

W. A. Pattillo High School National Alumni Association, Inc.

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## Policy and Procedures Manual



**A consistent source for organizational policy, which is the overall regulations that govern the business and the procedures that define how those policies, will be implemented.**

*Approved by the Board of Director on April 13, 2013*

## **Preface**

A policy and procedures manual is a crucial tool for running a nonprofit agency. It serves as a consistent source for organizational policy, which are the overall regulations that govern the business and the procedures that define how those policies will be implemented. The manual spells out for all members what is expected of them and how to accomplish it.

## **General Organization**

The Board reaffirms that the basic concept of the Alumni Association shall be one of unity of effort and operation - concept requires a centrally directed and unified administration, operation, and implementation. The Board also reaffirms the authority already granted to the President to direct the manner of implementation of this concept, and the Board expects full cooperation of all Officers, Standing and Special Committee Chairpersons to carry out these general policies and rules. The Board directs that in the consideration and drafting of proposed rules and regulations that such concept be followed.

## **About the Manual**

This manual provides a means for formalized, systematic documentation and communication of those policies and practices established by the Board of Directors. In case of any conflict or question with reference to the policies in this manual and the By-Laws of the Association, the By-Laws shall be deemed controlling in all circumstances.

## **Architects of the Document**

The principal architects of this document are the By-Laws/Policy Committee and the Finance Committee. Their principal roles and responsibilities are as follows:

- By-Laws/Policy Committee
  - Overview

The By-Laws/Policy Committee has a principal focus of improving the management of the Association. To carry out its role, the Committee recommends management policies

and practices to the President and other Officers and coordinates related committee activities.

- Mission

The By-Laws/Policy Committee's mission is to increase the effectiveness of the Association by providing useful policy and procedural recommendations to the Board that balances the good standard and acceptable practices with efficiency.

- *Finance Committee*

- Overview

The Finance Committee has general oversight responsibility for all of the W. A. Pattillo National Alumni Association's financial matters.

- Long-Range Plans and Goals

To maintain the tax-exempt status of the Association as a non-profit 501(c) (3) organization

- General Responsibilities

1. Act as advisor to the Budget Management Team.
2. Establish and revise the Association's financial policies and procedures.
3. Review quarterly financial reports prepared by the Treasurer and Financial Secretary.
4. Approve major expenditures of the Association's funds outside of the approved budget.
5. Review the final financial reports of the Association.
6. When and if necessary request and/or perform an annual audit of the Association's financial records and have the results reported in writing to the

Association's President who will report the findings to the Board of Directors.

7. Request that an annual federal tax return is completed.
  8. Approve all unbudgeted expenditures in excess of \$500 and forward requests to the President and Board of Directors for final approval.
  9. Consider all matters referred by the President, Board of Directors or the Association membership.
- Specific Responsibilities:
    1. Prepare annually a balanced budget proposal with annual expenses not exceeding annual anticipated income. The budget should include a contingency line for unforeseen or accidental occurrences.
    2. Present budget proposal to the Board for approval.
    3. Present approved budget to the membership as information and Post a copy on the alumni website.
    4. Invest accumulated funds. Reserve the funds for special designated purposes.
    5. Grant prior approval for transfer of funds across sub-budgets.
    6. Study and make recommendations for budget adjustments to the Board when needed. The Committee Chair will call a meeting, when necessary to recommend budget adjustments.
    7. Make available any annual audit or annual review to any member of the Association.

The Manual will be subdivided in to the following sections:

**100 Administration**

**200 Business Management**

- 300 Facilities and Equipment Management**
- 400 Financial Management**
- 500 Information Management**
- 600 General Management**
- 700 Committee Management**
- 800 Other Management (TBD)**
- 810 Benevolence**
- 900 Complaint Procedures (TBD)**
- 1000 Research**

100.00 Administration

100.10 *Personal Conduct*

The personal conduct at all times of any member in a meeting shall be of such a nature as not to bring discredit upon the Association. Conduct contrary to this policy can result in termination of membership.

100.20 *Policy on Conflict of Interest*

Association members shall faithfully discharge their duties and shall refrain from knowingly engaging in any outside matters of financial interest incompatible with the impartial, objective, and effective performance of their duties. They shall not realize personal gain in any form which would improperly influence the conduct of their Association's standing or duties.

