

THE HAVERFORD SCHOOL PARENTS' ASSOCIATION
F&E COMMITTEE
BUDGET-MAKING GUIDELINES

The purpose of a budget is to express your plan for your event in financial terms.

1. You have been provided an Event Summary Overview and Event Summary Report from the previous year. The Event Summary Overview will give you an understanding of how to prepare and execute your event. The Event Summary Report will give you an understanding of how your event was handled the previous year and give you specifics on the income and expenses that were incurred from the previous year.
2. You have also been provided a Budget Comparison spreadsheet for your event. This document details the financial aspects of your event from the previous year(s).
3. Please collect the necessary estimates for all the expenses you think you will incur this year for your event. Using the Budget Comparison spreadsheet provided - input the estimated amounts in the appropriate categories on the spreadsheet.
4. Remember to include those expenses donated by parents in **BOTH** the income and expense sections - donated items will go under **In Kind Donations** in the income section and then in the appropriate expense section so that they zero out.
5. You will be required to attend your **F&E Board meeting(s)**. Please bring copies of your Budget Comparison spreadsheet - completely filled out. You will need to present your budget to the committee and discuss your financial plans for your event. The F&E Board will need to approve your budget so that your expenses can be properly processed.
6. A hard copy of your Event's Budget Comparison spreadsheet - has been provided to you. If you would like an electronic copy, please let the Treasurer know.
7. Please use the Tax Exempt Certificate when you purchase items for events. Use the Tax Exemption Certificate that has been included in your packet or you may find it on the Haverford School website - <https://www.haverford.org/parents/hspa/forms-downloads>.
8. **TAX NOTE: SALES TAX IS NOT REIMBURSABLE.** If you have paid sales tax, it will be deducted from your reimbursement.



PENNSYLVANIA EXEMPTION CERTIFICATE

- STATE AND LOCAL SALES AND USE TAX
- STATE 6% AND LOCAL 1% HOTEL OCCUPANCY TAX
- PUBLIC TRANSPORTATION ASSISTANCE TAXES AND FEES (PTA)
- VEHICLE RENTAL TAX (VRT)
- ADDITIONAL LOCAL, CITY, COUNTY HOTEL TAX *

This form cannot be used to obtain a Sales Tax Account ID, PTA Account ID or Exempt Status.

(Please Print or Type)

**Read Instructions
On Reverse Carefully**

THIS FORM MAY BE PHOTOCOPIED – VOID UNLESS COMPLETE INFORMATION IS SUPPLIED

- CHECK ONE:** PENNSYLVANIA TAX UNIT EXEMPTION CERTIFICATE (USE FOR ONE TRANSACTION)
 PENNSYLVANIA TAX BLANKET EXEMPTION CERTIFICATE (USE FOR MULTIPLE TRANSACTIONS)

Name of Seller, Vendor or Lessor

Street	City	State	ZIP Code
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NOTE: Do not use this form for claiming an exemption on the registration of a vehicle. To claim an exemption from tax for a motor vehicle, trailer, semi-trailer or tractor with the PA Department of Transportation, Bureau of Motor Vehicles, use one of the following forms:

FORM MV-1, Application for Certificate of Title (first-time registrations)

FORM MV-4ST, Vehicle Sales and Use Tax Return/Application for Registration (other registrations)

Property and services purchased or leased using this certificate **are exempt** from tax because: (Select the appropriate paragraph from the back of this form, check the corresponding block below and insert information requested).

- 1. Property or services will be used directly and predominately by purchaser in performing purchaser's operation of: _____
- 2. Purchaser is a/an: _____
- 3. Property will be resold under Account ID _____ (If purchaser does not have a PA Sales Tax Account ID, include a statement under Number 8 explaining why a number is not required).
- 4. Purchaser is a/an: non-profit private school holding Sales Tax Exemption Number 75609193
- 5. Property or services will be used directly and predominately by purchaser performing a public utility service.
 - PA Public Utility Commission PUC Number _____ and/or U.S. Department of Transportation MC/MX _____
- 6. Exempt wrapping supplies, Account ID _____ (If purchaser does not have a PA Sales Tax Account ID, include a statement under Number 8 explaining why a number is not required).
- 7. Canned computer software purchased by a financial institution subject to the Bank and Trust Company Shares Tax (Article VII) or the Mutual Thrift Institutions Tax (Article XV).
- 8. Other _____
(Explain in detail. Additional space on reverse side).

