

To: Committee Chairs

From: Treasurer

Date: 1/21/16

Subject: BVQ Quilt Show Accounting Guidelines

The guidelines for handling accounting of revenues and expenses for the Quilt Show will be similar to those followed in past years. If you have questions along the way, do not hesitate to contact me by phone or email and I will respond as quickly as possible. For everyone's convenience, a copy of our deposit and reimbursement request forms are attached. Please feel free to copy these or request additional ones as needed.

### **Deposit Forms**

A number of committees will receive payments over the next few months. Please do not hold cash and checks for extended periods of time. At the very least, submit cash and checks with completed forms to me or one of the Co-Chairs at least monthly. The individual preparing the form should sign as well as the person receiving the forms, thereby acknowledging the total of cash and checks exchanged. You may wish to keep a copy for your own records.

Space is provided for credit card payments which will be accepted on the days of the Quilt Show. Instructions will be provided to those using the credit card system.

### **Reimbursement Request**

**No reimbursements will be issued without a receipt.**

To receive a reimbursement, please submit the completed reimbursement form along with a copy of the receipt. If a committee member other than a Chair requires reimbursement, please forward the name and address of that person in order for me to properly prepare and mail a check. If you have an invoice due in advance of a meeting, initiate a form and include a copy of the invoice and I will issue a check.

As in the past, our budget will be the guideline for expenditures. If there is a need to exceed that budget, it must first be approved by one or both of our Co-Chairs. No over budget reimbursement will be issued without that approval even if monies have already been spent.

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