

## **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 will not be approved. 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 and the spending of your committee.
- 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. Receipts must be turned in by the last day of school.
- 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.
- Only buy what is necessary. Reuse and conserve if possible
- Don't buy something for the sake of spending money. If you have leftover money in your account, it is not necessary to spend it all. At the end of the school year, leftover money that is not needed will rollover to the following year's starting balance.

### **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 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](mailto:rfatreasurer@gmail.com).