



BEAUMONT HSA FINANCIAL GUIDELINES

All the necessary forms can be found under the VOLUNTEERING tab on the HSA's website found at www.beaumonthsa.org

REIMBURSEMENTS

- All requests for reimbursement must be submitted no later than two weeks after the event and should be approved by the chairperson before submission
- All receipts must be attached to the Expense Reimbursement Form and placed in the Treasurer's folder in the front office
- The Treasurer will notify you by email when your check is ready for pick up

DEPOSITS

- All funds collected should be ***deposited within 2 weeks of their receipt***, this may result in multiple deposits for a single event.
- All funds made must be reconciled, counted by the chairperson and organized by amount in checks and cash.
- Reconciled funds should be placed into the Assistant Treasurer's folder or placed in the school safe for significant amounts of cash.
- Email the Asst Treasurer at bes.asst.treasurer@gmail.com to notify them of the deposit.

CASH & CASHBOXES

- Requests for cash for fundraising events must be submitted to the Treasurer (a week prior the event if possible). Please specify on the Cash Box Funds form the total amount required and in what bill amount. Cashboxes are located in the HSA closet in Large Group Room.

Please contact the Treasurer, Jessica Weinberg at bes.hsa.treasurer@gmail.com if you have any questions.