I am authorized to execute this certificate and claim this exemption. Misuse of this certificate by seller, lessor, buyer, lessee or their representative is punishable by fine and imprisonment.

Name of Purchaser or Lessee The Haverford School	Signature 	EIN 23-1352646	Date 01/07/2021
Street 450 Lancaster Avenue	City Haverford	State PA	ZIP Code 19041

1. ACCEPTANCE AND VALIDITY:

For this certificate to be valid, the seller/lessor shall exercise good faith in accepting this certificate, which includes: (1) the certificate shall be completed properly; (2) the certificate shall be in the seller/lessor's possession within 60 days from the date of sale/lease; (3) the certificate does not contain information which is knowingly false; and (4) the property or service is consistent with the exemption to which the customer is entitled. For more information, refer to Exemption Certificates, Title 61 PA Code §32.2. An invalid certificate may subject the seller/lessor to the tax.

2. REPRODUCTION OF FORM:

This form may be reproduced but shall contain the same information as appears on this form.

3. RETENTION:

The seller or lessor must retain this certificate for at least four years from the date of the exempt sale to which the certificate applies.

▲ IMPORTANT: DO NOT RETURN THIS FORM TO THE PA DEPARTMENT OF REVENUE.

4. NONPROFIT EXEMPT ORGANIZATIONS:

This form may be used in conjunction with form REV-1715, Exempt Organization Declaration of Sales Tax Exemption, when a purchase of \$200 or more is made by an organization which is registered with the PA Department of Revenue as an exempt organization. These organizations are assigned an exemption number, beginning with the two digits 75 (example: 75000000).

REV-1715 AS (10-05)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF REVENUE
BUREAU OF BUSINESS TRUST FUND TAXES
PO BOX 280901
HARRISBURG, PA 17128-0901



**EXEMPT ORGANIZATION
DECLARATION OF
SALES TAX EXEMPTION**

THIS FORM MAY BE PHOTOCOPIED

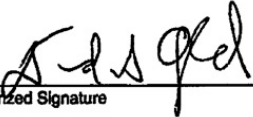
INSTRUCTIONS:

Vendors may use this declaration to document purchases of tax free items by tax exempt organizations (charitable, religious and educational organizations and volunteer fire or ambulance companies) holding a valid exemption number issued by the Department of Revenue where the purchase is \$200 or more. The vendor may require the Customer's Declaration (below) for each such transaction to demonstrate that the vendor made the tax exempt sale "in good faith."

Complete each declaration in its entirety. Use a separate declaration for each transaction of \$200 or more. Accompany the declaration with an invoice and a properly completed Exemption Certificate (REV-1220), and maintain these documents for three years.

CUSTOMER'S DECLARATION

As an authorized representative of a tax-exempt organization, I declare that the property and/or services purchased or leased in the name of the exempt organization set forth below, as described on the attached invoice, are being purchased for an exempt use under Pennsylvania Sales Tax law.


Authorized Signature

DAVID S. Godd CFO (484) 4172722
Print Name/Title Phone No.

The Haverford School 75-609193
Name of Exempt Organization Sales Tax Exemption No.
(Must have a 75-prefix)

VENDOR'S DECLARATION

I understand that this completed declaration must be kept in my records for three years from the purchase date. I understand that failure to provide the declaration to Revenue auditors could result in my liability for Sales Tax if the transaction is subsequently determined to be taxable.
Attached is Invoice No. _____ dated _____
covering this exempt transaction.

Vendor's Signature

HAVERFORD SCHOOL PARENTS' ASSOCIATION EXPENSE VOUCHER

To be used for all expenses to be reimbursed. Please complete one form **Per Person**. All receipts **MUST** be included.

TAX NOTE: SALES TAX IS NOT REIMBURSABLE. If you have paid sales tax, it will be deducted from your reimbursement.

USE OUR PA SALES TAX EXEMPTION CERTIFICATE when making purchases on behalf of the HSPA.

This Reimbursement is for:

NAME:	
ADDRESS:	
CITY, STATE, ZIP:	
PHONE:	
EVENT/PROJECT:	
DATE:	

ITEMIZED EXPENSES

EXPENSE	AMOUNT
TOTAL:	

Signature of Project Leader/Project Treasurer/Class Parent

X _____

