

# The Basilica School of Saint Mary Home and School Association Event Expense Guidelines

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1. Preamble. *HSA funds are intended to benefit the students through the enhancement of school programs and activities. The HSA officers are the guardians of these funds and have an obligation to see that they are protected and used wisely. It is very important that everyone follow these policies. Committee Chairs must submit a budget to the Treasurer which will be reviewed and approved by the School Business Manager and Principal. Once approved, Committee Chairs will provide a detailed financial report of the events activities including all revenue and expense items no later than 30 days after the event. Reports are to be delivered both on paper and electronically.*
2. Definitions.
  - 2.1. "Committee Chair" refers to the persons or person designated by the H.S.A. to be the organizer of an event, in charge of a particular H.S.A. function or appointed to oversee an activity. Committee Chairs are appointed through action by the Families in Service Coordinator and/or the Executive Board.
3. Event Expense. All expenses should be **pre-approved**. No reimbursement will be given without prior documented approval. Please work with treasurer to ensure your budget is accurate--Any changes must also be approved. This budget is your authorization to be reimbursed.
  - 3.1. Expense Reimbursement.
    - 3.1.1. Every effort should be made to have St. Mary's directly billed for any and all event expenses.
    - 3.1.2. The person being reimbursed must be the person who made the purchases.
    - 3.1.3. All reimbursements require an original receipt. There can be no reimbursement of costs without the actual receipt or invoice. The receipt must be dated, itemized and show a zero balance with method of payment noted.
    - 3.1.4. All persons seeking reimbursement should make a copy of the reimbursement packet for personal records before submittal.
    - 3.1.5. Any receipt for items to be shipped or services to be rendered must be accompanied by a packing slip or a signed and dated receipt for services.

- 3.1.6. Personal purchases may not be mixed with school purchases on the same receipt. If purchasing items for personal use and items for reimbursement, please ask the cashier to ring up separate receipts.
- 3.1.7. The Committee Chair is responsible for collecting and submitting all receipts and completed reimbursement forms to the HSA Treasurer within 2 weeks of the event.
- 3.1.8. Volunteers must turn in completed "Expense Reimbursement" forms and the receipts to their respective committee treasurer.
- 3.1.9. The Committee Chair must sign the form before funds will be disbursed; if no treasurer exists the HSA treasurer will sign.
- 3.1.10. Blank "HSA Expense Reimbursement Request" forms are available on the HSA web page on Edline.
- 3.1.11. As the school year draws to a close, all requests for reimbursements must be in the hands of the Treasurer by June 1st to allow adequate time for processing. The only exceptions are end-of-year parties and other June events, which are due by the last day of school.
- 3.1.12. An expense report must be filled out and have original receipts. If purchased online, please be sure you submit the receipt, not the order (receipt shows the method of payment and a \$0.00 balance due) Please submit expenses as soon as you can (policy states 30 days)

### 3.2. Check Requests.

- 3.2.1. Prepayment, such as deposits or payment before shipping, will require an "HSA Expense Reimbursement Request" form complete with approval signature of the appropriate officer.
- 3.2.2. In the event of prepayment for shipping a packing slip or a signed and dated receipt for services must be submitted as soon as the item arrives.
- 3.2.3. If it happens that "starter cash" is needed for making change at an event an "HSA Expense Reimbursement Request" form detailed with the necessary denominations and complete with approval signature of the appropriate office will be needed. When the check is processed the payee on the check must come to the parish office to sign a "Cash for Making Change" form. "Starter cash" must always be kept in a secure location at the school, not at an individual's home.
- 3.2.4. Personal Funds may not be used for "starter cash."
- 3.2.5. Please note that checks are processed on average once per week. Please allow 2-4 weeks for checks to be processed – 1 week to obtain proper signatures and 1 week for check to be cut.

4. Event Revenue. *All committees involved in fund-raising or events handling money should designate volunteers to manage the monies and must follow these procedures. Note that for most events or fundraisers where money is sent in advance or through the classrooms, cash payments should be discouraged as we have no way to safeguard cash moving through the school or in the office. Tamper proof bags are available in the business office at St. Mary's School.*

*Diocesan Protocol for Parish Fiscal Administration, released by Bishop Loverde on December 4, 2013 states: Cash and check receipts from sources other than offertory collections (religious education fees, fundraising events, youth ministry, etc.) should also be in **the possession of at least two unrelated persons at the time of collection, counting, and deposit.***

#### 4.1. Cash/Checks.

- 4.1.1. All cash/checks must be in the possession of two unrelated individuals at all times.
- 4.1.2. All cash/checks must be submitted using the cash/checks receipt voucher form.
- 4.1.3. All cash/checks must be placed intact in tamper proof bags at the end of the event and deposited with St. Mary's School. Tamper proof bags are available in the Business Office of the school. Cash/checks may never be taken home. All money collected should be given to the school Business Manager on the day of receipt.
- 4.1.4. Under no circumstances may cash/checks received at an event be used to pay for event-related expenses. Cash disbursements are strictly prohibited per the diocese.
- 4.1.5. All cash/checks boxes must fill out and submit cash/checks box voucher form and provide to the business office.
- 4.1.6. Two volunteers must count cash/checks and coin and checks then prepare the deposit in the office of the school Business Manager.
- 4.1.7. Large Cash collections should be closely coordinated with the school Business Manager and the Treasurer.

