

Procedures for HSA Funds & Treasury Related Matters

HSA Treasurer: Dina Alogna

Email: hsatreasurer@smsmilford.com

***Treasurer mail pick up: Tuesdays and Fridays**

❖ **BANK DEPOSITS**

- **ALL EVENT CHAIRS** and **ROOM PARENTS** are responsible for depositing ALL funds raised from their event or ALL monies collected from their class into the HSA main checking account at Milford Bank.
- Checks should be payable to: **St. Mary School HSA** (preferably not “cash”, however, if a check to cash is received, please treat as regular cash by following auditor’s procedures below)
[*Please DO NOT offer/allow Venmo as an option for payment as it goes against the auditor’s policies.]
- In accordance with the procedures mandated by the archdiocese’ auditors:
 - *Two unrelated individuals count proceeds, create a count sheet, and sign it.*
 - *Prepare a deposit slip (slips and stamp to endorse checks are provided by the SMS office or HSA treasurer).*
 - *All deposits should be sealed in a tamper-evident bag with the correct deposit slip and brought to the bank. (Tamper-evident bags are located in the school’s main office and are to be logged into “bag log” noting the date, the number on the bag, and the event information).*
[* If you will be making the deposit after hours, obtain the night drop key from the school’s main office via the HSA treasurer.]
 - *If counting the deposit is not possible the night of an event, the proceeds should be placed in a sealed tamper-evident bag and placed in a designated safe in the school’s main office. Deposit should be prepared the next day following the above-mentioned protocols.*
[*NB: Under no circumstances should money be taken home.]
 - *Event Chairs must prepare tamper evident bags necessary for each event and log these in the log book.*
 - *No payments by cash are to be made. This includes cash payments to referees and scorekeepers for the basketball tournament. They will be paid weekly after timesheets are submitted.*

- For each DEPOSIT:
 1. Please obtain a bank receipt
 2. Please label the back of the bank receipt with the name of the HSA event or purpose for the deposit
 3. Please submit original bank receipt to the HSA Treasurer ASAP (mailbox located in the SMS office)

❖ CHECK REQUESTS

- Check requests for vendor invoices or cash advances can be made to the HSA Treasurer via email (hsatreasurer@smsmilford.com)
- Original invoices and/or any backup documentation to support the check request is required (can be left in the HSA Treasurer mailbox found in the SMS office)
- Please specify how you would like to receive your check when ready:
 - Backpack mail (provide student's name, grade, & room number)
 - Pick up from SMS office
 - Mail to your home (please provide address)
 - Mail directly to the vendor

[*Note: HSA Mailbox is typically checked every Tuesday/Friday. Checks can take several days to process. Please keep in mind when preparing a check request.]

❖ EXPENSE REIMBURSEMENT/CASH ADVANCES

- Members of, and participants in, any Home School Association fundraiser may receive a check reimbursement for their applicable expenses
- Expense Reimbursement Form can be found in the HSA portion of the SMS website
- Please print form, complete in its entirety, sign, and submit with all **original** receipts to the HSA Treasurer (mailbox located in the SMS office)
- If a cash advance is preferred/needed for certain event expenses, please send the HSA Treasurer a request in writing. Once approved by the Treasurer, a check will be prepared in a timely manner.
(*Please be sure to complete an Expense Reimbursement Form and state the "cash advance" amount in the designated section on the form. Then submit it to the HSA Treasurer, along with all **original** receipts.)

❖ FIELD TRIPS

- Please see "Field Trip Checklist" provided by SMS office

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***** ATTENTION ROOM PARENTS *****

❖ CLASS FUNDS

○ DEPOSITS:

- When collecting classroom funds (ie. money for field trips, each grade's raffle fundraisers, class dues for raffle baskets and teacher gifts, etc.), families should be instructed to make their checks payable to **St Mary School HSA** (no checks made out to parents, no Venmo). If they send cash or checks made payable to cash, it should be deposited ASAP (directly from school) into the HSA checking account at Milford Bank. However, if room parents cannot go to Milford Bank right away, then the money needs to be placed in the school safe until the deposit can be made. The SMS office will have deposit slips and a rubber stamp for endorsing the checks.

** Please see "BANK DEPOSITS" instructions on pages 1-2*

In accordance with the procedures mandated by the archdiocese' auditors, under no circumstances should money be taken home.

○ ACCESSING CLASS FUNDS: 3 options

1. Cash Advance:

Calculate the amount that is needed and send a cash advance request to the HSA Treasurer via email [hsatreasurer@smsmilford.com]. Once approved by the Treasurer, a check will be issued to the room parent for use on class expenses. Please be sure to save all **original** receipts, then submit them to the Treasurer (via SMS mailbox) with an expense reimbursement form (found on the SMS website). The form includes a designated line for the "cash advance" amount. Please complete the form in its entirety and **sign it**.

** Please see "EXPENSE REIMBURSEMENT/CASH ADVANCES" instructions on page 2*

2. Out-of-Pocket/Reimbursement:

Room parents have the option (**NOT** a requirement) to pay for class expenses using their own personal funds, then requesting a reimbursement.

** Please see "EXPENSE REIMBURSEMENT/CASH ADVANCES" instructions on page 2*

3. **Vendor Check Requests:**

If vendor invoices are obtained for class expenses (ie. aquariums, zoos, ice cream trucks, magicians, etc.), please email the HSA Treasurer for a check request [hsatreasurer@smsmilford.com]. Please be sure to submit the original vendor invoice to the Treasurer for payment.

** Please see "CHECK REQUESTS" instructions on page 2*