

# **Greensboro Academy Boosters, Inc.**

## **Treasury Procedures**

### ***Check Cashing/Deposit Policy—***

We make every attempt to timely deposit any cash/checks written to Greensboro Academy Boosters, Inc. Please keep in mind that most checks do not get to the treasurers for up to 14 days. This is due to the large amount of monies we process and the audit procedures we have in place to make sure checks, money and/or payments are handled properly. It is our responsibility to make sure all deposits are accounted for and we make sure we are good stewards of the funds given. Please be sure to not allow school funds to leave the premises. These monies are the property of the school and should not be carried off unless they are to be deposited.

Parents should expect a 14-21 day process time, but not limited to that time period. We make every effort to deposit timely. It is the check writer's responsibility to make sure they keep track of their account as it is their legal responsibility. If a check is written and funds are not available is considered an illegal transaction for which you could be prosecuted. See below.

### ***NSF Policy***

Please be advised that a check that is returned to Greensboro Academy Boosters for insufficient funds will be re-deposited unless otherwise notified. The fee for NSF's is now \$20 per check due to our online lunch program charging us over \$30 for returned e-checks. Any parent that has two or more returned checks will no longer be able to provide checks for field trip or other booster payments. Money orders and cash will be the only acceptable payment options for these families. We will attempt to make you aware of these families so that you can help us enforce this policy.

### ***Check Request Policy—***

Parents and Teachers who would like to be reimbursed for an amount that has been approved by the board and by the appropriate committee chair may do so by filling out an Expense Request Form. One Expense form should be filled out for each check written by Boosters. We need the form to be as complete as possible and will try to work with the all individuals needing reimbursement as they may not understand the form properly. Make sure you sign the form and attach the receipt(s). No funds will be advanced. If you are unable to purchase the item in need and receive a reimbursement, please contact the Treasurer and other options will be investigated.

Expense forms turned in Monday through Wednesday will be paid on Friday. Forms turned in Thursday and Friday will be paid on the following Tuesday. Forms can be found in the parent room in the mailboxes as marked.

***Debit Card Policy—***

Due to the new system in place we will no longer be using the debit card for everyday uses. This is for emergency use only. Not turning in your Expense form or Check Request in time is not considered an emergency.

***Field Trip Funds***

Due to the necessity to account for each child, we have created a received funds form specifically for field trip. This form lists each child in your home room and allows you to ensure each child has paid for a specific field trip. If a child is unable to pay and requires a scholarship, please refer to the scholarships form to complete a request for that child(ren). Specific family information should only be submitted to the principal. Total amounts will be forwarded to the Boosters based on Principal approval. Please be sure to lock up all funds appropriately. You can either use the boosters box in the office or the office box if holding it temporarily. We would hate for funds to be lost or stolen due to negligence. Receipt books are now available for those who require receipts for cash.

***Jean Days***

We are requesting that those students/teachers/parents requesting and holding a jean day are responsible for rolling their own coins. The amount of change received on these days is overwhelming and given the other responsibilities required of the Treasurer(s) it would be greatly appreciated if all coins were rolled. If additional paper rolls are needed please see the Treasurer(s).

It is up to the majority vote of the board if correction action needs to be taken for any of these policies being violated.