

# Adam Beck School Council

## Finance Process for Committee Leads

September 2018



<b>Page</b>	<b>Content</b>
3	Purpose
4	Finance roles and responsibilities
5	Budget overview
6	Sponsorships & donations
8	Money in process – overview
9	Money in process – cash and cheques
10	Money in process – online sales
12	Money out process - overview
13	Money out process - expenses + supplier invoices
14	Money out process – cash float
16	Appendix: Finance contact information & links
17	Appendix: Deposit form
18	Appendix: Cheque requisition form
19	Appendix: Frequently asked questions

The purpose of this document is to give an overview of the finance process for school council committee leads at Adam Beck.

For any questions, please contact the Treasurer or Co-Chairs (see appendix for contact information).

- The role of the **committee lead** is to manage the approved budget, including:
  - Staying within the approved budget
  - Meeting fundraising goals
  - Keeping council executives apprised of any changes
- The role of the **Treasurer** is to track all money in and money out for each committee, including:
  - Depositing money to the bank
  - Coordinating payments of expenses
  - Reporting financial updates to committee leads and council executive
- The role of **council executive** is to approve any changes to committee budgets.

- The budget for each committee is planned in the spring and final approval occurs in the fall. Complete information on how to make a budget request will be in the communications sent out at the beginning of the budget process (usually in March).
- The Treasurer will email the committee lead after the budget has been approved to confirm the final amounts.
- Committee leads are responsible to ensure their spending does not exceed what was approved.
  - If expenses are expected to be higher than budgeted, the committee lead must request a budget increase before going over.
  - To request an increase in budget: the committee lead must contact council co-chairs to request the motion to be added to the next council meeting agenda. Council executive must approve any changes to the budget.
- Substantial changes to an approved budget line must be approved by council executive in advance. The committee lead must contact council co-chairs to have the motion added to the next council meeting agenda. Council executive must approve the revised plan. Always consult with council co-chairs if you are unsure whether a change would be considered substantial.
- Expenses submitted after the end of the school year will not be reimbursed.
- The Treasurer will provide periodic updates to committee leads of expenses and income recorded. Committee leads may request a budget update at any time by emailing the Treasurer

- Committee leads may secure sponsors or donors for their fundraisers. For details on sponsorship plans, contact council co-chairs.
- Sponsorship and donation money is considered income for a committee, just like any other fundraising income. Securing a sponsorship or donation does not mean that the budget for that committee will increase.
  - If a committee lead wants to use sponsorship or donor money to spend beyond the approved budget, an increase in the budget must be requested.
  - To request an increase in budget: the committee lead must contact council co-chairs to request the motion to be added to the next council meeting agenda. Council executive must approve any changes to the budget.
- Sponsorship money must be received in full prior to any mention of the sponsor in advertising or communication.
  - Any deviation from this must be approved by the council co-chair prior to advertising.
- Receipts for sponsors or donors are available upon request to the Treasurer. Note that this will not be a charitable donation receipt, but a receipt to be used as paperwork for business expenses.

# MONEY IN

---



- All forms and envelopes are available in hard copy in the treasurer cubby. Forms are also available in soft copy on the council website or by emailing the Treasurer.
- The Treasurer will check the Treasurer cubby and deposit log on a weekly basis (usually on Friday).
- Cash boxes are stored in the Treasurer locker in the photocopy room of the office. They are accessible to any committee but must be returned in a timely manner. There is no sign out process.

## Cash

- Cash collected must not leave school property.
- The person who collects the cash (usually the committee lead) counts it with another person, completes the deposit envelope (see appendix for instructions) and both people sign the seal of the envelope.
- The person who collected the funds will complete the deposit record on the clipboard in the Treasurer cubby (see appendix for instructions) and give the sealed envelope to either the Office Administrator or Mr Yee to be locked in the safe.
- Offsite events follow the same process as above, but money is taken home by the committee lead and brought into the office on the first school day after the event.
- For some events, the Treasurer may be onsite and may be available to count the cash with Mr Yee or Ms Scenna. Arrangements for this assistance must be made in advance of the event.

## Cheques

- Cheques are to be made payable to Adam Beck School Council
- When submitting a cheque to be deposited, complete cheque portion of the deposit envelope (see appendix for instructions). Use an envelope if there are multiple cheques, otherwise stapling the cheques to the form is sufficient.
- Leave the deposit in the “completed forms for Treasurer” folder in the Treasurer cubby.

