



## **BEAUMONT HSA FINANCIAL GUIDELINES**

- Requests for Reimbursement forms can be found in the office or on the HSA website
- All requests for reimbursement must be approved by the chairperson before submission
- All receipts must be attached to the Expense Reimbursement Form and placed in the Treasurer's folder in the office
- The Treasurer will notify you by email when your check is ready for pick up in the Parent Disbursement folder located in the office
- Requests for cashbox before fundraising events must be made by email to the Treasurer (a week prior the event if possible). Please specify total amount required and in what bill amount. Cashboxes are located in the HSA closet in Large Group Room.
- All funds collected must be reconciled, counted by the chairperson and broken down by amounts in checks and cash.
- Reconciled funds should be placed into the Assistant Treasurer's folder or placed in the school safe for significant amounts of cash.
- All receipts of funds or requests for reimbursement should be made in a timely manner within 2 weeks after the event.

**Please contact the Treasurer, Angela Chapson at [achapson@yahoo.com](mailto:achapson@yahoo.com) if you have any questions!**