

# **Auten Road School Home & School Association**

## **Committee Chair Financial Responsibilities Procedures**

The following is a summary of the procedures to be followed by ARSHSA committees for the reporting of revenues and the reimbursement of expenses. Forms referred to below are on the ARIS website under the HSA tab (Financial Procedures and Forms).

### **REVENUES**

- All revenue must be submitted within 10 days of the event.
- An **ARSHSA Revenue Report Form** is required for all revenues submitted for deposit.
- Please complete a Revenue Report form accurately and itemize the currency. The form should be signed by a committee member or committee chairperson.
- Please complete an **ARSHSA Cash/Check Log** to itemize all cash and checks received that agrees to the total on the ARSHSA Revenue Report Form
- At an event where a large amount of cash will be taken in, the ARSHSA Treasurer, or another member of the Executive Board must be present to help count and receive.
- Deposits will only be accepted by the ARSHSA Treasurer in person. Please **DO NOT** send cash or checks to school with your child, and **DO NOT** leave cash or checks in the ARSHSA drawer.

### **EXPENSES**

- All expenses must be submitted within 10 days of the event.
- A receipt is required for ALL expenses submitted for reimbursement.
- ARSHSA is exempt from sales and use tax. A tax-exempt form should be used for all qualifying expenditures. Please note that if a tax-exempt form is not used when appropriate, sales tax will not be reimbursed by ARSHSA. A **tax-exempt form** is available from any member of the executive board.
- An **ARSHSA Expense Report Form** must be completed with all receipts attached or enclosed in an envelope to the ARSHSA Treasurer.
- Completed Expense Report Forms may (1) be sent to school with your child in an envelope marked "ARSHSA Treasurer"; (2) be put in the Treasurer's Folder in the school office; (3) submitted at an HSA meeting; or (4) contact the ARSHSA Treasurer for alternate arrangements.
- Reimbursement checks will be processed as timely as possible. Checks will be mailed to your home address unless alternate arrangements are made in advance with the ARSHSA Treasurer.

If you have any questions regarding any of these financial responsibilities, please contact the ARSHSA Treasurer, Linda Cummings, at [lmjacummings@gmail.com](mailto:lmjacummings@gmail.com)