

# Nā Leo Kāko‘o O Maui’s Financial Guidelines

## General Guidelines

- It is a good practice to maintain your own ledger of financials for your class. This helps with the checks and balances of your class with NLK’s records.
- You should retain your own copies of completed financial tracking sheets along with copies of all supporting receipts/documents.
- In order for NLK to account for all funds that are associated with it, it is best to have a paper trail of these transactions. Therefore, all funds should go in and out of the NLK account so we can have the most accurate accountability and tracking as possible.

## Responsibilities

- Part of the Pu‘ukū’s responsibility is to work with classes to track their financials.
- The Pu‘ukū is not responsible for addressing issues with receipts or directly with companies. If you are having issues with a company, it will be up to your class to deal directly with the company.
- Your class is responsible for providing all documents in a timely manner and to be honest while handling class funds.

## Submitting Requests and Supporting Documents

- Completed Financial Tracking Sheets, receipts, deposit slips, etc. should be submitted to the Pu‘ukū at the beginning of our monthly NLK meeting. If you are unable to submit the information at the meeting, then you should notify the Pu‘ukū to make other arrangements.
- All documents should be turned in within 1 month of the transaction taking place.
- Class reps can not request a reimbursement for themselves. Instead, a second rep should sign to authorize the transaction.
- Definitions for Financial Tracking Sheets:
  - Reimbursement: When someone has already paid the bill and needs to be refunded for their expenditures.
  - Advance Request: When a class needs to request money up front for anticipated expenses that will be paid within 7 days of the advance request’s disbursement. *Classes need to have an available balance to cover the advance request amount unless other arrangements are approved by the Pelekikena and/or Pu‘ukū.*
  - Expense Payment: When an invoice needs to be paid directly to a company/person.
  - Fund Transfer: When money needs to be transferred between papa accounts and/or the other NLK accounts.

## Making Deposits

- Each class is responsible for depositing their own funds into the First Hawaiian Bank Account.
- Be sure to enter the full name of the organization, “Nā Leo Kāko‘o O Maui, Inc.”
- The bank account number for class deposits is **27-066569**.
- When depositing funds, **be sure to include your class’ graduating year** on the deposit slip.

CHECKING		DEPOSIT	
<input checked="" type="checkbox"/> CASH	250 00		
	400 00		
TOTAL FUND			
OTHER SIDE			
SUB TOTAL			
LESS CASH RECEIVED			
		\$	650 00

## Purchases

- When making purchases, only include items that will be charged to NLK. Do not include any personal items.

## Unexpected Charges

- There are additional bank and tax charges that are applied to your class account throughout the year.
- If a check is deposited into your class account and bounces, your class is responsible for all bank charge fees that occur.