**If the deposit is a mix of cash and cheques, put everything together in an envelope and follow the cash process.**

- Council is currently subscribed to 2 options for online payments: Square and Munchalunch
  - **Square**
    - The Square unit is a physical unit which attaches to a mobile device and is accessed through the Square app (a data connection is required for use)
    - The Treasurer holds the Square unit. The committee lead must request the unit from the Treasurer and is responsible returning the unit within a reasonable amount of time. The replacement cost for the unit is \$10.
    - The Square login/password will be provided by Treasurer
    - Upon request, the Treasurer can provide training on how to use the device and app
    - When purchases are made through square, the money is deposited directly into the council bank account. There is a fee of 2.65% per transaction, which is deducted directly from the deposit.
  - **Munchalunch**
    - This is the online site used by the Pizza Lunch committee, but is also available for tickets sales by other committees.
    - Purchases are made online by parents and there is a transaction fee of 2.9% + 30 cents per transaction.
    - Email the Treasurer to have the fundraiser set up on Munchalunch.
- Any other online platform must be approved by the Treasurer prior to being used for council initiatives

# MONEY OUT

---



- All expenses will be reimbursed by cheque (e-transfers and cash payments are not available)
- Turn around time for expense payment is generally a week, but can be expedited if there is an urgent need (Treasurer must be advised of this need)
- Expenses should be submitted in a timely manner and must be submitted by June 15<sup>th</sup>.
- The cheque requisition form must be completed for any money out requests
  - The requisition form is available on the council website, hard copy in the office, or by emailing the Treasurer. See appendix for instructions to complete the form.
  - Requisition forms are left in the Treasurer cubby in the office. For requisitions where a soft copy invoice is available, both the form and invoice may be emailed to the Treasurer.
  - Requisition form must be fully completed for reimbursement
  - Securely attach supporting documents to the form (staple please!)

## Supplier invoices

- An invoice is required for any supplier payment – including deposits for future service.
- For supplier payment, complete the cheque requisition form and attach the supplier invoice.
- The requestor must note if they want the Treasurer to mail the cheque to the supplier or if the committee lead will get the cheque to the supplier.

## Expense reimbursement

- Committee leads are responsible for approving their committee expense submissions and for ensuring expenses are within the budget. There is no specific way for this to be done, but ultimately the lead is accountable for managing their budget.
- If receipts are missing, the expense will not be reimbursed;
- Original, itemized receipts are required
- The Treasurer will email the payee when the cheque is ready for pickup and will leave it in the Treasurer cubby for pickup.
- Cheques will not be sent home with students as the risk of misplacement is high
- If the payee cannot get to the school, the parent may make alternate arrangements with the Treasurer (i.e. pickup at the Treasurer's house)

- Cash floats are available for council events by making a request to the Treasurer.
- Floats must be requested by Friday of the week prior to the event. The cash will arrive on Tuesday and are held in the office safe.
- How to request a float: The committee lead must complete the cash float section of the cheque requisition form, indicating the denominations needed (see appendix for instructions).
- To pick up the float, please let the Office Administrator know you are coming (by email or telephone). The committee lead should pick up the funds as close to the event as possible. Don't forget to get a cash box!
- To return the float, include it in the cash deposit for the event – it does not need to be separated out.

# APPENDIX

---



Position	Name	Email
Treasurer	Julie Middleton	<a href="mailto:ABSchoolCouncilTreasurer@gmail.com">ABSchoolCouncilTreasurer@gmail.com</a>
Co-Chair	Karen McMullin Jeny Nussey	<a href="mailto:chairs@adambeckcouncil.ca">chairs@adambeckcouncil.ca</a>
Pizza Lunch	Tamara Hobbs	<a href="mailto:ABPizzaLunch@gmail.com">ABPizzaLunch@gmail.com</a>
Office Administrator		

All forms are available on the council website: [www.adambeckcouncil.ca](http://www.adambeckcouncil.ca)

- Cheque Requisition Form: <http://adambeckcouncil.ca/school-council/forms/>
- Deposit Form: <http://adambeckcouncil.ca/school-council/forms/>
- Budget: <http://adambeckcouncil.ca/school-council/budget/>
- Bylaws: <http://adambeckcouncil.ca/school-council/bylaws/>



# 2018-2019 Cheque Requisition Form



Check off the budget line the expense applies to



## ADAM BECK JR. PUBLIC SCHOOL – SCHOOL COUNCIL Cheque Requisition Form (2018/2019)

FOR TREASURER USE ONLY	
Cheque #	
Amount	5
Issue Date	
Quicken	

Please complete one (1) form per reimbursable party.