Conduct by a member that violates the Association's policies, regulations or rules pertaining to conflict of interest shall constitute a **breach of ethics** and will require some decision by the Board, up to and including termination of membership. Failure to adequately discharge duties of an elected or appointed office will result in removal from that office.

200.00 *Business Management*

200.10. Contractual Agreements

01. Only the President of the Association or a person with the Delegation of Signature Authority can execute contractual agreements by, for, or on behalf of the W.A. Pattillo High School National Alumni Association, Inc.

02. The President is hereby authorized to delegate his/her signatory authority as defined herein to any official provided that such delegation shall be operative only during the fiscal year in which the delegation is made, that such delegation shall specify which type of documents may be executed, including a dollar limitation if applicable and such delegation shall provide for a certification of procurement compliance to be completed at the end of the delegation period.

03. This policy applies to any and all documents in whatever form and for whatever purpose, including but not limited to the following: Deeds, Leases, Contracts, Purchase Orders, Certificates, Receipts, Deeds of Trust, Promissory Notes, Bonds, Checks, Tax Returns and Reports, Claims for Refund, Releases, Waivers, Bills of Sale, Stock Certificates, Proxies, Security Agreements, Financing Statements, Affidavits, Pleadings, and Responses to Interrogatories.

**200.11. Refunds, Credits, and Reinstatement as a Result of a National Emergency**

The Association shall hear and respond appropriately to providing for the payment relief, refund, and reinstatement of persons who incur catastrophic situations that prohibit them from participation in a designated function.

*300.00 Facilities and Equipment Management (TBD)*

*400.00 Financial Management*

***400.10 Budget Format:***

The Association Budget will be outlined in three main colonized sections: General, Scholarship and Reunion. Each colonized section will have a total column and will adhere to the same rules and procedures as the total budget. The budget will contain a

Narrative statement and a Summary Statement. The budget will be classified by objects (salaries, consultants, travel, printing, etc.) rather than by functions (planning, training, conferences, evaluation, etc.)

#### **400.11 Operations**

01. The Financial Secretary officially will receive and record all funds, invoices and requests for payments for the Association. Funds, invoices and request will be forwarded to the Treasurer for deposit and Payment
02. The Treasurer will deposit all fund transmitted from the Financial Secretary and disburse funds for all invoices received. Deposits and payments will be made only upon the direction of the Financial Secretary
03. The Financial Secretary and Treasurer will keep respective written reports of all activities and submit a report to the Finance Committee and Board of Directors prior to each of its quarterly meetings. The Finance Committee may submit a separate report to the President and Board of Directors if and when it finds it necessary.
04. Purchases. To the greatest extent possible all purchases for supplies, materials and other operational items are to be purchase with the Association credit card. Cash purchases should be a second resort as limited as possible.
05. Deposits and Expenditures.
  01. Checks are to be deposited within ten (10) business days.
  02. The Financial Secretary will request the replacement of all returned checks using the Insufficient Funds Form. The check should be replaced in cash or money order. The communication will be made by certified mail return receipt requested.
  03. Invoices are to be paid on the 1<sup>st</sup> and 15<sup>th</sup> of the month.
  04. Scholarship checks will be made payable to the educational institution (college or university) when possible and for the individual (student name with home address).

16. ***Guidelines for Reimbursement and Budget Requests***

01. Reimbursement

01.1 Receipts and an explanation of the expenses must be submitted to the Financial Secretary within the ten (10) days in which they occurred.

01.2 Receipts for less than \$10.00 or less can be submitted directly to the Treasurer for a Petty cash transaction.

01.3 Costs that are reimbursable:

01.31 Postage

01.32 Copying services

01.33 Printing costs

10.34 Supplies -- paper & envelope only

10.35 Items approved by Finance Chair with necessary attachments.

10.36 Mileage reimbursement will be considered an exceptional item that requires the approval of the Financial Committee.

10.37 Costs incurred are expected to be reasonable. **Definition of reasonable: practicable and moderate, not expensive.** If there are questions confer with the **Budget Managers** before incurring any expenses.

Reimbursements will be based on the amount the Committee Chair has budgeted.

