



Financial Procedures

Vernfield Home and School 2020-2021

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 yfhomeschool@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 yfhomeschool@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 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**, which can be found in the Home and School form box in the office mailroom.
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 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.