



Manhasset School Community Association

Finance Instructions

Committee Purchases

Check Request/Reimbursement Form

- Prior to making any purchases on behalf of the Manhasset School Community Association (Manhasset SCA), refer to your committee guidelines.
- Contracts on behalf of the Manhasset SCA can only be signed by Manhasset SCA Executive President.
- The Manhasset SCA is a tax-exempt organization. When making purchases, Committee Chairs must use the Manhasset 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 does not reimburse tax.**
- The respective school reimbursement form is available on the Manhasset SCA website as well as through the School President and Finance Chair. The form should be filled out completely with *original receipts and/or invoice* attached. In your request, please provide as much detail as possible, including specifying which school activity the reimbursement or payment is requested for. The reimbursement must be signed by a Committee Chair, and the respective school Finance Chair. Do not submit your check and reimbursement requests to the Executive Treasurer directly.
- All required email approvals **MUST be obtained prior to making purchases and submitting requests and attached** to the paperwork.

The required approvals are as follows:

School Committees

- School President may individually approve expenses up to \$600.
- Expenses in excess of \$200 but less than \$2,000 must be approved by the respective School President and the Executive President.

Executive Committees

- The Executive President must approve expenses up to \$2,000.
- The Executive Board must collectively approve executive expenses in excess of \$2,000.
- The Executive President must obtain Executive Board approval for expenses of more than \$2,000, except for Senior Banquet and Senior Frolic, which may be approved solely by the Executive President.
- The Executive President and the Executive Treasurer or the Ways and Means Treasurer must cosign checks of \$1,000 or more.



Manhasset School Community Association

- Make a copy of receipts and reimbursement form before submitting to the Finance chair, for your own security and for your records.
- Please submit all reimbursements in a timely manner (less than 30 days) and cash reimbursement checks immediately.
- Requests to pay tips: There will be no tips for school employees. The Manhasset SCA will make a year-end assessment and provide tips in accordance with the Manhasset SCA By-laws. Decisions about tips to vendors and service providers will be made by the School President and Finance Chair and will follow Manhasset SCA guidelines. Tips to vendors and service providers must be reasonable, limited only to cases that are necessary, and are to be limited to maximum of 20%. For compliance purposes- a detailed explanation of reason for tips must be included with the check request. Tips more than 20% and lacking reasonable explanation will not be reimbursed or paid.
- When submitting a check request for services provided by a vendor, the address and tax ID (EIN) 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.**

All paperwork must be filled out completely when handed over to the respective Finance Chair. This includes check issuance details and all required approval signatures as well as signed contracts. Check Request/Reimbursement Forms will not be accepted via e-mail.

Committee Deposits Check/Cash Tally Form

- This form is used whenever cash and checks are collected for the Manhasset SCA.
- Each form must be filled out completely and each side totaled, before submitting to the Finance Chair. **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 them and do not leave cash unattended.
- All checks 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.