

TENNYSON PAC MONEY HANDLING/CHEQUE ISSUANCE PROCEDURES

Deposit Procedures

1. Group cheques together by event (including fundraisers and/or programs); whenever you have 4 or more cheques for a single event – dedicate that deposit to that event. You may have to do more deposits, but it makes the QuickBooks (“QB”) entry much easier if you do not have to separate out the deposits.
2. Note the name of the person who wrote the cheques in the deposit book.
3. Cash from an event may be deposited with cheques from the same event but should not be deposited with cheques from another event (for the same reason as above).
4. All deposits must have an event notation on the deposit slip.

Cheque Writing Procedures

1. An expense reimbursement form or cheque request form must be received with the appropriate receipts or invoices attached. No receipt or invoice means no cheque!!
2. Cheque stubs need to be filled out completely including, date, event, and person to whom they are made out.
3. Record the cheque number on the expense reimbursement/cheque request form.
4. With a date stamp or other notation, record when the expense is entered into QB.
5. Leave all cheque stubs for a fiscal year in the cheque book.
6. All expense reimbursement and/or cheque request form must be submitted within 30 days of an event, with only pre-approved exceptions.
7. Expense reimbursement and cheque request forms should be filed by event once they have been entered into QB.
8. Cheques over \$500 need a co-signature from the Chair, Co-Chair or Vice-Chair as the case may be, or some sort of pre-approval.

Cheque Signing Procedures

1. All cheques require 2 signatures.
2. Once the cheque is prepared, leave it in the Treasurer box for the 2nd signature and advise other signing officers it is there awaiting 2nd signature.
3. Attach the cheque request form and receipts to the cheque for review by the 2nd signature.
4. Once signed, follow any instructions on the request for regarding pickup.

Handling Cash – when cash is received or float is provided

1. A request for a float should be made at least 2 weeks in advance of when it is needed.
2. Complete a count of the money and initial the chit that will be provided confirming cash/float amounts.
3. We require a **two-person count** of all cash floats and proceeds, with initials confirming float and cash proceed amounts.

4. **No reimbursement from proceeds. This is very important!** Taking even small amounts of cash from proceeds skews the real proceeds and costs associated with an event. As well, there should be no reason for any parent to remove monies from a cash box.
5. Once counted, cash should be batched with elastics by denomination, change rolled and then sealed with tape in an envelope provided by your treasurer and initialed. This protects everyone who handles proceeds and helps to ensure that money is not lost.

Noon Hour Program Cheque Requests

1. Treasurers should confirm with the Noon Hour Coordinator the agreed upon invoice submission and payment procedures set out in the relevant Letter of Agreement.
2. In particular, timely receipt of invoices pursuant to the terms of the Letter of Agreement will facilitate the timely payment of invoices/issuance of cheques to Noon Hour Instructors.
3. Duly prepared cheques should be placed in the “Cheques Ready for Pick-up” drawer in the photocopy room.

Event Budgets and Related Expense Reimbursement/Cheque Requests

1. Major events (e.g., annual Howl, Spring Fling) should prepare a budget, approved by PAC, and provide to the Treasurer prior to the submission of requests for expense reimbursement or invoice payment with respect to the event. This provides the Treasurer with a check mechanism that expense reimbursements and cheque requests are appropriate.
2. As with all other expense reimbursement or cheque requests, relevant receipts and/or invoices must be attached to the request form. Submitted forms should be initialed by the particular event’s lead coordinator/champion.
3. All expense reimbursement and/or cheque request forms must be submitted within 30 days of an event, with only pre-approved exceptions.
4. Duly prepared cheques should be placed in the “Cheques Ready for Pick-up” drawer in the photocopy room.