



BVE Home & School Association

Financial Procedures & Forms

Expense Reimbursement Procedure

The BVE HSA recognizes that volunteers will incur out-of-pocket expenses on behalf of the HSA. It is BVE HSA's policy to reimburse reasonable and necessary expenses incurred by volunteers in a timely manner. When incurring expenses, BVE HSA volunteers should note the following:

- Every spending area has a budget. Expenses must be within the HSA's budget or the total collected classroom funds. Any overages that were not approved by the BVE HSA Executive Committee in advance of the expenditure will not be reimbursed.
- If you do not know your budget, please check with the HSA Treasurer or Committee Chairs before spending any funds.
- Exercise discretion and good judgment. Remember that you are spending donated money.
- Reimbursement requests MUST be received within 45 DAYS of the expenses being incurred.
- ALL JUNE expenses MUST be received by the LAST DAY OF SCHOOL of the current school year. Untimely submission will delay closing the accounting records for the HSA fiscal year end of June 30. Requests after that date may be denied.

The Treasurer coordinates all payments to vendors and volunteer expense reimbursements.

Contracts/Agreements

All Contracts / Agreements 'binding' the Bridge Valley Elementary School HSA **require** the BVE Principal or Assistant Principal's approval and signature.

Internet/Shipped Purchases

Per CBSD's, *Home and School Association Guide*, "All deliveries of supplies, equipment and fundraising sale items should be made to the local education agency and not to personal residences of faculty advisors, students, parents or Home and School Association Fund custodians."

- Purchases for BVE HSA events/activities must be delivered to the BVE school office at the address: 2280 Sugar Bottom Rd., Furlong, PA 18925

Check Requests

Complete the BVE HSA Check Request Approval Form. The form is on the HSA website and in the HSA mailbox in the BVE school office.

- Original receipts, invoices and/or contracts must accompany the form.
 - Email receipts must be a complete copy of the email with the email header that shows the date/time stamp. No partial emails are accepted.
 - Attach or tape receipts/invoices/contracts to the back of the form or to a separate 8 1/2 x 11 blank piece of paper. Checks **will not** be issued without receipts/invoices/contracts.
- Signature of HSA Executive Committee Member is required for requests that exceed \$200.
- Place your request in the Treasurer's mailbox or submit it to the administration assistants in the BVE school office.
- Retain a copy of all documents. BVE and HSA are not responsible for loss in between changing of hands.
- Sales Tax - The HSA **will not** reimburse sales tax per PA Tax Code Section 32.21 - Purchases by nonbusiness institutions. BVE should not be charged sales tax for purchases. Present the PA Exemption Certificate to the store/vendor at the point of sale. Copies of this certificate are available at the BVE school office.

Payment of Funds, Processing and Delivery

The HSA Treasurer will submit all completed check requests to the BVE Principal/Vice Principal for approval. The submission process can take up to 2 weeks unless circumstances require deviation. If a vendor invoice has a payment due date, please contact the HSA Treasurer to advise prior to your submission so we can ensure timely payment.

- Payment for HSA events/activities will come directly from the HSA bank account via check.
- Cash should never be used for payment under any circumstance.
- Checks require the signature of two individuals:
 - Principal or Vice Principal
 - Current Treasurer
- Delivery of checks will be in accordance with that specified on the BVE HSA Check Request Approval Form (mail, school office, other or via a student).

Deposit Procedure

The Vice President/Assistant Treasurer coordinates all money being deposited into the BVE HSA bank account.

Money Handling

- All money must be counted on BVE property and not be taken off property.
- Two people must be present to count money.
 - The Treasurer and Assistant Treasurer are prohibited from counting money together. Either may count with a second person-just not together.
 - The second counter must be a BVE family member.
 - The Assistant Treasurer may handle money alone only if the money has already been counted and two signatures are present documenting the total money enclosed. The money would then only need to be prepared for deposit at bank.
 - Once money is counted and ready for deposit, it must go directly to the bank from BVE, or placed back into BVE safe until a time in which the deposit can go directly to bank.