Once the budgeted amount has been spent, reimbursements will end. The

Committee Chair can request additional funds to be budgeted when unexpected expenditures occur. The request will be given to the Finance Committee for consideration and their recommendation will be forwarded to the President for approval.

**02. Budget Requests**



02.01 Budget amounts will not be automatically given if the Committee Chairs/Officer has not requested an amount.

02.02 Budget amounts need to be documented---the Committee Chairs should define expenses based on proposed programs and/or costs anticipated for the next fiscal year and not request a bulk amount. Please keep a copy of your budget for your records.

02.03 Expenses to be budgeted for:

02.031 Postage /Copying services

02.032 Printing costs

02.033 Supplies

**16. Financial Reports**

It is the fiduciary responsibility of the Board of Directors to receive financial reports at all regular board meetings and that members receive a financial report at the annual meeting of the membership.

**17. Financial Reports include:**

01. Latest Revenue and Expense statement.
02. Bank account balances (checking, savings, CDs, investments).
03. Investment report including earnings and dividends or losses.
04. Depending on the fiscal year, the finance committee prepare proposed annual operating budget for Board approval.
05. Review of annual auditor's report (reviewed once during the Board's tenure).
06. Review of investment guidelines (reviewed once during the Board's tenure; note that investment guidelines may be revised by the Board.

**18. Reports at Annual Membership Meeting**

01. (See By-Laws regarding financial reporting to the membership):
02. Annual Auditor's Report

03. If an annual auditor's report is not done, the end-of-the-year revenue and expense statement is presented.

04. The operating budget presented by the Board of Directors.

05. Investment report.

**19. Income Tax Filing: Form 990, 990EZ and 990N**

01. Annual gross receipts \$50,000 or less may be required to electronically submit 990N also known as the e-postcard.

02. Due date is the 15th of the 5th month after the close of your fiscal year. For example, an organization with a fiscal year ending July 31, 2012 will have to file 990N by December 15, 2012.

03. Threshold increased from \$25,000 in 2009 to \$50,000 in 2010.

04. Tax exempt status will be revoked as of the filing date of the third year if the filing requirement is not met for 3 consecutive years.

**20. Incorporation and Tax Exemption**

**01. INCORPORATION**

The Alumni Association enjoys all the benefits of being a corporation including liability for contracts, debts, and tortuous acts which is limited solely to the corporation and its assets, and not to the individual board members.

**02. Tax Exemption**

500.00 Information Management

10. *Overview*

With the exception of notices required by law all advertising must have the prior approval of the Chairperson of the Publication Committee. Operating under the direction of the President, the Chairperson of the Publication Committee is responsible for coordinating the Public Relations, publications and media advertising and activities of the Association and promoting a general citizen's understanding of the value of a viable Alumni Association.

The Publication Committee serves as the primary contact with the news media, prepares announcements for dissemination, writes articles and compiles information in answer to specific requests from individuals and organizations.

The Committee notifies the President and staff of significant news events; handles news media requests; serves as liaison with the media and performs other activities related to the public understanding of the Alumni Association.

11. *Publication Policy and Procedures*

01. The Association will initiate its publications on a designated schedule or outside of the schedule if it is at a time most appropriate to the organization.

02. The Publication Committee within the scope of its ability and as augmented when required by legal consultation will assure that the content of its publications are in accordance with provisions of State and Federal laws.

600.00 General management

A membership year shall begin July 1 of the given year and end on July 15 on the following year.

700.00 Committee Management

Each Standing and Special committee or sub-committee and their make-up category composition will be approved by the board of directors.

800.00 Other Management

810.00 Benevolence

Acknowledgments of kindness at time of death, extended/serious illnesses and on occasions is an important endeavor of the alumni association.

**Death**

- The family of a person who attended or graduated from Pattillo High School and is a member of the Association would receive a card at that person's death. This person would also be acknowledged in the Memorial on the Webpage, in the Necrology in the Souvenir Booklet and at the Memorial Breakfast.

