



# Manhasset School Community Association

## Finance Instructions

### Check Request/Reimbursement Form

- Committee Purchases – Reimbursement/Check Request
  - Prior to making purchases, refer to your committee guidelines
  - Contracts: note that contracts on behalf of the SCA can only be signed by Executive President, Christy Wepler.
  - The SCA is a Tax Exempt Organization. When making a purchase, Committee Chairs must use the SCA Tax Exemption Certificate. Be sure to provide the exemption certificate to the vendor prior to being billed. If a vendor will not accept the Tax Exempt Certificate, let the respective school finance chair know PRIOR to submitting your reimbursement request. **The SCA cannot reimburse tax.**
  - The respective SCA school Reimbursement forms are available on the SCA website and should then be filled out completely with *original receipts or invoice* attached. Please be as much detail as possible. The reimbursement must be signed by a Committee Chair, and the respective Finance Chair. Email approvals **MUST be obtained and attached** for the school president and the executive president if the amount is over \$500.). For your own security, it is suggested that you make a copy of receipts and reimbursement form before putting in mail.
  - Please submit all reimbursements in a timely manner (less than 30 days) and cash reimbursement checks immediately.
  - Tips: There will be no tips for school employees. The SCA will make a year end assessment and provide tips in accordance with the SCA by-laws. Decisions about tips to vendors and service providers will be made by the School President and Finance Chair, and will follow SCA guidelines. For compliance purposes- a detailed explanation of reason for tips must be included with the check request.
  - When submitting a check request for services provided by a vendor, the address and tax id number must be included OR/ it must be noted that the vendor is incorporated if that is the case. **NO CHECK WILL BE ISSUED WITHOUT THIS INFORMATION PRESENT.**
- **Note:** All paperwork must be completely filled out when handed over to the Finance Chair. This includes **check issuance details and required approval signatures** as well as signed contracts. 2 copies of invoices/contracts payable to vendor are to be made and attached to check requests.

### Check/Cash Tally Form

- Committee Deposits - MSCA Check / Cash Tally (2-sided)
  - Used whenever money is collected for the SCA.
  - Fill form out completely, totaling each side. **Ensure that the proper school information and event information is on the form.** Call respective school finance chair prior to delivering the paperwork and funds to her.
  - Checks collected must be made out to "MSCA" (Manhasset School Community Association).
  - Bills of the same denomination should be banded or clipped together.
  - Submit large deposits with a register tape.
  - When collecting cash out of a register or cash box for deposit , confirm the cash taken with a dual signature receipt. This receipt will then be given to the finance chair and submitted to the executive treasurer. The actual bank deposit will be confirmed to the receipt for audit purposes.