reimbursement



FORM

- Use Tax Exempt status when possible
- Submit receipts and Form to Treasurer
- School cuts reimbursement check to purchaser

Balance Budget



PUBLISH BUDGET

- Treasurer keeps budget balanced
- Provides financial update at each PC Meeting
- Post Budget on PC Board for public transparency