

APPENDIX H: FINANCIAL FORMS – EXPENSE CLAIM



NGCL RULES for Petty Cash



- **Always use a “Request for Petty Cash Float” form.**
Each time cash is issued a form needs to be made out. This form should be issued in duplicate and the bottom of the form signed that will be the receipt used as proof the Petty Cash Float was issued and received by the holder. Make sure the form is **dated** and the person receiving the cash has **signed** it and that the **amount** of cash issued is clearly stated. *Always* write a description of the purposed for the petty cash float on the form.
- **Always get a receipt to prove your expenses.**
It may be hard at first, but if you impose a 'no receipt, no cash' rule you will eventually get a receipt every time. If a receipt is impossible to obtain (and this is very rare) then some other documentation to justify the expenditure should be found, such the wrapper with price tag intact of what was purchased.
- **Reconcile your reimbursable petty cash on a regular basis.**
You will be required to reconcile your petty cash before collecting further cash from the Treasurer to top your petty cash float back up to its original amount.


How to reconcile your Petty Cash

1. Your petty cash float should always be constant if it is reimbursable. In other words, you should always have receipts and money in your fund that add up to the original amount received from the Treasurer.
2. *List the receipts with expense description and amount on the form.*
3. Add up the total of all the receipts for petty cash expenses .
4. Record the funds still in your petty cash fund.
5. The total of all receipts *plus* the total of money remaining in your petty cash fund must equal your original petty cash float.
6. Submit to the NGCL Treasurer.

APPENDIX H: FINANCIAL FORMS – EXPENSE CLAIM

Expense Claim Form

Use this form if you have **spent your own funds** for purchases on behalf of NGCL and are claiming that money from the NGCL Treasurer. **DO NOT** use this form if the expenses you wish to claim related to a Float or a Cash Advance you received. (There are other forms for these.)

		North Glenora Community League	
		EXPENSE CLAIM FORM	
Date Submitted	June 15 2008	Payable to:	Edna Wojcik
Total Amount of Reimbursement	\$25.00	Committee / Position	Publicity / Membership
Receipt Date or Date of Expense	Amount	Description of Expense	Receipt Attached
Publicity			
June 01 2008	\$6.00	Paper, 500 sheets	Yes
June 03 2008	\$9.00	Address Labels	Yes
Sub Total	\$15.00		
Membership			
June 12 2008	\$10.00	Extra Skate Tags	Yes
Sub Total	\$10.00		
Total Amount	\$ 25.00	<i>Edna Wojcik</i>	
Attach all Receipts and			
Submit to: NGCL Treasurer for Reimbursement			
<p>1. → Use this form if you have spent your own funds on behalf of North Glenora Community League.</p> <p>2. → Attach all receipts and add up the total amount NGCL owes you, sign the form and submit for reimbursement.</p> <p>3. → If expenses are for different committees, group by committee and sub total.</p>			

APPENDIX H: FINANCIAL FORMS – FLOAT REQUEST

Float/Petty Cash/Cash Advance Request Form

Make two copies of this form (one for you to keep for your records and one for the Treasurer/office files) and **submit one to the Treasurer. Only then can a cheque be written to you.** Make sure to check the right box for the kind of float you want:

'Reimbursable' means a standing reimbursable fund where you will submit regular requests for reimbursing the fund back to its original amount (topping up). Examples include the Buildings and Grounds float for ongoing, small expenses for repairing and maintaining the facilities and grounds, or the Newsletter float for payment of those who deliver it monthly.

'Specific Event' means a cash advance for a specific event on behalf of NGCL that will be reconciled within 4 weeks of the event date. Examples include but are not limited to the Turkey Supper, the Volunteer Appreciation Dinner bar float.


'Coin Float' means exactly that.

North Glenora Community League		
REQUEST FOR PETTY CASH FLOAT		
To: North Glenora Community League Treasurer		
Please provide a Float value: \$300.00 _____	Type: <input type="checkbox"/> Reimbursable	
(\$100.00 coin float, \$200.00 supplies)	Type: <input checked="" type="checkbox"/> Specific Event	
	Type: <input checked="" type="checkbox"/> Coin Float	
The Float will be used for: Committee Name <u>Family Programs</u>		
Nature of Expense: <u>Supplies & Groceries for Pancake Breakfast</u> <u>Coin float for Tickets at the door</u>		
Name of Float Holder:	<u>Edna Monton</u>	
Contact Information: Phone	<u>780-777-4321</u>	
Address	<u>North Glenora</u>	
Please arrange to issue the Float by:		Date <u>Aug 15 2008</u>
Signed <u>Edna Monton</u>		Date <u>Aug 30 2008</u>
<small>NGCL Requester</small>		
RECEIPT FOR FLOAT AND UNDERTAKING GIVEN BY HOLDER		
I, the undersigned, acknowledge receipt of the Float Amount stated above and undertake as follows:		
<i>Standing Float</i>		
1 The Float will be used only for the purpose for which it was issued per above description.		
2 For a standing reimbursable float, I will submit "Request for Reimbursement" claims to the Treasurer as required.		
3 When the float is no longer required, I will reconcile to the amount received with a combination of receipts and cash using a "Reconciliation of Expense" form.		
<i>Specific Event Float</i>		
1 For a specific Event type float, I will submit a Reconciliation of Expense form plus any cash balance or request for outstanding amount within 4 weeks of the date of the event.		
Signed _____	Date _____	
<small>NGCL Float Holder</small>	<small>Date Float Received</small>	
<small>Make 2 copies of this form - NGCL Treasurer, Petty Cash Float Holder, NGCL Office Files</small>		

