



Financial Procedures *Vernfield Home and School 2017-2018*

Thank you for helping with the finances for your committee or event. Please review and use the following procedures:

Spending Money:

Budget: Expenses must be contained to the committee budget. Please contact the Executive Board immediately if you anticipate any overages or issues.

How to Pay: There are two ways to pay for expenses:

1. Pay out-of-pocket and go through the **Reimbursement** process (see below). **OR**
2. Request a check from HSA directly to the vendor:
 - a. Complete the **Check Request Form** (found on the Vernfield HSA website).
 - b. Put an envelope with the completed **Check Request Form**, along with the invoice, into the HSA Treasurer mailbox in the school office. You can also submit electronically to vfhomeschool@soudertonsd.org. Please keep copies.
 - c. The Treasurer will notify you by email when your check is ready. At that time, arrangements can be made for pick up.

IMPORTANT: You **MAY NOT** use any money collected for the event to pay for the event. All expenses must be accounted for.

IMPORTANT: Blank, signed checks will not be issued for any reason.

Approvals: The following approvals **MUST BE OBTAINED IN ADVANCE** by the Executive Team:

1. **Contracts with vendors.** Contracts must also be **SIGNED** by the Executive Team. Committee chairs or members are not authorized to do so.
2. **Expenditures over \$200.**

Collecting Money (BEFORE Event):

Who: Each committee must designate “money collector(s)” and send those names via email to the Executive Team at vfhomeschool@soudertonsd.org and Nancy Smerecki (nsmerecki@soudertonsd.org) just before collection starts.

Where: All money **MUST** be kept **at school**. Only the Executive Team is authorized to remove the collected money from school for deposit.

When: The “money collector” must go to school **at least once a week** during the collection period to count and submit money for deposit. When sending event forms home, plan for time for families to return money before the event.

Process: When forms and money are sent back to school, they will be placed into an enveloped marked with the committee/event name and stored in the Vernfield safe. The “money collector” will:

1. Ask Nancy or Judy for the committee envelope from the safe.
2. Follow the **Depositing Money** process below.

Collecting Money (AT Event):

Before the Event: If you plan to collect money at your event, you need to request a “cash box” at least **2 weeks in advance**.

1. Complete the **Cash Box Request** form (found on the Vernfield HSA website)
2. Send the completed form to vfhomeschool@soudertonsd.org.

At the Event: Please keep track of all money collected in a way that makes sense for the event.

After the Event: Follow the **Depositing Money** process below.

Depositing Money:

Process: ALL money/checks collected MUST be recorded.

1. Count and record ALL money and checks collected on the **HSA Deposit Sheet** (2 sided), which can be found in the Home and School form box in the office mailroom. Extra copies of the Check Deposit side are available.
2. Make copies of all sheets for committee records.
3. Fold the money/checks into the deposit sheet, place into the envelope, and return it to Nancy or Judy to put back into the Vernfield safe.
4. **Send an email** to the President and Co-Treasurers to notify them that there is money ready for deposit. In the email, please include the committee and amount.
5. The **Treasurer** or other Executive Team Member will check for and make deposits **WEEKLY**, with the exception of Holiday Shoppe, which requires a **DAILY** deposit.

Reimbursement:

Process: To obtain reimbursement for items paid out-of-pocket:

1. Send a list of itemized expenses, which includes the item, vendor, and cost, to the Executive team for approval.
2. Once all expenses are approved, complete the **Check Request Form** (found on the Vernfield HSA website).
3. Put an envelope with the completed **Check Request Form**, along with all receipts and invoices, into the HSA Treasurer mailbox in the school office.
NOTE: It is HIGHLY RECOMMENDED that you keep a copy of all receipts before submission.
4. The Treasurer will notify you by email when your check is ready. At that time, arrangements can be made for pick up.

NOTE: Please submit all reimbursement requests before the last day of school, as the Treasurers close the books for the school year in June.