

PNWPWDC event expense and planning information

To submit receipts:

- Submit original receipts; make copies in case the originals get lost
- Write the name of the event on top of the receipt(s)
 - Example: Deep Lake Water Trial, Supported Entry, Agility Fun Day
- Write the name of the person being reimbursed on the receipt
 - (hint: stick a return address label on the bottom or on the back)
- **Tip:** In the store, have the clerk separate Club items, so you get a “clean” receipt

To submit checks:

- Write the purpose of the check on the check.
For example, Dues, Water Trial Entry Fee, Ship’s Locker purchase, Trophy Donation: Deep Lake.
- If you are organizing an event and have checks from entry fees, etc to submit, contact the Treasurer for instructions.

Frequently Asked Questions:

Q. What should I do with cash that is collected at events?

A. Please collect the cash, account for it by using a spreadsheet or e-mail, deposit it into your own account, write a check to the PNWPWDC, and send the check to the Treasurer at 16821 NE 39th CT, APT E-2016, Redmond, WA 98052, along with a copy of the spreadsheet that details the nature of the cash income. We ask that you do this since it is just too risky to send cash in the mail.

Q. I was sent a refund check for an event in which I didn’t participate. Can you just credit it toward a different event?

A, We prefer that you cash the refund check and write us a new check for the next event. It makes our accounting a lot easier.

Q. Can I just hand you my check or receipts?

A. Maybe. J If an event has a chairperson, all checks and receipts need to go through the chairperson first.

Q. I want to host an event. Do I need board approval for the budget?

A. Most likely. Expenses of more than \$250 must be board-approved. There is an event planning budget form on the Club web site to use for submitting a proposal for an event.

Q. How do I get started? Can you give me information from past events?

A. Yes! The event budget proposal form on the Web site will help you with the appropriate categories. E-mail the Treasurer for information about the cost of past events.