- The family of a person who attended Pattillo High School, did not graduate from Pattillo High School but is a member of the Association would receive a card at that person's death. This person would also be acknowledged in the Memorial on the Webpage, in the Necrology in the Souvenir Booklet and at the Memorial Breakfast.
- The family of a person who attended Pattillo High School did not graduated from Pattillo High School, nor was a member of the Association would receive a card at that person's death The person would also be acknowledged in the Memorial on the Webpage.
- Any person who is a member of the Association would receive a card at the death of an immediate family member.
- The family of a former Pattillo High School faculty member would receive a card, a floral arrangement (if appropriate) and a Resolution that person's death. This person would also be acknowledged in the Memorial on the Webpage, in the Necrology in the Souvenir Booklet and at the Memorial Breakfast.
- The family of a former or incumbent Alumni Board Member, Standing Committee Chairperson or Officer would receive a card, a floral arrangement (if appropriate and by special financial assess of incumbent Alumni Board Member, Standing Committee Chairperson and Officers) and a Resolution at that person's death. This person would also be acknowledged in the Memorial on the Webpage, in the Necrology in the Souvenir Booklet and at the Memorial Breakfast

### Extended/Serious Illnesses/Hospitalization

- A person who attended Pattillo High School, graduated from Pattillo High School and is a member of the Association would receive a card upon knowledge that they had a serious illness or hospitalization.
- A person who attended Pattillo High School, graduated from Pattillo High School and is a member of the Association would upon knowledge that they had a serious and extended illness would be placed on the Sick and Shut-in List and receive a quarterly greeting card.

### Other Occasions

Any person who is a recorded member of the association and 80 years of age and older will receive a Christmas Greeting Card

Any person who is a Life Member of the association will receive a Christmas Greeting Card

Every paid member of the Association as of December 1 of the calendar year will receive a Christmas Greeting Card.

900.00 Complaint Procedures (TBD)

1000.00 Research

1000.10 Overview

The President and staff shall determine the appropriateness of specific federal, state, or private sector grants to further the goals of the Association. The Association is authorized to submit applications directly to funding agencies. Guidelines of the sponsoring entity shall be explicitly followed except where they conflict with the By-Laws of the Association.

1000.11 Administration of Grants

Upon receipt of a federal, state, or private sector grant, the President (or designee) shall review any requirements which are stipulated in the award, and, if required, shall sign for the receipt of the grant award or contract within the stipulated acceptance period.

1000.12 Separate Account

The Finance Committee shall establish the necessary accounts to segregate grant activity.

1000.13 Association Responsibility

The office of the President shall be responsible for fulfilling all of the requirements of regulations associated with the grant award, including initiation of the project, adherence to the proposal, progress report, completion of the project and final reporting.

# Appendices

Appendix 1

Budget Format

Appendix 2

Report Format

Appendix 3

Forms

Appendix 4

# Appendix 1

# Budget Format

## Budget Format

<b>Ln</b>	<b>Item</b>	<i>General Fund</i> <b>Budgeted</b>	<i>Scholarship</i> <b>Budgeted</b>	<i>Reunion</i> <b>Budgeted</b>
<b>Administrative Expenses</b>				
512-01	Office Supplies			
512-03	Auditors Expense			
512-04	Professional and Community Affiliations			
512-05	Conventions & Conferences			
512-06	Janitorial Services			
512-07	Clerical Services			
512-08	Contributions and Charity			
512-09	Consultant and Professional Fees			
512-10	Mileage			
512-11	Contingencies (Transitory--Scholarships & local Dues)			
	<b>Subtotal Administrative Expense</b>			
<b>Operations</b>				
515-01	Equipment Expense			
515-02	Accounting Software			
515-03	Teleconferencing			
515-04	Insurance Benefits (Bonding)			
515-05	Entertainment			
515-06	Decorations			
515-07	Prizes			
515-08	Postage			
515-09	Copying/Printing			
515-10	Post Office Box			
515-11	Bank Fees			
515-12	Banking Supplies			
	<b>Subtotal Operations</b>			
<b>Committee Operations</b>				
527-01	Archives			
527-02	By-Laws			

527-03	Policy
527-04	Finance
527-05	Membership
527-06	Scholarship
527-07	Nominating
527-08	Publication
527-09	Hall of Fame
527-10	Benevolence
527-11	Reunion
527-12	Posterity

**Subtotal Committee Operations**

Officer Operations

528-01	President
528-02	Vice President
528-03	Secretary
528-04	Financial Secretary
528-05	Treasurer

