

Financial Guidelines for Event Chairpersons

The budget amount for the event, as well as the previous year's event income/expense transactions will be provided to you.

All Committee Chairs for events handling money should be familiar with the following procedures. A designated committee member should maintain an accurate and detailed account of any money collected or spent. A copy of all forms submitted should be kept for your records. All forms mentioned below can be found on the HSA website, in the school office or you may request the forms from the Assistant Treasurer or Treasurer.

Reimbursement for expenses/Request for Checks

- The "Expense Reimbursement/Check Request Form" must be completed and submitted *with* receipt or invoice.
- The HSA is not sales tax exempt.
- Blank signed checks will not be issued for any reason.
- All requests for reimbursements and payment of invoices must be approved by the chairperson before submission.
- Expenses should not be paid with cash received from event. We need all expenses to be accounted for.
- All requests for reimbursements/checks should be completed within 2 weeks of the event.
- The completed "Expense Reimbursement/Check Request Form" and attached receipts should be placed in the Treasurer's folder in the school office.
- The Treasurer will notify you by email when your check is ready for pick up. The check will be placed in the Parent Disbursement folder located in the school office.
- No reimbursements will be made after June 30th

Request of Cash box

- The request for the cash box must be made by email to the Treasurer, specifying total amount required and in what bill amount.
- The request must be emailed at least one week prior to event.
- Cash boxes are located in the HSA closet in the Large Group Room.
- The Treasurer will complete the “cash box funds” form prior to turning over a cash box to the Chairperson for an event. The cash box should be counted by the chairperson/volunteers with Treasurer in attendance and form signed-off. At the end of the event, the Chairperson must include cash box funds in the cash receipts for deposit.

Collection of funds from event

- All checks collected should be made payable to Beaumont HSA.
- Expenses should not be paid with cash received from the event. The HSA will pay invoices and expenses will be reimbursed. (See reimbursement procedures).
- If you have an event for which money collections occur for more than 2 weeks, please submit deposits on a weekly basis.
- All deposits should be made within 5 days of an event ending.
- The “Event Deposit Form” should be completed and submitted with all cash/checks. If you have a comparable form that includes the required information, you may submit your own form.
- The “Event Deposit Form” (or your own form) must be *verified and signed by the event Chairperson*.
- All cash/checks together with the “Event Deposit Form” are to be placed in an envelope and given to the school secretary for placement in the school safe.
- The Assistant Treasurer should be notified via email once the “Event Deposit Form” has been submitted.

- The Assistant Treasurer will count all money, ensure it agrees with signed Event Deposit Form, and make the deposit.

Budget

- Expenses must be contained to the budget for each event. If an overage is anticipated, contact your HSA board member liaison for assistance.