

Money Handling Procedures

Deposits (Money going into Bank)

1. Programs and/or Sub-committees are responsible for the bank deposit of their function/fundraiser.
2. Money must remain at the school at all times. Other than going directly from the school to the bank to deposit the funds, money shall never be in a person's possession nor leave the school.
3. Money held at the school must be locked in the school safe (see school Secretary).
4. Two people must collect and count monies, and sign off on documentation. No exceptions.
5. Programs and/or Sub-committees must fill out the FIMESPAF Revenue Deposit Spreadsheet (Attachment #1) to correspond and match the bank deposit book. Thus ensuring the correct Programs and/or Sub-committees are credited the money. **All cheque numbers and names must be listed on the form.** Forms and attachments are to be placed in the FIMESPAF folder in the school office (See Secretary).
6. Appropriate backup of documentation must be submitted with the FIMESPAF Revenue Deposit Spreadsheet. For example, series of raffle tickets sold, boxes of items sold, etc.
7. When depositing cheques for Programs or Sub-committees, the Deposit Spreadsheet along with the Revenue Deposit Form must be completed with the deposit. This tracks any cheques which may become NSF. **The fundraiser, Program or Sub-committee must be written on the back of each cheque collected prior to depositing in the bank.**
8. The FIMEPSAF Deposit book can be retrieved from the school Secretary. Bank deposits must be filled out, balanced to the spreadsheet and deposited at the ATB Financial in Spruce Grove and promptly returned to the school office.
9. All monies will be deposited as a gross amount. Monies will not be used to pay for expenses of the fundraiser, rather receipts will be submitted to FIMESPAF with an Expense Claim form for reimbursement.
10. Two people must sign the FIMESPAF Deposit Form and deposit the funds at the bank. Only one person needs to sign the teller's deposit receipt slip, however if the teller finds a discrepancy and makes a change, two people must initial it.
11. It is the responsibility of the Program and/or Sub-committee to collect on NSF cheques and the applicable fees. The Treasurer will advise the NSF to the Program and/or Sub-committee.
12. NSF fee is \$20 (this fee is subject to change without notice and is evaluated on an annual basis). This fee must be collected by the group along with the original of the cheque.
13. NSF policy- After two (2) NSF cheques written by an individual, group or business, the Board will no longer accept cheques made by them until all NSF funds (including NSF fees) have been reimbursed to FIMESPAF and the Board has approved. Said person(s) or business must clear their debt with FIMESPAF within a 60 day time period of the initial NSF. The NSF fee must also be paid at that time.
14. Funds MUST NOT be used for personal gain.

15. Deposits made without the corresponding FIMESPAF Revenue Deposit Spreadsheet form completed will be left on the balance sheet as **unclaimed**. Programs and/or Sub-committees may not use the funds until they are claimed with a completed FIMESPAF Revenue Deposit Spreadsheet submitted.

Cheques Issued for Expenses (Money going out of the Bank)

16. The FIMESPAF Expense Claim Form (Attachment #2) for all receipts must be completed, preferably typed, with receipts attached to the expense sheet. Completed Expense Claim Forms should be placed in the FIMESPAF folder in the school Office (see Secretary).
17. Two people from the Program or Sub-committee must sign the expense form, verifying the expense for the group's function. Persons not involved in the event may not sign the expense form.
18. Reimbursement cheques will be issued within two weeks of receipt of completed Expense Claim Form with relevant attachments.
19. People who do not submit receipts with their expense form will not be issued a reimbursement cheque.
20. Two weeks notice must be given to the Treasurer to issue a cheque.
21. If given "Seed Money" for items to be purchased prior to an event, the Program or Sub-committee is responsible for depositing any 'overage' of that advance into the ATB account on a separate deposit, preferably from a personal cheque. (For example, \$100 in "Seed Money" was received, but only \$70 was spent on supplies for the event. The \$70 with receipts is submitted as per item #16, and the individual would deposit the \$30 'overage' on a separate bank deposit).
22. "Seed Money" must be repaid to the bank by deposit and applicable documentation and receipts **must** be submitted **within two weeks** of the date of the event or fundraiser.
23. Individuals or groups who do not comply with the repayment policy of "Seed Money" will have their advance privileges revoked at the discretion of the Board.
24. All vendors must be paid with a cheque.
25. Funds **MUST NOT** be used for personal gain.