



Kolb Elementary School Parent Faculty Club (PFC)  
3150 Palermo Way , Dublin CA 94568

## FINANCIAL GUIDELINES & POLICIES

### CASH HANDLING / DEPOSIT PROCEDURES

Cash withdrawals should only be done for the purpose of facilitating transactions at PFC sanctioned events where cash is collected and change might need to be given (e.g., Fall Check-in, community events where concessions/tickets are sold). The PFC Treasurer must be notified in advance of the withdrawal of cash to ensure adequate funds are available; the physical withdrawal may only be done by the PFC President or PFC Co-Treasurer (as authorized by the Banking Agreement).

All cash withdrawn from the bank and/or received via sales should be kept securely in a cash lockbox and will need to be verified/counted in the presence of no less than two authorized individuals, one of whom must be a fingerprinted PFC Board Member, at the conclusion of the event/activity. Cash should be counted, where possible, in a secure location on school grounds. Once counted, the cash will need to be moved to a cash bag and sealed. The total cash amount should be written on the cash bag, and the sealed bag should be given to the Co-Treasurer and taken to the bank for deposit within the same day. In situations where the bank might be closed or the Co-Treasurer cannot make the deposit on the same day, the sealed cash bag should be kept in the safe located in the school's front office. Under no circumstances is cash to be taken to personal residences for safekeeping or counting.

For all deposits (cash or check), the **Kolb Elementary PFC Deposit Request Slip** needs to be submitted along with the cash/check to the PFC Co-Treasurer. The deposit slip is a detailed document that can be reconciled with the actual deposit in the bank for tracking purposes. All checks should be stamped with the "Pay to the Order" seal before it is deposited at the bank. All deposits should be made into the holding account. A deposit slip should be given to the banker with all the deposit details & the carbon copy should be saved along with the printed receipt received from the bank.

### EXPENSE REIMBURSEMENTS

Kolb Elementary PFC will reimburse its Board Members, Event Leads, and Volunteers for any authorized expenses incurred on its behalf in accordance with the policies listed herein. Authorization of expenses (e.g., approved event budget, approved Special Funding Request, etc.) must be obtained from the PFC Treasurer and/or PFC Board PRIOR to incurring any expenses.

Kolb Elementary PFC will also reimburse Kolb Elementary Teachers and Staff for expenses incurred related to annually awarded stipends, grade/department level grants, and other school support.

To receive reimbursement, an **Expense Reimbursement Form** must be completed and submitted with *all original itemized receipts and/or invoices* (receipt photocopies, phone/computer screenshots, and/or credit card statements are not valid forms of documentation). Any expenses submitted for which a valid receipt is missing run the risk of not being reimbursed.

The **Expense Reimbursement Form** can be printed directly from the PFC website; alternatively, paper copies of the form are available in the school's Teacher Workroom (located on the bulletin board above the photocopier). Once completed, please securely attach all receipts to the reimbursement form and



**Kolb Elementary School Parent Faculty Club (PFC)**  
**3150 Palermo Way , Dublin CA 94568**

leave in the PFC drawer located in the Teacher Workroom. \*\*During periods of school closure or remote learning, please scan to PDF and email the Treasurer(s) and the President(s).

Reimbursements will be made via check and will be mailed/delivered within 10 business days after the form is received by the Treasurer provided all documentation is complete and all receipts have been submitted.

Please keep in mind:

- Reimbursement will only be made if prior authorization was issued; total expenses must not exceed budgeted/approved amount. Any over-spending will not be reimbursed without prior approval from the PFC Treasurer and/or PFC Board, in accordance with the limits outlined in the PFC bylaws.
- Personal expenses should be kept separate from expenses made on behalf of the PFC. Please do not submit receipts with mixed personal and PFC related charges.
- Expedited/Express shipping charges WILL NOT be reimbursed unless prior authorization is obtained from the Treasurer; the PFC will only reimburse for standard/regular shipping charges.
- Reimbursement requests should be submitted **within 90** days of the expense/receipt date.
- The cut-off date for all reimbursement requests is the last day of the current school year (with the exception of Event reimbursements, which are due **within 30** days following the event date).
- The PFC will not reimburse for any gift cards purchased without prior approval; gift cards being purchased for events (e.g., as prizes, etc.) should be directly purchased by the PFC when possible; documentation of gift card disbursements must include recipient and amount received.