**Subtotal Officer Operations**

**Facilities and Equipment Rental**

529-01	Banquet Deposit
529-02	Meeting
529-03	Pattillo Rental
529-04	General Rentals

Total Facilities and Equipment Rental

**Scholarships and Awards**

550-01	Scholarships
550-02	Awards To Elementary Students
550-03	Awards to Pattillo and Princeville Schools

**Subtotal Scholarships and Awards**

551-01	<b>Maintenance and Repairs</b>
551-01	Computer Maintenance

**Subtotal Maintenance & Repairs**

**Other Expenses**

552-01	Food/ Caterers
552-02	Refreshments
NA	Fund Transfer
	Credit Card Payments
	PayPal Fee
	Petty Cash Payments
	Payment of Credit Card
	Total Other Expenses

**Totals**



REVENUE ON HAND AND PROPOSED INCOME

		<i>General Fund</i>	<i>Scholarship</i>	<i>Reunion</i>
	Revenue and Anticipated Income			
1000	Checking Account Balance			
1100	Petty Cash			
3000	Anticipated Fundraising Revenue			
4000	Proposed Membership Dues: 150 x 20.00			
6000	Proposes Reimbursement of Banquet Deposit			
2000	Scholarship Funds On Hand			
2100	Anticipated Scholarship Revenue			

Totals

Note: Reunion Activity will be an expenses equal revenue event.



W.A. Pattillo HS National Alumni Association  
Financial Secretary's Basic Report

Dates: From \_\_\_\_\_ to: \_\_\_\_\_

**Revenue**

	Amount
Membership	
Scholarship	
Reunion	
Packages	
Meet and greet	
Gala	
Breakfast	
Souvenir Booklet	
Paraphernalia	
Other Fundraisings/Activities	
<b>Total Revenue</b>	

**Expenditures Authorized**

	Amount
General Fund	
Scholarship Fund	
Reunion Fund	
<b>Total Expenditures Authorized</b>	

Explanatory Note:

W. A. Pattillo High School National Alumni Association, Inc.

Treasurer's Basic Report

As of \_\_\_\_\_

Account Balances	Balance Last Report	Current Balance	Difference
41000 • BBT General Account			
42000 • BBT PayPal Account			
44000. BBT Scholarship Account			
43000 • BBT Reunion			
Total Checking/ Savings			

Deposits	Amount
Membership	
Scholarship	
Reunion	
Fundraisings	
Others	

Detailed report of deposits for Reunion, Fundraisings and Others attached

Disbursements	Total from Last Report	Total from Current Period
41000 • BBT General Account		
42000 • BBT PayPal Account		
44000. BBT Scholarship Account		
43000 • BBT Reunion		
Total Checking/ Savings		

*Detailed report of disbursements per account attached*

Explanatory Notes:

# Appendix 3

## Forms

**W. A. Pattillo High School National Alumni Association, Inc.  
Reimbursement Request**

**Use this form when goods or services have already been purchased.**

- (1) Copy your receipt(s) if you want a record
- (2) Print all information below and attach original receipt(s) with items circled for reimbursement
- (3) Obtain signature approval from Finance Committee Chair, if necessary
- (4) Submit completed form and receipts to Finance Secretary.
- (5) Checks processed once a two-week cycle.
- (6) Requests received after cycle will be processed during the next cycle.

Mail check      or      Pick up check

Date Submitted:

Pay to: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ t

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Receipt #	Description of Items	County of Purchase	Amount
	Total		

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Financial Secretary Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Chair Approval (if required): \_\_\_\_\_ Date: \_\_\_\_\_

Form R-1 (Feb 2013)

**W. A. Pattillo High School National Alumni Association, Inc.**  
**Check Requisition for Payment**

**Use this form Request Payment for Goods or Services**

Form is received initially by Financial Secretary and routed to the Treasurer

PAY TO: (\$ )

SOCIAL SECURITY NUMBER (FOR INDIVIDUALS):

Tax Identification or Business License Number:

Invoice #:

ADDRESS:

PURPOSE:

Charge to Account:                General Fund  
       Scholarship Fund  
       Reunion Fund

REQUESTED BY (PRINT NAME): \_\_\_\_\_ DATE: \_\_\_\_\_

REQUESTOR'S SIGNATURE: \_\_\_\_\_

Financial Secretary's Approval: \_\_\_\_\_ DATE: \_\_\_\_\_

**W.A. Pattillo High School National Alumni Association, Inc.**

**TRANSFER OF FUNDS REQUEST FORM**

This form allows funds to be transferred in the Association Budget across the three sub-sections – General, Scholarship and Reunion. A transfer between line items of a sub-section is a Budget Management function that does not require the approval of the Finance Chair.