APPENDIX H: FINANCIAL FORMS – FLOAT CLOSE OFF

Float/Petty Cash/Cash Advance Close Off Form

Use this form if you received a Petty Cash Float and are now finished with it. If your float was for a specific event, you must reconcile within 4 weeks after the event. Hand in all remaining cash and receipts to the Treasurer, with this form.


 <p>NORTH GLENORA</p>	<p>North Glenora Community League</p> <p>Petty Cash Reconciliation Form</p> <p>CLOSE OFF</p>																
<p><input type="checkbox"/> Close off for Specific Event: <u>Pancake Breakfast</u></p> <p><input type="checkbox"/> Close off Reimbursable Float for: _____</p> <p><input type="checkbox"/> Coin Float for: <u>Tickets at the Door</u></p>																	
<p>Period Covered:</p> <p>FROM: Sept 6 2008 TO: Sept 6 2008</p>																	
<p>Beginning Petty Cash Float Amount: \$400.00</p>																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Expenditures Description: (attach all receipts)</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>Costco - Groceries</td> <td style="text-align: right;">\$196.37</td> </tr> <tr> <td>Dollarama - Supplies</td> <td style="text-align: right;">\$ 26.75</td> </tr> <tr> <td>Return of Coin Float</td> <td style="text-align: right;">\$(100.00)</td> </tr> <tr> <td>TOTAL EXPENDITURES:</td> <td style="text-align: right;">\$223.12</td> </tr> <tr> <td>REMAINING PETTY CASH (BEGINNING CASH MINUS TOTAL EXPENDED)</td> <td style="text-align: right;">\$76.88</td> </tr> <tr> <td>Must Equal amount of Original Petty Cash Float</td> <td style="text-align: right;">\$400.00</td> </tr> <tr> <td colspan="2">Please claim any overage owing to use with a Request for Reimbursement</td> </tr> </tbody> </table>	Expenditures Description: (attach all receipts)	Amount	Costco - Groceries	\$196.37	Dollarama - Supplies	\$ 26.75	Return of Coin Float	\$(100.00)	TOTAL EXPENDITURES:	\$223.12	REMAINING PETTY CASH (BEGINNING CASH MINUS TOTAL EXPENDED)	\$76.88	Must Equal amount of Original Petty Cash Float	\$400.00	Please claim any overage owing to use with a Request for Reimbursement		
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<p>_____ <i>Edna Morton</i> Submitted by</p>																	
<p>_____ September 10 2008 DATE</p>																	
<p>_____ Received by NGCL Treasurer</p>																	
<p>_____ DATE</p>																	
<p>1) THIS FORM IS USED TO CLOSE OFF YOUR ACCOUNT ONLY. Receipts and Cash returns must equal the amount of your original petty cash float.</p> <p>2) Use this form when you have received a petty cash advance to purchase items for a specific event or when you are returning a standing float you are no longer responsible for because your position has changed.</p> <p>3) To top up your Petty Cash Fund – Please use the Petty Cash Reconciliation – Top Up form.</p> <p>4) For Concession Sales – Please use the Reconciliation for Concession Sales Form.</p> <p>5) For Profit making events – Please use the Submission of Sales Receipts as well as this form if required.</p>																	

APPENDIX H: FINANCIAL FORMS – FLOAT TOP UP

Top Up Float/Petty Cash Form (Adding more to an existing float)

Use this form if you have spent some of your Float and want to top it back up to its original amount so you have money for future expenditures.

- Attach the receipts you want to be reimbursed for.
- Count up your remaining cash.
- Make sure the total amount of receipts and the amount of cash remaining add up to the original amount of your float.

