



California Garden Clubs, Inc.

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CASH RECEIPTS & EXPENSE REIMBURSEMENT PROCEDURES

The procedure for handling money for deposit or if you have a bill that you need to be reimbursed for by CGCI is quite simple if you follow these few instructions.

CHECK & CASH DEPOSITS

- 1 There are two options for the Cash Receipt Report:
 - a) Pre-printed paper form – 3 pages
 - b) Online webform – to be completed electronically (print a copy to mail with checks)
- NOTE:** On either form you must include the **correct budget line code**. *(Complete list of codes is attached on Page 2)* Contact the Financial Secretary if you do not know the correct line code.
- 2 If you use the pre-printed paper form:
 - a) Send the white copy with checks to CGCI Treasurer: **CGCI, P.O. Box 75, Graton, CA 95444-0075**
 - b) Send yellow copy to the CGCI Financial Secretary (listed above)
 - c) You keep the pink copy for your records.
- 3 If you use the online webform (NEW October 2016)
 - a) Complete the form. BEFORE clicking on the “submit” button:
 - 1) Print two copies (one to mail with the checks and one for your file)
 - 2) **Click on the “submit” button - the form will automatically be forwarded to the CGCI Financial Secretary and Treasurer.**
 - 3) Mail checks and form to: **CGCI, P.O. Box 75, Graton, CA 95444-0075**
- 4 **DO NOT** mail cash. Write a personal check for the cash received and submit with report if you cannot personally deliver with the receipt report to the Treasurer.
- 5 **DO NOT HOLD CHECKS MORE THAN A MONTH.** Even if you only have one check it is better to send your check to the Treasurer and copy to the Financial Secretary.
- 6 You may send more than one Cash Receipt Report in any month.

REQUEST FOR PAYMENT OR REIMBURSEMENT FORM

- The Request for Payment or Reimbursement form needs to be completed in full and **ACCOMPANIED BY RECEIPTS**. Lack of receipts delays payment until the required receipts are received.
 - Submit the Requests for Payment or Reimbursement to the Financial Secretary **FIRST** (not the Treasurer).
- 1 Fill out a Request for Payment/Reimbursement Form
 - a. Include the **correct budget line code**. *Complete list of codes is attached. Pages 3-4*
 - b. Contact the Financial Secretary if you do not know the correct line code.
 - c. You can email your request to the Financial Secretary (listed above).
 - d. Only one copy of the Request for Payment or Reimbursement form is required along with your receipts.
 - 2 When the Payment or Reimbursement form with receipts attached is received and it is a budgeted item, the Financial Secretary prepares the warrant and sends it to the Treasurer for payment to issue the check.
 - 3 **NOTE:** Any payment requests not budgeted require Board approval which takes more time to process.

You can obtain the pre-printed Cash Receipt Report or Request for Reimbursement Form from the Financial Secretary or from the website www.CaliforniaGardenClubs.com/Forms.

Revenue Line Codes

General Fund

5001 Contributions/Donations
5201 Dues-Affiliates
5202 Dues-APS
5203 Dues-Clubs
5401 Group Exemption Fees
5701 Membership banners
5703 Member Award of Distinction
5803 3-Year Calendars
5809 GGeNews Angels Fund
6101 State Pins & Misc. Sales
6301 Yearbook sales

Board Designated Restricted Fund

31001 Blue Star Memorial-Restricted
31002 Educational Schools Fund-Restricted
31007 Honor Book-Restricted
31009 Liability Insurance-Restricted
31010 Reforestation Fund-Restricted
31011-1 Symposium Reserve - Restricted
31012 Wildflower Conference-Restricted
31013 Youth Fund-Restricted

Temporarily Restricted (Donor)

31501 Awards-Restricted
31503 Donor Eleanor Miller Fund
31504 Donor H. Minor Memorial Flower School
31509 Judges Council
31511c President Project 2015-2017
31512 Project Mission Blue
31513 Scholarship Donations / Life Memberships
31514 Endowment Marketing and Publicity
31516 Anza-Borrego Desert Project
31518 Sempervirens
31519 California Consultants Council
31521 Rare Plant Treasure Hunt
31522 Stagecoach Hill Azalea Reserve