- Budget Management officer needs to fill in the blank spaces with the proper information, and give a reason why the transfer is necessary.
- This form must be approved by the **Finance Chair**. The Finance Chair reserves the right to refuse transfers if the transfer impacts the operation of the organization.
- This form then must be passed on to the Financial Secretary to be recorded. The funds will be transferred once the Financial Secretary has transmitted the signed form to the Treasurer. .

Budget sub-section and line number from which funds will be transferred:

<input type="checkbox"/>	General	Line Item Number	_____	Amount \$_____
<input type="checkbox"/>	Scholarship	Line Item Number	_____	Amount \$_____
<input type="checkbox"/>	Reunion	Line Item Number	_____	Amount \$_____

Reason for transfer of funds:

\_\_\_\_\_

Budget sub-section and line number to which funds will be transferred:

<input type="checkbox"/>	General	Line Item Number	_____	Amount \$_____
<input type="checkbox"/>	Scholarship	Line Item Number	_____	Amount \$_____
<input type="checkbox"/>	Reunion	Line Item Number	_____	Amount \$_____

Amount to Transfer: \_\_\_\_\_

Signature of Requester: \_\_\_\_\_ Date \_\_\_\_\_

Approval of Finance Chair \_\_\_\_\_ Date \_\_\_\_\_

Transmittal of Financial Secretary \_\_\_\_\_ Date \_\_\_\_\_





**[Street Address]**  
**[City, ST ZIP Code]**  
October 27, 2011

**[Recipient Name]**  
**[Title]**  
**[Company Name]**  
**[Street Address]**  
**[City, ST ZIP Code]**

Dear **[Recipient Name]**:

This is to inform you that the following check was returned to us due to insufficient funds:

**Check number [number]**

**Dated [date]**

**Payable to [Name]**

**In the amount of [amount]**

We request that you replace this check with a cash or money order payment immediately.

Thank you for your prompt attention to this matter.

Sincerely,

**[Your Name]**  
**[Your Title]**

Certified mail, return receipt requested



**W.A. PATTILLO HIGH SCHOOL NATIONAL ALUMNI ASSOCIATION, INC.  
 Post Office Box 601  
 Tarboro, NC 27886**

One Time Credit Card Payment Authorization Form

This form authorizes \_\_\_\_\_ to make a one-time debit to the Association credit card listed below.

The W.A. Pattillo High School National Alumni Association authorizes \_\_\_\_\_ to charge its Business BB&T W.A. Pattillo High School National Alumni Association , Inc. credit card account indicated below for \$\_\_\_\_\_ on or after \_\_\_\_\_. This payment of \$ \_\_\_\_\_ is for goods/services: \_\_\_\_\_.

Billing Address: P.O. Box 601  
 Tarboro, North Carolina 27886

Phone# 336 373-1690

Email: pattillo.npresident@gmail.com

Account Type: Visa

Cardholder Name: W.A. Pattillo High School National Alumni Association

Account Number: \_\_\_\_\_

Expiration Date: 10/15

CVV2 \_\_\_\_\_

We certify that Fred S. Wood, Jr. is an Officer of the Association and is authorized to execute this form. We will not dispute the payment with our credit card company so long as the transaction corresponds to the terms indicated in this form and the goods and/or services are commensurate with what you have advertised.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

W.A. Pattillo High School National ALUMNI ASSOCIATION, Inc.  
Post Office Box 601  
Tarboro, NC 27886

Contract For Services

A detailed contract between a client and an independent contractor or company for services.