Preparing Money for Deposit

- Deposit Record Form
 - A Form must be filled out for each event/collection. (Book Fair utilizes specific Book Fair Balance and Deposit Sheet)
 - The Form must include 2 signatures, date, event name, and money total.
 - Checks
 - All checks must be listed individually on the form (exceptions: Book Fair and Holiday Boutique).
 - All checks must be stamped with 'BVE Deposit only'.
 - All checks must be signed, payable to 'BVE HSA', and with the correct amount.
 - Staples are to be removed from checks.
 - Cash
 - All cash must be counted and documented on the form.
- Deposit Slip for Bank (provided by bank) filled out with the following information:
 - Date
 - BVE HSA
 - Event Name
 - Check total - Checks must be listed individually or a adding machine tape is acceptable for multiple checks.
 - Cash Total
 - Total amount of money for deposit

Book Fair and Holiday Boutique Money Handling Procedure

- Mid Day Picks ups
 - Mid-day pick-ups are required most days - Assistant Treasurer and Book Fair/Holiday Boutique Coordinator will schedule needed pick-ups.
 - Mid-day pick-ups may be performed by any BVE Family Member.
 - Excess Cash must be taken out of the register and counted by two BVE Family Members.
 - Cash amount must be documented on a carbon copy receipt, signed by both BVE Family Members, and placed into the register.
 - Cash amount must be documented on Deposit Record and signed by both BVE Family Members
 - Cash and the Deposit Record are to be taken directly to office in a sealed envelope.
- Cash Register Close Outs
 - Cash register close outs are to be done at the end of each day.
 - Money (cash and checks) is to be taken directly to office in sealed envelope.
 - Holiday Boutique
 - Two BVE Family Members are to count the amount of money in each register at time of close out.
 - The start up amount is to be left in the register for the next day (If it is the last day of event then all money is to be removed for deposit.).
 - Cash amount and check amount are to be documented on the Deposit Record Form (Checks do not need to be listed separately and the total amount is acceptable.).
 - Both BVE Family Members are to sign the Deposit Record.
 - Book Fair
 - Two BVE Family Members are to count the amount of money in each register at time of close out.
 - The start up amount is to be left in the register for the next day (If it is the last day of event then all money is to be removed for deposit.).
 - The Book Fair Balance and Deposit Sheet is to be utilized to reconcile the money collected against sales receipts (Checks do not need to be listed separately and the total amount is acceptable.).
 - Both BVE Family Members are to sign the Book Fair Balance and Deposit Sheet.

Start Up Funds for Events

- Events such as Fall Fest, Book Fair, Holiday Boutique, etc., will need start up funds for cash boxes/change.
- The Assistant Treasurer and the Committee Head need to coordinate the needed cash/breakdown and timelines.
- A Check Request Approval Form must be submitted for the required cash.
- Cash will be allocated for each cash box/register and a Cash Drawer Balance Sheet will be filled out for each.

Discrepancies

- Any time a discrepancy is found with money that has already been double counted and has two BVE family member signatures attached, the money should be put aside for a time when the Assistant Treasurer has a second person to recount the money.
- The discrepancy should be communicated to the appropriate Committee Head or Class Coordinator.

Forms

These forms are available on the Home and School webpage and in the BVE School Office.

BVE HSA Check Request Approval Form

BVE HSA Deposit Record

BVE HSA Cash Drawer Balance Sheet

BVE HSA Book Fair Balance and Deposit Sheet

BVE HSA Carbon Copy Receipt book (located in BVE safe)

BVE HSA Bank Deposit Slip (Bank provides slip)

Questions?

Contact:

HSA Treasurer, Danielle Preston

HSA Assistant Treasurer, Lisa Wurster

Email: hsabve.treasurer@gmail.com