### **PFC DIRECT PURCHASES**

Whenever possible, the PFC will issue direct payment to vendors or make direct purchases for expenses greater than \$200.

To request a direct payment/direct purchase by the PFC, a **PFC Direct Purchase Request Form** should be completed and submitted preferably with at least 10 business days advance notice. The form should be completed in its entirety with applicable documentation attached (e.g., invoice, vendor agreement, etc.).

The **PFC Direct Purchase Request Form** can be printed directly from the PFC website; alternatively, paper copies of the form are available in the school's front office (located in the file box beneath the PFC bulletin board). Once completed, please leave in the PFC Mailbox located in the front office.

\*\*During periods of school closure or remote learning, please scan to PDF and email the Treasurer(s) and the President(s).

### **CLASSROOM STIPENDS**

**The stipend amount is determined by Kolb PFC Board in the yearly budget.** Using the stipend, teachers are encouraged to purchase classroom supplies: such as books, student rewards, classroom storage, items that support organization, the physical environment, positive reinforcement, supplemental instruction material, etc.

These stipends are being awarded to:

- All regular classroom teachers in DKA-5 (any teachers who share a class, will share a stipend).



**Kolb Elementary School Parent Faculty Club (PFC)  
3150 Palermo Way , Dublin CA 94568**

---

- Music department (all music staff to share stipend)
- Principal and Assistant Principal
- Counselor
- Resource Specialist
- Speech
- English Language Development (ELD)
- School Psychologist
- Physical Education

The process for these stipends is for the recipient to spend the money and then submit a copy of the PFC Reimbursement Request form along with the original receipt(s) for the expenditure (see Expense Reimbursement section above). PFC will then issue a check to the recipient which will be left in their mailbox in the teacher's work room. While no prior approval from the PFC Board is required to receive reimbursement, purchases should follow school and district guidelines.

Teachers and Staff can either:

- Scan and email original receipts and forms or,
- Take a clear pic of receipts and forms and email them.
- Place forms and original receipts in the PFC drawer in the Teacher Workroom.

Electronic receipts can be forwarded along with a scanned image or picture of the Reimbursement Form. PFC will then issue a check to the recipient which will be left in their mailbox in the Teacher workroom. Stipend awards are intended to directly benefit students in the current school year. Stipend awards may be spent all at once or spread throughout the current school year. Total reimbursement will be capped at the awarded amount for the school year with no exception. Unused funds will return to PFC General Funds at the end of the school year.

Any non-consumable items funded by the PFC should remain at Kolb Elementary School with the teacher who purchased the items or left with the classroom at Kolb Elementary School should the teacher leave the school entirely.

### **GRADE/TEAM & DEPARTMENT LEVEL GRANTS**

**The Grade Level Grant amount is determined by Kolb PFC Board in the yearly budget.** This grant is made available to grade levels DKA - 5 to help provide items that the teachers would like that are not supplied by the district. Examples of items purchased in previous years from these grants include leveled reading books, classroom sets of literature and dictionaries, sets of clipboards and privacy shields, in-house field trips, art supplies, supplemental instruction material, items to support the classroom's physical environment, and items to help with student and/or teacher. The purpose of the GLG is to make purchases that benefit the **whole grade**. If the Grade Level Grant will be used for teachers to purchase items just for their classroom and not as a whole grade, an email must be sent to the PFC President stating that the grade level team has agreed that GLG funds can be used for a specific classroom.

**\*\*\*Please note:** In order to ensure that items purchased under the GLG category are following school and district guidelines, all purchases will need prior approval from the Kolb Principal. Upon Principal approval, teachers are free to purchase requested items under the GLG. The Kolb PFC President must be included in the emails to the Kolb Principal so that approval for requested items are documented.



**Kolb Elementary School Parent Faculty Club (PFC)**  
**3150 Palermo Way , Dublin CA 94568**

---

Once you have received approval from the Kolb Principal, there are two options for purchasing items:

- Teachers can order the items using a personal credit card (some teachers use this option if they get rewards or cash back on their cards) and submit a copy of the PFC reimbursement form- see “Stipends” section for details on this. Or:
- PFC can order the items using the PFC debit card.

Please note: All funds do not have to be used at one time. Unused funds will return to PFC general funds at the end of the school year.