This agreement "Agreement" is dated and in effect as of \_\_\_\_\_ between W.A. Pattillo High School National ALUMNI ASSOCIATION, Inc. located at Tarboro, North Carolina, hereafter referred to as "Client" and \_\_\_\_\_, located at \_\_\_\_\_ hereafter referred to as "Contractor" hereinafter collectively referred to as the "Parties".

WHEREAS, Contractor has agreed to perform services on behalf of Client, and Client has agreed to retain the services of Contractor with respect to [Instruction: Insert a general description of the services to be rendered] according to the further terms and conditions set forth herein.

In consideration of the foregoing premises and the mutual covenants set forth in this agreement and other valuable considerations, the parties hereto agree as follows:

I. DESCRIPTION OF WORK.

A. A detailed description of the services to be performed by Contractor.

II. PAYMENT.

A. Client acknowledges and agrees that it shall pay to Contractor the sum of \_\_\_\_\_ (\$\_\_\_\_) Dollars (the "Fees") in respect of the Services to be performed by Contractor for and on behalf of Client.

B. Contractor can provide an invoice to Client in respect of the Services performed by Contractor.

II. Client shall pay the Fees to Contractor :

III. EXPENSES.

The Parties hereby acknowledge and agrees that Contractor shall provide any and all materials and equipment which may be necessary for the performance of the Services by Contractor. In the event that Contractor needs to incur third party and/or out of pocket expenses, or expenses for materials that are customarily within the industry paid for by Client, Client agrees to reimburse Contractor for any such expenses provided that Contractor has informed Client in advance.

Signatures:

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date



January 31, 2013

Dear < Full Name > :

The Board of Directors of the W.A. Pattillo High School National Alumni Association, Inc. thanks you for your scholarship contributions. Your contributions during 2012 made a tremendous difference in our ability to offer scholarship and educational supports to students in the Edgecombe County Public Schools.

According to our records your contributions for 2012 totaled <\$00.00>. If you have any concerns about the accuracy of this information, please let us know.

For income tax purposes, it is important for us to state here that you did not receive any goods or services in return for any of these contributions. You made these gifts out of your own generosity and commitment to the W.A. Pattillo High School National Alumni Association, Inc.

Once again, thank you for your generous commitment to our association and our efforts.

Sincerely,

*Janette Williams-Pettaway*

Janette Williams-Pettaway  
National Secretary

W.A. Pattillo High School National Alumni Association, Inc.  
 \_\_\_\_\_ Budget Request Form

Office/Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Expense	Prior Year Approved Amount	Proposed Current Year amount	Justification/Explanation
<b>Totals</b>	\$	\$	

**Note: Please give Explanation for all budget increases below:**

<b>Submitted By</b>		<b>Submission Date</b>	
<b>Position</b>		<b>Contact Phone#</b>	

W.A. Pattillo High School National Alumni Association  
Petty Cash Reimbursement

Purchaser \_\_\_\_\_ Committee/Officer \_\_\_\_\_ Date \_\_\_\_\_

Quantity	Item	Unit Price	Amount
		Total	

**Original Receipt(s) Must be Attached**

I hereby certify that the above goods and/or services were received by and necessary for use of the W.A. Pattillo high School National Alumni Association and that quantity and quality are as indicated.

Purchaser \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Approved By**

Printed Name of Approver \_\_\_\_\_

Signature of Approver \_\_\_\_\_ Date \_\_\_\_\_

Purchaser ACKNOWLEDGEs RECEIPT OF REIMBURSEMENT of \$ \_\_\_\_\_.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Pattillo High School National Alumni Association, Inc.

**PROOF OF PAYMENT FORM**

For Entity Providing Service

**Directions:** To receive payment, please provide requested information below

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

**Employer Identification or Tax Identification Number** \_\_\_\_\_

**Individual Social Security Number** \_\_\_\_\_

**I have neither an Employer Identification Number, Tax Identification Number or Individual Social Security Number that I wish to give. Initials** \_\_\_\_\_

\_\_\_\_\_  
Payee Signature Date

*(Below to be filled out by authorized person)*

I authorize payment of \$\_\_\_\_\_ to \_\_\_\_\_ for services provided.

\_\_\_\_\_  
Officer/Committee Chair Signature Date

**Date submitted to Financial Secretary:** \_\_\_\_\_

Officer/Committee Chair: \_\_\_\_\_