 North Glenora Community League FLOAT TOP UP FORM NORTH GLENORA	
<input checked="checked" type="checkbox"/> TOP UP Reimbursable Float for: <u>Mini-Parks</u>	
Amount of Petty Cash Float Originally Issued: \$ <u>100.00</u>	
Period Covered:	
FROM: March 21 2008	TO: Oct 01 2008
Expenditures Description: (attach all receipts)	
Peat Moss	\$ 50.00
Fencing	\$ 37.99
TOTAL EXPENDITURES: Amount to be reimbursed to top up the petty cash float Total of all the receipts listed and attached	
\$ 87.99	
Amount of PETTY CASH still on hand (Should equal the beginning petty cash float <i>MINUS</i> total expenditures)	
\$ 12.01	
These two lines added together must Equal amount of Original Petty Cash Float	
\$100.00	
_____ Submitted by <i>Greyce Gardner</i>	_____ DATE October 06 2008
Received by <u>NGCL</u> Treasurer _____ DATE _____	
1) THIS FORM IS USED TO TOP UP YOUR ACCOUNT ONLY. Receipts and Cash you have on hand must equal the amount of your original petty cash float. 2) Use this form when you have received a petty cash float to use for ongoing committee expense on behalf of the NGCL and have enough receipts to request to top up to your float. 3) To Close Off your Petty Cash Fund – Please use the Petty Cash Reconciliation (Close Off) form. 4) For Concession Sales – Please use the Reconciliation for Concession Sales Form 5) For Profit making events – Please use the Submission of Sales Receipts as well as this form if required.	


APPENDIX H: FINANCIAL FORMS – COIN FLOAT & SALES

Coin Float & Sales Form

Use this form for coin floats or concession sales (e.g., the Garage Sale Concession) where you receive cash (coins and bills) to use as a starting float and/or for purchases AND you also have cash income in the form of coins and bills.

- At the beginning of the day or event, record the amount of cash float you have before any sales have been made (list the amounts of bills and coins).
- At the end of day or event, record the amount of cash you have in bills and coins.


If you had expenses associated with this concession, submit them using the proper Float Form.

NORTH GLENORA		RECONCILIATION		
		North Glenora Concession for: _____		
		Date: _____		
Start of Day	Count	Unit Amount	TOTAL	checked
\$20 Bills		\$ 20.00		
\$10 Bills		\$ 10.00		
\$5 Bills		\$ 5.00		
Toonies - rolled		\$ 50.00		
Toonies - loose		\$ 2.00		
Loonies - rolled		\$ 25.00		
Loonies - loose		\$ 1.00		
quarters - rolled		\$ 10.00		
quarters - loose		\$ 0.25		
dimes - rolled		\$ 5.00		
dimes - loose		\$ 0.10		
nickles - rolled		\$ 2.00		
nickles - loose		\$ 0.05		
pennies - rolled		\$ 0.50		
pennies - loose		\$ 0.01		
Total Float Received:			\$	
				Float received from: _____
End of day:	Count	Unit Amount	TOTAL	checked
\$50 Bills		\$ 50.00		
\$20 Bills		\$ 20.00		
\$10 Bills		\$ 10.00		
\$5 Bills		\$ 5.00		
Toonies - rolled		\$ 50.00		
Toonies - loose		\$ 2.00		
Loonies - rolled		\$ 25.00		
Loonies - loose		\$ 1.00		
quarters - rolled		\$ 10.00		
quarters - loose		\$ 0.25		
dimes - rolled		\$ 5.00		
dimes - loose		\$ 0.10		
nickles - rolled		\$ 2.00		
nickles - loose		\$ 0.05		
pennies - rolled		\$ 0.50		
pennies - loose		\$ 0.01		
Total Cash			\$	
Balance			\$	
				Member 1: _____
				Member 2: _____
Rolled & Re-counted : _____				
Delivered to Treasurer _____			Date: _____	
Received by Treasurer _____			Date: _____	

APPENDIX H: FINANCIAL FORMS – TICKET/MEMBERSHIP SALES

Tickets/Memberships Sales Form

Use this form if you have sold tickets or collected revenue (membership dues) on behalf of NGCL. The Membership Chairperson may require each canvasser fill out this form before handing in a summary of all canvassers' receipts to the Treasurer.

 <p>NORTH GLENORA</p>	<h2 style="margin: 0;">Ticket/Membership Sales Form</h2>		
<p>Funds collected on behalf of: North Glenora Community League</p> <p>13535 - 109A Avenue Edmonton AB 780 452 6610 ngcl_info@telus.net</p>			
SALE OF:	Turkey Supper Tickets		
SOLD BY:	Gerta Gobbler		
ITEM #	Payment Method	DESCRIPTION	LINE TOTAL
1	Cheques	12 cheques	\$ 300.00
2	Cash		240.00
TOTAL			\$ 540.00
Submitted by:		Freida Friendly, Family Program Chair	
Submission Date:		Nov 15 2008	
Received by Treasurer:		Date:	
1. Use this form if you have sold tickets for an event and collected cash or cheques. 2. Use this form if you have sold NGCL memberships and collected cash or cheques.			