

GREENSBORO ACADEMY BOOSTERS TREASURER RECEIVED FUNDS

Collected money for an event, activity, fundraiser etc.

Account to Deposit (Circle One): **MAIN** **SPECIAL** **FIELD TRIPS**

Date: _____

Activity/Event: _____

Committee/Account: _____

Number of Participants Paying: _____ **Price per Participant:** _____

	Dollars		Cents
Coins:			
Currency:			
Checks:			
Total Deposit:	\$		

Note:
List each last name separately – use the back of this page if necessary. If more than 25, attach adding machine tape.

The two undersigned certify that the funds shown above were received for Booster activities and properly accounted for, and are to be accredited to the appropriate Booster account as noted.

	First Signer	Second Signer
Signature:		
Printed Name:		
Telephone #:		

TREASURER'S USE ONLY

Date Received: _____

Amount Received: _____

Comments: _____

Signature of Treasurer: _____ Entered:

Greensboro Academy Boosters, Inc.
Treasurer Operating Procedure – Payment of Money
Date of Review: November 3, 2015
Date Approved: December 1, 2015

Policy: Reimbursement of monies owed by Greensboro Academy Boosters, Inc. to vendors and Committee Chairs for Greensboro Academy Booster events.

1. In August, each Committee Chair submits a proposed budget for the year.
2. Greensboro Academy Leadership Team reviews, modifies and approves the annual budget.
3. During the year, events are approved by school (i.e. eighth grade promotion). For this to happen, Activity Approval Request Forms are completed and submitted to the Principal for review and approval.
4. Forty-five to 60 days before the school approved event, Committee Chairperson (i.e. Alumni Relations) requests release of funds at the monthly Greensboro Academy Leadership Team meeting. These funds should include a proposed amount for personal expenses (i.e. purchase of cake, paper products) that Chairperson may purchase and will need reimbursement.
5. To receive payment, an invoice from the organization (i.e. Page High School for auditorium rental) is submitted with an expense form for approval by President/Vice President. If a deposit is required, a proposed invoice with deposit and final bill amount should be submitted.
6. To receive reimbursement for expenses paid out of pocket, the Chair will complete an expense form and attach receipts of purchased items. Due to the tax status of Greensboro Academy Boosters, Inc., reimbursement cannot be made without a receipt.
7. The approved expense form(s) is (are) submitted to the Treasurer. Treasurer enters details into the book keeping software. Check(s) is (are) written and first signature is completed.
8. The Treasurer submits check(s) to President/Vice President for second signature. Signed check(s) is (are) placed in Assistant Treasurer's box for distribution.
9. Assistant Treasurer will mail or hand delivers valid check(s) to appropriate parties.
10. Assistant Treasurer places copies of check(s) and invoice(s) in Treasurer's box for filing.