

Guidelines for PARC Event Chairpersons

Processing/Accounting for Event Reservations

Normally reservation forms and checks are mailed to the event chairperson. As is convenient and timely, the chairperson forwards all checks to the Treasurer assuring that reservations and checks forwarded remain equal. On occasion, someone other than the chairperson will be in charge of handling reservations for an event and will be responsible for the above actions.

A deadline is normally set for cancellations and refunds for each event. In the past, cancellations after the deadline have been honored for refund to the extent there is no cost to PARC. This could result in a full or partial refund (see example attached).

A cancellation request received before the check is forwarded to the Treasurer and before any firm commitment of funds has been made can be satisfied by returning the check to the sender. Otherwise, cancellation refunds are made by a request to the Treasurer for a PARC check.

Processing/Accounting for Event Expenditures

Persons involved in planning an event frequently will be spending funds for the event. Payment is normally accomplished by requesting a check from the Treasurer with an invoice or explanation of the purpose of the request. However, this procedure is not always feasible and the person involved is forced to spend personal funds and to request reimbursement from the Treasurer. In either case, the person making the expenditure must expeditiously provide the invoice/receipt to the Treasurer, either directly or a copy as an attachment to an E-mail transmission. In the rare situation where there is no formal invoice/receipt to give to the Treasurer, a substitute showing the details of the transaction will be acceptable.

This procedure for handling event expenditures also applies to PARC Officers, Board Members, appointed chairpersons and anyone else authorized to make expenditures on behalf of PARC. When appropriate, the Treasurer should in addition be given information to properly classify expenditures in PARC financial reports.

Post Event Accounting for Each Event

As soon as possible after each PARC event, the event chairperson or his/her designated representative must submit an event accounting to the Treasurer and the PARC Program Chairperson. This accounting is not intended to be an onerous task - a form such as the attached will facilitate the Treasurer's requirements.

- Net reservations and receipts shown on the form must agree with the funds for the event turned over to the Treasurer, less any refunds requested from the Treasurer.
- Expenditures should be detailed at least to the extent of each payment made and invoice/receipt received, including payments by a check from the Treasurer and payments

with personal funds subject to reimbursement.

The net of Receipts less Expenditures on the report should be the gain or loss from the event, and the net for all events during a year will be the PARC program support for the year, assuming the net is a loss.

Costs Incurred by Alcoa

A substantial amount of expense is incurred on PARC's behalf by the Alcoa duplicating department and mail room in printing brochures and newsletters, and postage for the mailing of these items. While at this time Alcoa is not charging PARC for these services, we are tracking what these costs would be if and when we may be charged for these services. Therefore, it is important that those individuals responsible for utilizing these Alcoa services provide the Treasurer with a fact sheet spelling out the number of items mailed along with the postage per item. The preferred method for reporting is via the Alcoa duplicating standard form for these services presented either directly or as an attachment to an E-mail to the Treasurer. These services are utilized more for activities other than PARC events, but the above procedures apply whenever Alcoa services are utilized.