



HANDS TREASURY PROTOCOLS

DEPOSITS:

1. When money is collected for or at any event, kindly use the « HANDS Deposit Form » to record the required information. A hard copy can be found in the Treasurer's folder in the school office or you can download them online from the HANDS website (Forms).
2. It is mandatory that (2) persons count the money. One is the event coordinator and with another member of the HANDS committee. Once counted, both should sign the form.
3. All coins should be put in **“coins rolls”**.
4. Put the form and the money inside an envelope and close it.
5. An immediate email or call should be done to the Treasurer (Catalina Moreno at catamoreno71@yahoo.ca or 514-730-8483) in order to arrange a meeting whether at the school or at any mutual convenient place.
6. If a meeting could not be arranged, the envelope should be place inside the lock box located at Debbie's Hanley office and the Treasurer will pick it up at her earliest convenience. Other arrangements can be made on a case-by-case basis (particularly when large sums of cash are involved).
7. If only a couple of cheques have been collected, it could be send by mail using the addressed and stamped envelopes located at the school office in the Treasurer's folder.
8. Collected money should be turned in within one week of the event.
9. Once the Treasurer receives the money, he/she will immediately make the bank deposit and will sign and write the date in the “HANDS Deposit Form” and file it.

EXPENSES (Reimbursements or direct vendor's payment):

1. Please complete and signed the « Payment Request Form » to be reimbursed for any expenses incurred. Copies can be found in the Treasurer's folder in the school office or can be downloaded online from the HANDS website (Forms).
2. Attach the vendor's **original** dated invoice (or signed contract) itemizing the nature and price of the goods and services for which reimbursement is required. HANDS Treasurer will not be unable to make any reimbursement if there is no receipt/billing. Proof of payment (e.g. credit/debit card receipt copy of your cheque etc...) without the required vendor's receipt will no longer be accepted as a qualified reimbursement request.
3. Send by mail to the Treasurer the « Payment Request Form», the invoice, signed contract or any other support document, using the addressed and stamped envelopes located at the school office in the Treasurer's folder.
4. Reimbursements or direct payments will be sent by mail. (Make sure to include a mailing address on the form). Arrangements could be made to hand cheques in person. Cheques are not sent home with students.
5. Payment requests should be turned in no later than two weeks after the event, so that all expenses for the event can be recorded in the HANDS financial reports for the month following the event.

- ❖ No cheque will be issued without a receipt that supports the payment.
- ❖ No blank signed cheques or post-dated cheques will be issued.
- ❖ Vendors won't be paid without a receipt.
- ❖ Advance payments will be made on a case by case basis.