

Fiscal Sponsorship

2024

Payment/Disbursement
Request Process –
Individual Reimbursement



**Holly Beadle, Director of
Philanthropic Services**

**Millie Schuchmann,
Manager of Philanthropic
Services**

Completed your project?

- If your group has completed the project supported by a fiscal sponsorship fund with the CFO, please contact Millie.
- If your project is complete, you do not need to attend a session or complete the forms. Instead, we will work with you to close your project's fund.

2024 deadlines

- **August 31:** Use online payment/disbursement form and process
- **September 30:** Complete Project Information Form
- **January 1:** The CFO will begin requiring the online event form being completed for ALL special events and any new activities for your project. New activities include anything that is not in your project information form that has been submitted.

Fiscal Sponsorship individual reimbursement deadlines

- REMINDERS:

- Requests submitted by midnight on Tuesday are processed on the following Thursday each week.
- Holidays may affect this schedule.
- Checks are mailed on Friday.
- Please reach out to Millie Schuchmann at mschuchmann@cfozarks.org with any questions about the schedule or process.

Fiscal Sponsorship individual reimbursement form & process

- By August 31, the [Fiscal Sponsorship Payment Request form](#) will be used to submit invoices for payment.
- Millie Schuchmann, mschuchmann@cfozarks.org, can provide support with this process.
- You may submit up to 3 expenses & receipts per form
- Let's walk through one together...

Reimbursement request example

- **Project Description:** The Friends of Main Street Park established a fiscal sponsorship fund with the CFO. Their project's goal is to support the park, including covering unexpected expenses & items the city budget may not be able to fund to improve the park for their community. The group provides volunteer support to the parks as well
- **Recent Expense:** The park was damaged by a recent storm and has organized a volunteer community clean-up day within two days of the storm hitting. The project leader quickly purchased drinks, gloves, trash bags, snacks and other supplies for volunteers to clean up the park.

To submit a payment request

1. [Click this link: Fiscal Sponsorship Individual Reimbursement Requests](#)
2. Complete the online form.
3. Complete & submit one online form per expense/invoice.
4. Check out the following procedure about this online form to help you with this process.

Reimbursement request procedure

1. Attach invoice or any other documentation for the payment.

- Please make sure individuals purchase only project-related items in the one purchase and do not mix in personal items so the receipt is straightforward.
- A PDF or clear photo of the store receipt may be used.
 - Please make sure the full receipt is included, even if it requires multiple photos.
 - The name of the store, date, list of items purchased, the total and total paid must be clear in the receipt.

Reimbursement request procedure

1. Description of charitable purpose of payment/disbursement.

- Add details that may not be on the invoice or be clear on the invoice, providing enough information that anyone can understand how the expense is related to the project.

2. Notes to be added to this request.

- Include any further details that help explain the request or how the payment request supports the project goals
- This is a good place to add details you may want to access later through Fund Manager.

Payment request procedure

3. Delivery method for this payment

- The CFO can mail the payment directly to the vendor or any of the options listed. If the payment needs to be mailed somewhere else, the next section will ask you for that address.

Delivery method for this payment/disbursement *

Choose one... ▾

- Pick up check
- Mail to the person submitting request
- Mail to different address/different contact than vendor
- Overnight mail (fee will be charged to your fund)
- Certified mail (fee will be charged to your fund)
- FedEx (fee will be charged to your fund)
- Interfund Transfer (IFT) from a fund at the CFO to the project fund

Questions?

Please provide your questions and feedback at any time!

Holly Beadle, Director of Philanthropic Services,
hbeadle@cfozarks.org or 417-864-6199

Millie Schuchmann, Manager of Philanthropic Services,
mschuchmann@cfozarks.org or 417-864-6199



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