

Strake Jesuit Mothers' Club  
CASH PROCEDURE POLICY

The Strake Jesuit Mothers' Club has adopted a cash procedure policy to insure that all funds are handled properly.

RECEIPTS FOR ALL MONIES FOR ALL EVENTS ARE TO BE MAILED DIRECTLY TO THE SCHOOL AND COUNTED AT THE SCHOOL. IF THE PRESIDENT, TREASURER, OR ASSISTANT TREASURER IS NOT PRESENT, PLEASE LEAVE THE RECEIPTS WITH SHERI JONES – MR. LOJO'S SECRETARY TO BE PUT IN THE SAFE.

Each committee chairperson is responsible for all monies received for their event. ALL money should be mailed directly to the school, with the chairperson's name on the envelope under the school name.

Please fill out a "Cash Receipts Form" to enclose with the money and leave it with Sheri Jones in the Moran Bldg. The Mothers' Club mailbox is small therefore, if you are in charge of an event where there will be a large number of checks being mailed to the school, it will be necessary for you or another committee member to check the mail several times during the weeks when replies are being sent.

Please remember to bring a calculator to assist you in completing the "Cash Receipts Form". If you need to make a list of the names on the checks, please do so before leaving the receipts for deposit. If you would like to make copies of the checks, the Mothers' Club has a number for the copying machine.

All monies received electronically will be processed through the School's Treasurer Office.

**REIMBURSEMENTS FOR BUDGETED ITEMS**

- Reimbursements will be made for budgeted items in a timely manner.
- After an event, the committee members should turn in receipts to the Committee Chair who tallies and reports expenditures for next year's budget report. The Committee Chair should mail all receipts or leave in the Mothers' Club mailbox with a check request form. If the Chair is unable to obtain receipts from all committee members in a timely manner, the committee chair should forward the receipts available and inform the Treasurer of receipts that are still pending and from whom. All items for reimbursement should be submitted no later than two weeks after the event.
- Please attach all original receipts to the "check request" form included in your committee folder and leave in the Mothers' Club mailbox in the Moran Bldg, or mail them directly to the Treasurer.
- If a check is required to purchase items or to send to a vendor, please attach a copy of the contract or agreement with the price for goods or services rendered on a check request form.
- If a committee member does not wish to be reimbursed, be sure to document the donated goods or services.
- ***WE DO NOT REIMBURSE SALES TAX -- USE A TAX EXEMPT FORM***