

INSTRUCTIONS and FAQ's

For Lake Band Boosters - Check Request / Expense Report

Instructions:

Request Type:	<p>Reimbursement Request -- Use to request a check payable to yourself or a colleague, to reimburse for approved expenses incurred</p> <p>Invoice to be paid by Treasurer -- Use to submit an invoice/bill to the Treasurer for payment. Invoices for approved expenses will be paid by the Treasurer directly to the vendor, per instructions printed on the invoice.</p> <p>Receipt for items paid w/Boosters debit card -- Use to submit receipts for expenses paid for with a Booster debit card.</p>
Date:	The date the Request is filled out.
Dollar Amount:	The total amount of the reimbursement, invoice(s), or debit receipts.
Event:	The event or fundraiser the expense pertains to.
Purpose & Description:	Specify the purpose with sufficient detail for the Treasurer to assign an appropriate accounting category. If multiple purposes are in the same report, list each Purpose with its split amount.
Make Payable To, & Payment Instructions:	For invoices or reimbursements, specify to whom the payment should be made, and any special payment instructions (such as "mail to address"). For Booster Debit receipts, specify the vendor's name from the receipt.
Requestor's Name:	Print your name legibly.
Requestor's Signature:	Sign your name. Note: For electronic reports, type your email address instead.

Expense Report Guidelines:

- **All expenses require receipts or invoices**
 - Provide originals whenever possible. If original is unavailable, provide a full, clear copy of the original showing all the details. Avoid darkened photocopies.
 - Bank statements and shipping confirmations generally do not qualify as receipts.
 - If the requestor has lost or failed to obtain a receipt, reimbursement might be made at the discretion of the Treasurer or Board. Requestor should provide a reason why the receipt is missing, and as many transaction details as possible with some supporting evidence..
- **All expenses are subject to Board approval**
 - Per LBB policies, all expenses should stay within the budgets approved for the purpose, and/or obtain prior Board approval for exceptional purchases.
 - Even within budget, purchases of high cost or of dubious value are subject to scrutiny by the Treasurer and Board, and may be rejected if explicit prior approval was not obtained.
 - If an expense paid with a Booster Debit card is rejected by the Board, the purchaser will be held personally liable to reimburse the Boosters for the amount.
- **Submit reports promptly**
 - Reimbursements -- Submit the form and receipts to the Treasurer within 1 month of the purchase date. Sooner is better, it impacts budgets and planning.
 - Invoices -- Submit invoices to the Treasurer within 1 week of receiving it, and absolutely no less than 10 days prior to its due date. It's critical we pay invoices on time.
 - Booster Debit receipts -- Within 24 hours of a debit purchase, notify the Treasurer informally by email/text with details. The form and receipts should be submitted to the Treasurer by the next Booster meeting, or sooner if feasible.
 - In general -- Do not sit on expenses or invoices. If you can't get it to a Treasurer promptly, call us and we'll come to you.
- **Electronic Submittal Requirements**
 - On a probationary basis, we are permitting electronic submittal of the Expense Report and receipts. However, our official books are still based on paper forms, receipts, and handwritten signatures. We may require you to provide signed papers at any time.
 - Provide the Requestor's email address in the Signature box of the Expense Report.
 - Electronic submissions must include a full, untampered copy of the original receipt(s). They must be in PDF or image file (jpg/png/tif) format. Word, Excel, and other editable document formats are not acceptable (consider using "print to PDF").
 - Send an email from the requestor's address to "treasurer@lakebandboosters.org", including the Expense Report and receipts as file attachments. It is helpful to provide a meaningful subject and brief descriptive body.
 - Requestor should retain all original documents until the expense is paid and/or confirmed by the Treasurer, in case a signature or anything else is required. In such cases, the Treasurer will contact the Requestor with details.

FAQ's:

- **When should I split or combine reports?**
 - Do not combine different Request Types, use a separate report for each type.
 - For invoices or reimbursements, do not combine different Payable-To's, use a separate report for each payee that needs paid.
 - If you have multiple receipts for 1 event to reimburse 1 person, you may combine them into 1 report. (Eg: receipts from Marcs and Amazon for items bought for the Banquet).
 - If you have only 1 receipt involving 2-3 different events/purposes, you may combine them into 1 report. Please provide split subtotals in the Event and Purpose boxes.
 - Generally, if you're trying to make 1 report and find it difficult to subtotal multiple Events or Purposes, consider splitting it into multiple reports instead, one per event.
 - When in doubt, ask the Treasurer.
- **What's the fastest way to get reimbursed?**
 - If you're in a big hurry -- contact the Treasurer with details, let them know it's urgent, and arrange to meet them. Bring the signed form and receipts to exchange for a check. You could get a check within hours if you ask nicely and if Treasurer has availability.
 - The "normal" way is to deliver your form and receipts to the Treasurer (in-person, by email, or by mail), allow 7 days for Treasurer to receive it, then a few more days for the Treasurer to mail or hand over a check.
- **Why can't you just give me the Debit card?**
 - Only the Treasurer is authorized to spend Booster money, in conjunction with Board approval. In rare circumstances, at our sole discretion, we may occasionally lend the debit card for specific, limited, approved purchases only.
 - In general, debit card purchases flip responsibilities backwards because our money is spent before a receipt is obtained. This puts Boosters at risk to seek the receipt from the purchaser, and even reimbursement from the purchaser if the expense is rejected. All of this can lead to bad situations that we strive to prevent.
- **Why did you ask for a paper receipt or signature?**
 - The Treasurer is responsible to ensure our financial recordkeeping complies with various organizational, legal, tax, and other requirements. We also strive to operate above-board in a manner that is transparent, prevents scrutiny, and avoids even the appearance of wrongdoing.
 - In certain situations, the Treasurer may require original receipts and handwritten signatures to ensure we meet those requirements, or to eliminate any doubt.
 - Expense Reports that include, but not limited to, any of the following characteristics are more likely to come under increased scrutiny and require more formal documentation:
 - high dollar amounts
 - items exceeding budget or non-budgeted
 - Missing, unclear, or non-itemized receipts
 - payments without a vendor invoice, or from new or lesser-known vendors
 - receipts/invoices appearing to be homemade or altered
 - expenses for unusual or questionable purpose or value
 - Expense Reports with the following characteristics are likely to be acceptable via electronic submission without formal signatures or paper receipts:
 - Expense reports where hand-signed paper was scanned/photo'd after signing
 - Medium-low dollar amounts, within budget or pre-approved
 - Clear itemized receipts/invoices from well-known vendors for common purposes
- **What if I receive a refund or rebate after getting reimbursed?**
 - Provide cash or a check payable to Lake Band Boosters to the Treasurer for the refunded amount, with a note describing the item and reason. The Treasurer will deposit this and account it as a reduction/offset of the prior expense in our financial records.
- **Any other questions?**
 - Send an email to "treasurer@lakebandboosters.org"