\*to be completed for ALL cheque requisitions

DATE SUBMITTED: \_\_\_\_\_

- A. BUDGET LINES**  
(check all that apply)
- Adopt-a-Family
  - Bereavement Fund
  - Classroom Resource Support
  - Community Outreach
  - Eco Club
  - Fundscrip
  - Grade 6 Grad
  - Grade 6 Legacy Project
  - Grade 6 Ottawa Excursion
  - Holiday Party
  - Integrated Arts Support
  - Innovation Fund
  - Kindergarten Special Projects
  - Kindergarten Butterfly Project
  - Lisa Do cherty Spirit Award
  - Mayfair
  - Miscellaneous
  - Monster Bash
  - Movie Night
  - Night on the Beach
  - Physical Education
  - Pizza Lunch
  - Read-a-thon
  - Rendevous Café
  - School Garden
  - School Council Partner School
  - Scientists in School
  - Social Fund
  - Spirit
  - Staff Appreciation
  - STEM
  - Technology
  - Visiting Artists
  - Other: specify \_\_\_\_\_

**B. CHEQUE PAYABLE TO**

invoicing company (as per attached invoice)

Adam Beck JR. Public School

other than above: (print name) Ella Bee

Who is the cheque being made payable to?

**C. Requestor Details**

Submitted by: Ella Bee

Email address: Ella.bee@gmail.com

Who is submitting the expense?

**D. CHEQUE REQUEST**

Invoices/receipts attached

1. Complete expense description box only if nature of purchased items is not clearly stated on attached invoices/receipts.

2. Provide break-down in expense description box if expenses relate to more than one budget line

Expense is approved by committee lead

-All expenses must be approved by the committee lead prior to submission to Treasurer

Total amount of all invoices/receipts: 149.95

Expense Description: Cost of planter and soil for front of school

**E. FLOAT REQUEST**  
(Cash requested for event)

Submitted by: Ella Bee

Email address: Ella.bee@gmail.com

Quantity	Denomination	Total
	\$5.00	
<u>10</u>	\$10.00	<u>50</u>
<u>5</u>	\$20.00	<u>50</u>
	\$1 (rolls of \$25)	
<u>2</u>	\$2 (rolls of \$50)	<u>50</u>
<u>2</u>	\$0.25 (rolls of \$10)	<u>100</u>
Total Float		<u>250</u>

Float request is approved by committee lead

- All float requests must be approved by the committee lead prior to submission to Treasurer

Pls do the math!

This form is completed whenever money needs to be spent from the council bank account

**Q: What do I do if I am going to go over my budget?**

**A:** You must request a budget increase well **before** going over your budget. To do this, contact the chair/co-chairs and ask them to add a motion to the agenda for the next council meeting. The executive must approve any changes to the budget.

**Q: If I get a sponsorship or donation, does my budget increase by that amount?**

**A:** No. Sponsorship money is considered part of your budget income, like any other fundraising income. If you want to add sponsorship or donor money to your income, **you must formally request a budget increase.** (See page 6 of this document to find out how.)

**Q: Do I have to report my expenses right away?**

**A:** Yes. Please submit your expenses in a timely manner. All expenses must be submitted by June 15 of the current school year.

**Q: As I committee lead, do my committee members need my approval if they want to be reimbursed for expenditures?**

**A:** Yes. As the lead, you must approve all expense submissions for your committee and ensure that all expenses are within your committee's budget.

**Q: Do I need to tell anyone if my budget changes significantly?**

**A:** Substantial changes to an approved budget line must be approved by council executive in advance. Council executive must approve the revised plan. (See page 5 of this document.) Always consult with council co-chairs if you are unsure whether a change would be considered substantial.

**Q: What if I lose my receipt?**

**A:** If the receipt is missing, the expense will not be reimbursed. It is very important to keep all of your receipts.