

KINGSLEY -- ACCOUNTING REQUEST FORM GUIDELINES

CASH RECEIPTS & PAYMENT/REIMBURSEMENT REQUESTS

Please review the following procedures for handling cash receipts (deposits) and payment/reimbursement requests.

Cash Receipts – **No cash shall leave the school premises.** Reconciliation of revenue by a committee needs to be handled at the school. Monies shall be placed in the school safe (see Becky).

An accounting request form needs to accompany all cash receipts. Please fill out the form completely and don't forget to fill in the detailed listing of cash amounts on the back.

All checks must be endorsed ASAP. The H&S endorsement stamp (for deposit to First United Bank) can be found in the H&S area (2nd drawer on left). This is a very important safeguard to ensure that checks made out to Home and School are restrictively endorsed for our use only. There is only 1 stamp at school, please do not lose it. **Please run 2 tapes showing the total of all your checks & cash.** This helps double check your calculations and is helpful to the treasurer during review.

Payment/Reimbursement Request – When requesting a payment to a vendor or reimbursement for an expense an accounting request form needs to be submitted to the H&S treasurer along with an invoice(s) and/or receipt(s). The form needs to be filled out. **The treasurer cannot accept any receipts unless they are accompanied by this form!**

ROOM PARENTS: Please include the grade, teacher and party in your request. **Don't forget:** 1) Each party is allocated \$1.00 for each child in the class. 2) Party monies CANNOT be used towards a gift for the teacher (you can however purchase books or games for the class). 3) Money budgeted for a particular party CANNOT be saved and used for another party later in the year. 4) All payment requests for parties must be turned in by the following dates:

- *Fall Fest – by Nov. 28th Winter Party – by Jan. 23^d Valentine Party – by March 20th*

Treasurer's Report – A monthly Treasurer's report will be part of the H&S Board report. Please review this report to make sure there are no errors or omissions in your committee's fund. If you have any questions, please contact the H&S Treasurer or President.

Donated Items – If you are in charge of a fundraiser that uses donated items (e.g. carnival), you must keep a detailed list of the items and their fair market value. We must report this information to the Internal Revenue Service at the end of our fiscal year. Also a DONOR AGREEMENT form needs to be completed by the donor (copy available in the H&S mailbox area). If you have any questions about this or about any aspect of your fundraiser, please contact the H&S Treasurer. It's easier if we keep track of things as we do them rather than trying to reconstruct events at the end of the year.

Finally, if you have any questions or need help with anything throughout the year, please do not hesitate to contact Sue Riedinger, H&S Treasurer at 305-8859 or sriedinger@wowway.com.