

Doyle Home and School Association Financial Policies & Procedures

Forms Required:

Change Request Form – required when requesting a cash drawer for an event

Deposit Form – required when submitted funds to be deposited by the Treasurer into the bank

Request for Reimbursement Form – required when requesting reimbursement for funds spent on behalf of the DHSA.

Form location: [Doyle Home and School Financial Forms](#)

Expense Reimbursement Procedure

The Doyle Home and School Association (“DHSA”) recognizes committee members and volunteers will incur out of pocket expenses on behalf of the DHSA. Requests for reimbursement will be reimbursed in a timely manner once all necessary documentation and approvals have been received as described below:

- Expenses should be reasonable and necessary and supported by receipts showing proof of purchase.
- Every event where expenses may be incurred should have a budget created. Expenses requested for reimbursement must be within the budget or the total collected funds. Any amounts requested over the funds budgeted or collected which are not approved by the DHSA in advance of the expenditure will not be reimbursed.
- Budgets should be reviewed with the Committee Chair and approved by the DHSA Board before spending any funds.
- Exercise discretion and good judgement when spending funds on behalf of the DHSA. The money being spent is donated money.
- Tips to vendors should be reasonable and customary. Tips given for services rendered over \$75 should be paid via check where possible or a receipt received to receive reimbursement.
- Receipts for expenses along with a DHSA Reimbursement Form are preferably submitted electronically to doylehsa@gmail.com. Forms and Receipts may also be received at the school office. Please email doylehsa@gmail.com to confirm submission of the reimbursement to the office along with a summary of the request (Event and Total Requested).
- Receipts must be submitted within 30 days of incurring the expense.
- All June expenses must be received by the last day of the school of the current school year. Untimely submission will delay closing the accounting records for the DHSA fiscal year end of June 30. Requests after that date may be denied.
- Reimbursements will be reviewed by the Treasurer and submitted to the DHSA Co-Presidents for approval. Only one approval necessary. Co-Presidents should not approve their own expenses and must submit for approval by the second Co-President.
- Checks will be delivered to the office to be sent home via the requestor’s child unless otherwise coordinated with the Treasurer.

Requesting Cash for an Event

When an event requires funds to be provided for a cash drawer, the Committee Chair should submit a "Change Request Form" outlining how much cash is required and in what denominations. Upon transfer of the funds from the Treasurer to the Committee Chair, funds should be counted. Each party should sign the "Change Request Form" documenting the exchange of funds and amount.

Upon completion of the event, the funds should be counted by two people, documented on a "Deposit Form" and signed by both parties. If one of the parties is not the Treasurer, The Treasurer should also count and sign the form upon receipt of the funds, confirming the amount transferred to them prior to deposit.

Two people must always be present to count money when funds transfer custody and/or events are concluded.

The Treasurer and Assistant Treasurer are prohibited from counting money together. A Treasurer may count along with another Doyle family member and sign the documents together.

A Treasurer may handle money alone only after counted and two signatures have been presented documenting the total money enclosed.

All Forms should be provided to a member of the board or emailed to doylehsa@gmail.com for documentation purposes.

Deposit Procedure

Once funds have been received by a member of the DHSA Board for deposit, the Assistant Treasurer will deposit funds in to the DHSA Bank. A deposit form with two signatures should be included with the deposit and saved to the DHSA Google Doc drive. Each deposit should be documented in the "Check and Deposit Tracking" document along with the forms.

Invoice Approval Procedure

Invoices submitted for payment by the DHSA should be reviewed and approved by the Treasurer and a Co-President prior to payment. Approval can be received via email.

Check Writing Procedure

Checks written by a Treasurer should be documented in the "Checks and Deposit Tracking" excel document.

Dollars for Doyle

Amounts received by a Treasurer for Deposit related to the Dollars for Doyle program should be documented and submitted to the Vice President responsible for the program. Information required is as follows:

- Check Number
- Check Date
- Amount
- Donor Address