

RFA Money Handling Guidelines

It is the RFA's responsibility to keep an accurate and detailed record of receipts and expenditures for all fundraisers, committees, and events throughout the school year. Expenditures outside the scope of the approved budget need to be submitted for individual approval of the board, up to \$400. Over \$400 require a two-thirds vote of the membership present at the next meeting. The board is held accountable for all monies paid out and deposited in and will make a full report available at each RFA meeting and on the RFA webpage.

In order for the Rockland Family Association to be in compliance with our Money Handling guidelines, we are asking all the committee chairs to follow the instructions below in regards to budget, reimbursements and money handling. Forms can be found on the RFA webpage.

Guidelines & Money Handling

As committee chair it is your responsibility:

- A. Stay within your approved budget: Keep track of your spending. Going over your budget needs prior approval. Reimbursements cannot be given otherwise.
- B. Keep your receipts: Make a copy of your receipts to keep for your records. Turn in either a copy or originals with RFA Payment Request Form to get reimbursed. Receipts must be turned in to be reimbursed. Turning in your receipts in a timely manner is important to keep the budget balanced. The books are closed 2 weeks after school ends. Receipts must be turned in by then in order to receive reimbursement.
- C. Handling Cash: When turning in cash
 - a. Count the money
 - i. Submit the RFA Deposit Form (spreadsheet) with the amount you have for each dollar denomination/checks.
 - ii. Label the form with committee/event and date
 - iii. Enter a grand total
 - b. When we receive the money, we will recount and make sure totals are correct before depositing. If there is a discrepancy, you will be notified before a deposit is made.
 - c. If you are uncomfortable holding large sums of money overnight or through the weekend, contact us and we can make arrangements to lock it up at school.

How to save money

- Use the tax exempt form whenever possible (please email me and I will send you a copy of our tax exempt letter)
- Only buy what is necessary. Reuse and conserve if possible
- Don't buy something for the sake of spending money. If you have left over money in your account, it is not necessary to spend it all. At the end of the year it will be used to buy something that will be useful to the school and our students.

Reimbursements and Check Requests for Vendors

Fill out the RFA Payment Request form (found on the RFA webpage) and attach your receipts or vendor invoice. Place in the RFA mailbox in the school office. A check will be mailed directly from the bank to the address you provide on the check request form. Checks are typically received 5 - 7 business days from the date we ask the bank to issue. If you need a check sooner, or need to give a check to a vendor in person please email us to make special arrangements. Checks issued from the bank expire in 90 days - please be sure to cash your reimbursement checks.

How to get a cash box

Fill out the RFA Cash Box Request form and submit to us **one week in advance**. We will need to make arrangements to drop off and return the cash box. When you receive the cash box you will be required to count the money before your event and sign the Cash Box Request form to record that you've received the correct amount. When you return the cash box, you will do so with a completed the RFA Deposit Form, which lists the cash and checks collected.

Questions or Problems

If you have any questions regarding your budget, please do not hesitate to contact us via email at rfatreasurer@gmail.com.