



### W.H. Morden Home & School Financial Procedures & Forms

#### 1. Fundraising Events:

All fundraising events will have a single point of cash sale and at least 2 volunteers (preferably the event Captain + a volunteer) handling the cash intake. Event stations will not sell goods for cash – tickets must be used as cash at all stations.

*For multi-hour school event (BBQ, Fun Fair), the following process must be followed:*

- Funds collected at the cash station must be collected in cash boxes.
- At regular intervals throughout the event, the cash box must be emptied and sealed into a deposit bag (available in Treasurer's mailbox).
- The 2 volunteers must sign over the seal and write: date, event, time and bag number on the bag. The bag must then be placed in the school safe.
- At the end of the event, the Captain must write on deposit bags the number of bags collected (ie. 1 of 7).
- The number of deposit bags collected must be emailed to Treasurer and President for reconciliation at time of deposit.
- Sales for each event station should be tracked to understand success by station.

Cash deposits/boxes should always:

- Be attended throughout a multi-hour event.
- Remain at the school after the event, in the school safe, until the Treasurer picks funds up for deposit.

*For multi-day school events (pizza, milk), the following process must be followed:*

- As funds come into the office from classrooms, the school administration must secure funds daily in the school safe until the event deadline occurs.
- Captain may pick up funds from safe periodically or wait until the order deadline date.
- Funds must not be left in H&SA mailboxes.

Cash Float Box:

- If required, cash stations at events can utilize the cash float box. A \$300 cash float (bills, coins) for events is kept in the school safe in the office.
- Captains can access the float in the safe through office/school administrator as follows:
- Captains sign the float out using the **CASH FLOAT LOG FORM** inside the float bag. Sign to confirm float = \$300.
- Captains sign the float back in (same denominations) using the CASH FLOAT LOG FORM. Sign to confirm float = \$300.
- Return cash float to school safe through office/staff administrator.

At the completion of an event, the Captain is accountable for providing an event summary at the H&SA meeting following the event. The summary will provide a financial overview (sales, expenses, profit) plus ideas about what worked well, and what we could do better from the organizers, volunteers, students, teachers, families and community. This information is critical as it informs future decisions on fundraising events.



### **2. Counting funds for deposit:**

The **DEPOSIT FORM** is used to summarize funds raised during an event. It must be completed prior to giving funds to the Treasurer for deposit. There is a separate form for cash and cheque deposits.

- At least 2 people must count funds together.
- If there is a significant amount of coin, counting and rolling of coin is optional. Treasurer will utilize automated coin counting machines at TD Bank to count coin and/or deposit unrolled coin. If you do not count the coin please note this in the coin section that it is enclosed but not counted.
- Use form to document source of funds, date, counters, number of deposit bags (if applicable) and quantity of funds.
- Once count is confirmed:
  - Put coins/bills/cheques in a deposit bag.
  - Enclose DEPOSIT FORM in deposit bag and seal bag. Write coin/bill/cheque totals and counters names on deposit bag. Return bag to safe.
- Email the Treasurer with the amount collected.

### **3. Disbursements of funds:**

All disbursements will be made via cheque with proper supporting documentation as detailed below.

The **CHEQUE REQUISITION FORM** is submitted when a cheque is required for payment of items, in advance of a transaction or when a volunteer requires reimbursement for out-of-pocket expenses.

All expenses to be reimbursed must be approved by the President prior to submission to the Treasurer.

The following information is required:

- Payee information (name, address if mailing required) and supporting documentation (copy of contract, invoice, receipt).
- Date, requester's name and expense category/event, as aligned to the budget. Reimbursement of expenses related to fundraising events will not have a budget category.
- A brief explanation of incurred expenses and total reimbursement being requested.
- Place the cheque request form and documentation into Treasurer's mailbox in school office
- Email the Treasurer that the request is pending.
- Treasurer will mail cheque where applicable or put back into Treasurers' mailbox and email volunteer. Please allow 7 days for processing.

Cheque completion:

- All cheques require 2 authorized signatures – Treasurer and either President or authorized Executive Committee Member.
- Cheques will not be made out to cash.
- Treasurer will not provide a blank signed cheque for any event. Cheques must be complete with date, payee, amount, invoice #, budget category and two authorized signatures.
- Only W.H. Morden H&SA pre-numbered cheques will be used. Any cheques that are VOID must be maintained as part of the cheque record.