



California Garden Clubs, Inc.

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CASH RECEIPTS & EXPENSE REIMBURSEMENT PROCEDURES

The procedure for handling money for deposit or if you have a bill that you need to be reimbursed for by CGCI is quite simple if you follow these few instructions.

CHECK & CASH DEPOSITS

- 1 There are two options for the Cash Receipt Report:
 - a) Pre-printed paper form – 3 pages
 - b) Online webform – to be completed electronically (print a copy to mail with checks)
- NOTE:** On either form you must include the **correct budget line code**. Contact the Financial Secretary if you do not know the correct line code.
- 2 If you use the pre-printed paper form:
 - a) Send the white copy with checks to CGCI Treasurer: CGCI, P.O. Box 823, San Fernando CA 91341-0823
 - b) Send yellow copy to the CGCI Financial Secretary (listed above)
 - c) You keep the pink copy for your records.
- 3 If you use the online webform
 - a) Complete the form. BEFORE clicking on the “submit” button:
 - 1) Print two copies (one to mail with the checks and one for your file)
 - 2) **Click on the “submit” button - the form will automatically be forwarded to the CGCI Financial Secretary and Treasurer.**
 - 3) Mail checks and form to: **CGCI, P.O. Box 823, San Fernando CA 91341-0823**
- 4 **DO NOT** mail cash. Write a personal check for the cash received and submit with report if you cannot personally deliver with the receipt report to the Treasurer.
- 5 **DO NOT HOLD CHECKS MORE THAN A MONTH.** Even if you only have one check it is better to send your check to the Treasurer and copy to the Financial Secretary.
- 6 You may send more than one Cash Receipt Report in any month.

REQUEST FOR PAYMENT OR REIMBURSEMENT FORM

- The Request for Payment or Reimbursement form needs to be completed in full and **ACCOMPANIED BY RECEIPTS**. Lack of receipts delays payment until the required receipts are received.
 - Submit the Requests for Payment or Reimbursement to the Financial Secretary **FIRST** (not the Treasurer).
- 1 Fill out a Request for Payment/Reimbursement Form
 - a. Include the **correct budget line code**.
 - b. Contact the Financial Secretary if you do not know the correct line code.
 - c. You can email your request to the Financial Secretary (listed above).
 - d. Only one copy of the Request for Payment or Reimbursement form is required along with your receipts.
 - 2 When the Payment or Reimbursement form with receipts attached is received and it is a budgeted item, the Financial Secretary prepares the warrant and sends it to the Treasurer for payment to issue the check.
 - 3 **NOTE:** Any payment requests not budgeted require Board approval which takes more time to process.

You can obtain the pre-printed Cash Receipt Report or Request for Reimbursement Form from the Financial Secretary or from the website www.CaliforniaGardenClubs.com/Forms.