

December 6, 2011

Hello Everyone,

WCPS Finance team has a single email address for all your finance communications:

port-finance-committee@googlegroups.com The team members are: Liz Laffan, Shon Whathaveya and Melissa Mandel. Advance notice of expenditures, questions etc can be addressed here.

As we approach the 12th some of you will be purchasing budgeted items. A process is in place that will enable those items to be reimbursed. Please note the process and observe it. Things are going to get very exciting, but we need to keep this part very clear.

Attached are 1) the Budget we approved, and 2) the spending procedure document. If you have questions please bring them up now so we work out as much as possible before all the action starts.

Expenses that have not been budgeted or that exceed budget may come up. The process for that category is also described below. We will do everything possible to reimburse these expenses, but there are no guarantees. It will be in your best interest to get some level of approval BEFORE making such an expenditure.

In summary the process for paying out is:

IF YOUR ITEM IS ON THE ATTACHED BUDGET

1. BEFORE you make an expenditure, notify finance of the following:
 - Your name
 - Your item
 - The estimated cost
2. Paying on invoice
 - a. Make a copy of the invoice
 - b. Submit the original invoice to finance team with:
 - i. Your name, phone
 - ii. What the invoice is for relevant to our action, eg. "lumber for pickets" rather than just "lumber".
 - c. A check will be made out by Long Haul, our fiscal sponsor, to the vendor or business.
3. Getting paid AFTER you make the expenditure:
 - Make a copy of your receipt(s)
 - Attach the receipts to a piece of paper, or write directly on the receipt:

Your name, phone number legibly. This is the info we will use to pay you!
 - Turn your ORIGINAL receipt(s) in to one of the finance team.

IF YOUR ITEM IS NOT ON THE ATTACHED BUDGET

1. Contact the finance team, describing the expense, what it's for and the process by which it was decided to make this expense.
2. If this request is over \$100

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- a. WCPS finance will bring this expense to the WCPS meeting, if meetings are still being held. If meetings are not being held, WCPS finance will bring the expense to the OO finance committee.
 - b. If the expense is approved, then finance will submit a proposal to the GA for the funds. Once that is approved, then payment options are as above.
3. Unforeseen expenses under \$100 may be paid from a petty cash reserve. Contact WCPS finance.

If it turns out you have an expense that cannot be paid by check please contact WCPS finance and we will work with you on it.

As far as is humanly possible, ALL RECEIPTS AND REQUESTS FOR FUNDS MUST BE TURNED IN BY DEC 19TH. The WCPS finance team has an obligation to present a full accounting of receipts and expenditures to the WCPS Assembly, the OO finance committee and the GA, so we, as well as you, hope to wrap this all up quickly and with your help, we can.

NOTE: Remember, BAIL will NOT be handled by the WCPS finance team and will not be paid with either funds donated to the Port Action or OO general funds. All bail requests go to and through the Anti-Repression Committee antirepression@occupyoakland.org.