#### 4.2. Credit Cards.

- 4.2.1. Committee Chair or their designees should request ability to accept credit/debit as a form of payment in order to reduce the amount of cash handled by event volunteers.
- 4.2.2. Requests for authority to access the credit card processing site must be made through the School Business Manager.
- 4.2.3. The School Business Manager will assign an access code and password that will be effective until 30 days after the event. The access code and password assigned will provide read-only access to pull reports. Other access can be granted for limited situations.

- 4.2.4. The person receiving the password will be required to go to the Parish Office and sign an “Acknowledgement of Receipt of Confidential Information” form.
  - 4.2.5. A bi-weekly report of credit card receipts must be submitted to the school Business Manager in order to reconcile to the bank deposits.
  - 4.2.6. Committee Chairs must submit to the school business office a detailed list of all credit card processing items for the event. This will be used as part of the event financial report.
5. Taxes and Charitable Contributions: *There are recordkeeping and substantiation rules imposed on donors of charitable contributions and disclosure rules imposed on charities that receive certain quid pro quo contributions.*
- 5.1. H.S.A is required to provide a written disclosure to a contributor who receives goods or services in exchange for a single payment in excess of \$75.
  - 5.2. Contributors must be given written disclosure concerning the deductibility of amounts paid to an organization when part of the contribution is deductible and the remainder is not. You must state that only the amounts paid to the organization over and above the cost of the event (for events costing the individual \$75 or more) are deductible to the individual.
  - 5.3. Committee Chairs are required to use the H.S.A Tax letter located on H.S.A. website.
  - 5.4. Disclosure letters are to be sent within 60 days of the end of the event.
  - 5.5. Enter data into the Event Donor Database within 7 days of the event.
6. Reporting.
- 6.1. Committee Chairs are required to provide an event briefing describing activity and associated budget at the HSA meeting immediately prior to the event. In the event that an the H.S.A. meeting immediately prior to the event is cancelled or will not occur, a report will be made directly made to the Executive Board not later than one week prior to the date of the event.
  - 6.2. Committee Chairs are required to provide a final Income/Expense statement to the school Business Manager no later than two weeks after the event so that receipts and expense can be reconciled.
  - 6.3. Committee Chairs are required to present a final accounting of the event to the board in person no more than 30 days after the event or at the next H.S.A. meeting, whichever is soonest. (For example, a registration spreadsheet with amount paid by person).
7. Contracts.
- 7.1. Neither the H.S.A., its Committee Chairs nor other representatives have the authority to enter into contracts.

- 7.2. Contracts are valid only when signed by the pastor or school principal and with the approval of the H.S.A. President, Vice President or Treasurer.
- 7.3. All contracts must be written. Verbal contracts are invalid.
- 7.4. Any other person signing a contract can be held personally liable for the full amount.
- 7.5. For significant purchases (those exceeding \$1,000), at least three price quotes/bids should be obtained to help ensure that the school is receiving the best value.
- 7.6. Any potential contracts with persons or companies related to an H.S.A. officer or committee chair must receive special review to ensure that no conflict of interest exists. After exercising due diligence, the HSA officers shall determine whether the school could obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- 7.7. Independent contractors/Vendors must supply a street address and social security number or EIN for IRS purposes; use Form W-9, available at [www.irs.gov](http://www.irs.gov). Please note: the School Business Manager will send out a request for a completed Form W-9 from all new vendors, unless the vendor is clearly a corporation, and require receipt before initial payment will be made.
- 7.8. Certain events where Independent contractors/Vendors are engaging in activities on the property of the Basilica School of St. Mary require proof of liability insurance and/or other insurance, permits or licenses. Depending on their event, Committee Chairs should proactively ask for these proof of possession of items in advance of submitting contracts for approval.

**Please keep in mind:**

- The Basilica School of St. Mary is tax exempt organization.
- The Basilica School of St. Mary has business accounts setup which allows no tax, free delivery and additional discounts. A few accounts to keep in mind:
  - Costco
  - Office Supplies
  - Grocery
  - T-Shirt vendor (BSSM Parent Beth Kiesner 202-491-3000)

Please work with the H.S.A. Treasurer to identify any items which can be purchased through the school accounts to save money.