Permanently Restricted

31806 Endowment- CGCI funds to transfer
31811 Endowment -Scholarship funds to transfer

Expense Line Codes-Chairmen

1501	Amenities & Protocol	1533	New Cultivars
1524	Anza Borrego Desert State Park	1568	North American Butterfly Assoc (NABA)
1502	Arbor Day	1554	Operation Wildflower
1503	Arboreta/Botanic Gardens of CA	1560	Pacific Region Director's Project
1504	Associate Plant Societies	1539	Penny Pines
1601A	Awards - Chairman	1562	PO Box Chairman
1505	Awards Finance	1541	Program & Speaker Registry
1601B	Awards mailing/postage	1546	Publicity
1506	Backyard Habitat	1543	Reforestation and Restoration
1556	Birds	1540	Roses
1507	Blue Star Memorials (Co-Chairman)	1544	Scholarships - Chairman
1508	Blue Star Memorials (Co-Chairman)	1547	Sempervirens Fund
1558	Board of Trustees including Endowments	1538	Shrubs/Trees
1509	Budget & Finance (copies)	1606	Smokey Bear Poster Contest
1510	Business Commendations & Discounts	1607	State Pins & Misc. Sales (50% of sales)
1511	Bylaws & Policy (copies)	1550	Strategic Planning
1513	California Native Plants	1529	Veggies/Herbs
1548	California State Parks	1552	Vermiculture /Vermicomposting
1557	Certificates (long-term service)	1553	Website
1602	CGCI Chairman Coordinator	1555	Wildlife (including Bees, Butterflies & Insects)
1604	CGCI Group Tax Exemption Program	1608	Yearbook Chairman
1512	Civic Beautification	1609	Youth Activities
1518	DD Mailbox Chairman	1560	Pacific Region Director's Project
1603	District Director Coordinator	1539	Penny Pines
1564	Donation Administrator	1562	PO Box Chairman
1515	Educational Schools Finance	1541	Program & Speaker Registry
1516	Environmental Studies School	1546	Publicity
1517	Floral Design Education	1543	Reforestation and Restoration
1519	Flower Show Awards	1565	Reuse, Recycle, Repurpose
1520	Flower Show Judges Credentials	1540	Roses
1521	Flower Show Schedules	1544	Scholarships - Chairman
1522	Flower Show Schools Team Chairman	1547	Sempervirens Fund
1523	Flower Show Symposium	1538	Shrubs/Trees
1526	Garden Therapy	1606	Smokey Bear Poster Contest
1525	Gardening Study Schools	1567	Stagecoach Hill Azalea Reserve
1527	GGNPC Mission: Blue Project	1569	Stamps
1561	Golden Legacy Society	1607	State Pins & Misc. Sales (50% of sales)
1530	Home Grown	1550	Strategic Planning
1531	Honor Book	1529	Veggies/Herbs
1532	Horticulture	1552	Vermiculture /Vermicomposting
1551	Invasive Plants	1563	Water Conservation
1534	Landscape Design Schools	1553	Website
1566	Leadership Chairman	1555	Wildlife (including Bees, Butterflies & Insects)
1559	Legislation/Government	1608	Yearbook Chairman
1535	Life Membership	1609	Youth Activities
1536	Master Gardener Liaison		
1549	Member Award of Distinction		
1605	Membership - 3rd VP		
1528	Memorial Gardens		
1537	National Garden Week		
1514	Natural Resources		

Expense Line Codes-District Directors

1701	Arboretum
1702	Bay Bridges
1703	Bay Ocean
1704	Buttes
1705	Cascade
1706	Channel Islands
1707	Costa Verde
1708	Desert Empire
1709	Diablo Foothills
1710	Golden Foothills
1711	Greater Los Angeles
1712	Humboldt
1713	Luther Burbank
1714	Mendo-Lake
1715	Montana de Oro
1717	Orange County
1718	Palms to Pines
1719	Palomar
1720	Roadrunner
1721	Sacramento River Valley
1722	San Fernando Valley
1723	Santa Clara Valley
1724	Sequoia Foothills
1725	Top O' the State
1726	Valley Lode
1727	Yosemite Gateway