

BROOKDALE HSA

Financial Policies and Procedures

FINANCIAL STRUCTURE

The Brookdale HSA has two Treasurers to ensure proper checks and balances in the handling of funds.

- The **Collecting Treasurer** is responsible for collection of HSA funds. The Collecting Treasurer is also responsible for depositing cash and checks that are collected into the HSA bank account.
- The **Disbursing Treasurer** is responsible for writing all checks for payment of invoices and reimbursement of expenses. The Disbursing Treasurer is also responsible for keeping the HSA ledger.

It is HSA policy that we do not compensate volunteers for their time, regardless of the specific task being performed. We also do not reimburse for incidental expenses, such as babysitting or gas.

CASHLESS POLICY

To the extent possible, the HSA does not accept cash. Exceptions to this would be any events where the HSA is collecting money on-site, e.g. Holiday Gift Shop, Book Fair, Fun Fair, Tricky Tray, etc. Chairpersons and class parents should NOT ask parents to send in cash with their children and should not collect money outside of an actual event. For certain events, we may offer a credit card or online payment option otherwise payment should be made by check or money order. When feasible, checks will be deposited within two weeks of receipt. For events where tickets are sold in advance, e.g. Trunk or Treat or Movie Night, checks will be deposited within two weeks of the event date.

BUDGET AND EXPENSE REIMBURSEMENT

Budget

- HSA events have a budget that has been calculated based on previous years' expenses. The event budget is the maximum dollar amount allocated for your event. Any costs that may exceed the budgeted amount by more than \$100 must first be submitted to the HSA Board for approval. Failure to do so may result in non-reimbursement of those excess costs.
- Class Parties have a budget that consists solely of the class party dues collected from each family. The money disbursed to class parents by the Disbursing Treasurer is the maximum budget. The HSA does not supplement class party budgets. For any questions or concerns regarding class budgets, please contact the Class Parent Liaison.

Tax Exempt Status

The Brookdale HSA has a tax-exempt number which should be used for Home & School purchases. A tax-exempt form is in your event folder. Some of the vendors we work with already have it, others you will need to provide it. Please use this number for all purchases to avoid paying for state sales tax. Any sales tax paid will not be reimbursed.

Payment of Expenses

There are two ways to pay for expenses related to your event:

- You can pay for the goods/services out of pocket and be reimbursed after your event. You must submit a Reimbursement Request Form along with your expense receipts to the Treasurers. See Reimbursement section below.
- For larger event operating expenses, you can opt to determine the costs of the goods/services in advance and send a written request for a check to the Treasurers. You will need to provide documentation confirming the total cost you are requesting (ex. sales invoice, receipt, vendor quote).

Receipts

Save all of your receipts! You will need to submit them with your Reimbursement Request Form. Keep the original receipts for your own records and place copies in the event folder for HSA record keeping purposes.

Reimbursement

In order to be reimbursed, email your receipts and a completed Reimbursement Request Form to the Treasurers. You may submit more than one Reimbursement Request Form for an event, but please consolidate requests whenever possible. Please **close** your event's finances as soon as possible. All event Reimbursement Requests must be submitted within 30 days of the event. Any requests submitted more than 30 days following the event may be denied.

DO NOT reimburse yourself out of the cash collected! All expenses should be properly documented to reflect the true costs of the event. Most importantly, as a matter of financial control and transparency, all reimbursements must follow the Financial Policies and Procedures as stated above.

Note: Reimbursement Request Forms are for a single event. Chairpersons of multiple events must submit a separate form with corresponding receipts for each event they have chaired.

Your check will be sent to you at home unless you make other arrangements. We will make every effort to have a check issued to you within two weeks of receipt of the reimbursement request form.

PROCEDURE FOR SECURE HANDLING OF CASH

Start-up Cash for your Event

Contact the Treasurers - ideally, at least two weeks before your event to arrange for the amount of start-up cash needed for your event. A cash box for on-site sales can be obtained from the Collecting Treasurer.

Where's the Money?

Be mindful of where the cash box is at all times.

Collecting the Money

There should be no more than two people collecting the money at all times. To the extent possible, they should be the Collecting Treasurer along with either an HSA Board member or an event chairperson.

Counting the Money

A blank count sheet is in your event folder. Please use this form to tally all cash collected and return it to the Collecting Treasurer with the cash box.

All money collected at an event should be counted at the same time by two people, who will then initial the amount collected on the count sheet. Ideally, the event chair should count the money together with the Collecting Treasurer or an HSA Board Member. This is a safeguard for all of us.