To obtain reimbursement after purchasing qualifying materials, please follow the PFC guidelines and procedures outlined under “*Expense Reimbursement*”. The deadline to submit for reimbursement is the last day of the current school year. To request that the PFC do a direct purchase for larger purchases, a **PFC Direct Purchase Request Form** should be completed and submitted preferably with at least 10 business days advance notice (as outlined above under “*PFC Direct Purchases*”).

Any non-consumable items funded by the PFC should remain at Kolb Elementary School with the grade or department for which the item(s) were purchased.

### **SPECIAL FUNDING REQUESTS (SFRs)**

Additional funding can be requested from the PFC for various reasons, including: a grade level has needs beyond the size of the grade level grant; a teacher/staff does not have a grant (i.e. is not a regular classroom teacher); or an event will have greater costs than budgeted. A PFC Special Funding Request form must be completed and include details of what is being requested. All teachers/staff must get approval of the Kolb Principal before submitting funding requests to the PFC to ensure that the request is for something appropriate that would benefit the students and also that it is not something that the District would fund.

Special Funding Requests should be submitted at least 1 week before the PFC meeting at which time it will be discussed. It is helpful for teachers/staff to attend the meeting (**normally 2nd Thursday of the month**) to answer any questions that arise. Once a decision has been made, the requestor must be notified.

Special Funding Requests (SFRs) are intended to provide teachers, staff, and the PFC with a means to request additional financial support not previously awarded or designated in the current school year’s PFC budget. The **Special Funding Request Form** can be printed directly from the PFC website; alternatively, paper copies of the form are available in the school’s front office (located in the file box beneath the PFC bulletin board). Once completed, please leave in the PFC drawer located in the Teacher Workroom. During periods of school closure or remote learning, please scan to PDF and email the Treasurer(s) and the President(s).

SFRs will be accepted at any time during the current school year, up until 3 business days prior to the FINAL PFC Board Meeting, provided that:

- The SFR is done in advance of the purchase/prior to incurring the expense.
- A signature from Kolb Elementary School Principal must be obtained on the form prior to submission.
- The SFR is submitted at least **3 business days prior** to the nearest PFC Board Meeting



**Kolb Elementary School Parent Faculty Club (PFC)**  
**3150 Palermo Way , Dublin CA 94568**

---

Please refer to the Kolb PFC webpage for the PFC board meeting dates for 2021 - 2022.

If your SFR is approved, total spending must not exceed the approved amount without prior authorization from the PFC Treasurer and/or PFC Board, in accordance with the limits outlined in the PFC bylaws. To obtain reimbursement after purchasing qualifying materials under the approved SFR, please follow the PFC guidelines and procedures outlined under "*Expense Reimbursement*". To request that the PFC do a direct purchase for larger purchases, a **PFC Direct Purchase Request Form** should be completed and submitted preferably with at least 10 business days advance notice (as outlined above under "*PFC Direct Purchases*").

### **COMMUNITY/SPECIAL EVENT SPENDING**

The PFC has established an annual budget for Community and Special Events. Parents, Kolb Elementary Staff, and Kolb Elementary Teachers may request funding for additional or new events using the **PFC Event Proposal Form** located on the PFC website. Once the Event Proposal Form has been submitted and approved, the following policies apply.

Community and Special Event spending will be managed by the PFC lead(s) and/or committee lead(s) assigned to the event. Kolb Elementary PFC will reimburse or make a direct purchase/direct payment for any authorized expenses incurred on its behalf in accordance with the policies listed herein. Please refer to the policies above regarding "*Expense Reimbursement*" and "*PFC Direct Purchases*".

Authorization of event expenses (e.g., approved event budget, approved Special Funding Request, etc.) must be obtained from the PFC Treasurer and/or PFC Board PRIOR to incurring any expenses.

Submission for expense reimbursements must be made **within 30 days** following an event. All expenses associated with an event should be submitted for reimbursement--committee members should not cover any expenses out-of-pocket, as the PFC needs to accurately account for total event spending. Any donated items with monetary value (e.g., gift cards) should be reported to the PFC Treasurer for recording purposes.

Any unused/unopened items purchased for an event should be returned whenever possible, prior to submitting for expense reimbursement, as those funds can be reallocated to other events/funding needs. Please attach return receipts to the original purchase receipts to reflect the net amount needing reimbursement.