WPTG

Guidelines for Committee expenses

To help the WPTG properly record and track expenses for our various events and programs, we ask that Committee Chairpersons follow these guidelines.

1. **Ask About Available Money**. Before spending money on the event/program, ask the WPTG Treasurer what amount has been set aside in the budget. This will provide you with a guideline for how much to spend.

2. **What if you need more money?** If the budgeted amount is not enough, the WPTG will be happy to work with you to find ways increase the funds available (e.g., reallocate money in the budget, solicit donations, hold a fundraiser). Please let the WPTG President know that you need more money. The President will then add the request to the agenda of the next meeting, or make other appropriate arrangements. To be added to the agenda, we need to know about your request a week before the meeting. If possible, please come to the meeting to explain what you need and join the discussion.

3. **Donations.** The WPTG does not expect committee chairpersons or members to spend their own money for events/programs. That said, donations are always welcome (and may even qualify for a tax deduction). The WPTG Treasurer can provide you with a donation receipt.

4. **Reimbursement and check requests.** Please complete a check request form if you or someone helping you with the program/event purchases something and needs to be reimbursed by the WPTG. You may also use a check request form if you need to have a check cut directly to a vendor. Forms are available in the WPTG mail box in the office and on the school website.

5. **Record-keeping.** The committee chairperson should complete an expense report after the program/event. This helps us to keep accurate records and budget properly for the next year. Expense reports are available in the WPTG mail box in the office and on the school website.

WPTG Committee Expense Report

To be completed by Committee Chairperson after each event/program

Event/Program_____

Date_____ Chairperson _____

Vendor/Payee/Donor	Purpose	Amount	Receipt Attached?
		$	☐ Yes ☐ No
		$	☐ Yes ☐ No
		$	☐ Yes ☐ No
		$	☐ Yes ☐ No
		$	☐ Yes ☐ No
		$	☐ Yes ☐ No
		$	☐ Yes ☐ No
		$	☐ Yes ☐ No
		$	☐ Yes ☐ No
		$	☐ Yes ☐ No
TOTAL		$	
Based on your experience, how much should the WPTG plan to spend on this event next year? _____			