**Accounting Procedures**

**Travell H.S.A. 2019-202**

**Event Chairpersons:**

Budget Allocation:

1. Be aware of your event budget. Reach out to Surbhi Kapadia or Christina Morbelli to clarify your event budget.
2. Outline your financial needs in advance.
3. It is the Chairpersons responsibility to execute their event within budget.
4. If for some reason you believe you will exceed your budget please contact the HSA President(s) prior to overspending so appropriate steps can be taken. There is minimal wiggle room in the budget.

Payment for Events:

1. Many of the Travell events will be paid for via the on-line portal, Community Pass, where attendees can charge the event on their credit card. Your event will need to be added to community pass and “made live”. This is done by contacting the Technical Secretary, Jennifer Tesseyman (tess7701@verizon.net).
2. Chairpersons will be asked for purchase deadlines to put on Community Pass. When this deadline is reached, Community Pass will not allow for further payments to be made to your event via the on-line portal.
3. A detailed listing of the registrants will be provided to the Chairpersons leading up to the event. The reports can be catered to what the Chairperson needs and can be run on demand. They are in real time.
4. We will not turn away a personal check or cash, but it makes things much easier if people use Community Pass. If you have received check or cash please submit a Deposit Form to Surbhi Kapadia along with the checks/cash.
5. There will be events when Community Pass will not be used. If the chairperson is collecting checks or cash please submit a Deposit form to Surbhi Kapadia along with the tally of your checks/cash.
6. Returned Checks: The Treasurer will contact the family and discuss the returned check. A request will be made for both the reimbursement of the check as well as any bank fees that are assessed.
7. **Please do not leave cash/checks in the Treasurer folder in the main office.** In order to ensure nothing is lost or stolen, please reach out to Surbhi Kapadia or Christina Morbelli and arrange for an in-person delivery of any physical cash/checks.
8. **Do not deduct your expenses out of the income generated from the event.** You need to compete a deposit form for the income you are submitting and a reimbursement request for the expenses. We need to document every dollar that comes in and out of the HSA accounts.

Check Requests:

1. Check Request Forms can be left in the Treasurer’s folder in the Office or given to Surbhi Kapadia or Christina Morbelli.
2. Submit all check requests with the proper receipts/invoices**. Please fill the form out in its entirety.**  Forms not completely filled out will not be processed and will delay your reimbursement.
3. Chairperson of the event must sign the form prior to any reimbursements.
4. Check requests must be submitted within two weeks of the event.
5. **Disbursements over $250 require the Executive Board’s approval**. If you have a reimbursement request that totals over $250, please let Surbhi Kapadia/Christina Morbelli prior to submitting so that approval can be obtained.

Petty Cash:

1. Submit a Check Request Form for the amount of petty cash needed prior to your event. **PLEASE SUBMIT YOUR REQUEST IN ENOUGH TIME TO HAVE THE CASH FOR YOUR EVENT.**
2. A check will be made out to you and you will need to cash it in the break-down of amounts you feel are necessary (# of $10’s, # of $5’s, change, etc.).
3. Please deposit the same amount of petty cash after the event.
4. Please keep check requests and deposits of petty cash separate from other check requests and deposits from the event. Thank you!

Tax Exemption:

1. We are a tax-exempt organization and should not pay sales tax. Every time you pay sales tax, you are spending money that does not need to be spent.
2. Contact Christina Morbelli for a signed ST-5 form prior to purchasing supplies.
3. We currently have a tax-exempt card to Staples and a membership card to Restaurant Depot.

Event Summary Sheet:

1. Complete an Event Summary Form at the end of each event summarizing the event by revenue & expense.
2. Email completed Event Summary Form to Christna Morbelli – [christinamorbelli@hotmail.com](mailto:christinamorbelli@hotmail.com)
3. Place a copy in the Chairperson Binder for that event.

Forms:

All forms can be found one the Travell HSA website:

<https://www.travellhsa.com/volunteering-and-forms>

o Deposit

o Check Request

o Event Summary

o Account Numbers.

o Tax Exempt Form – ST-5

Thank you! We appreciate all that you do for Travell and our children. Please don’t hesitate to contact us with any questions.

Christina Morbelli

[christinamorbelli@hotmail.com](mailto:christinamorbelli@hotmail.com)

Surbhi Kapadia

[Surbhikapadia11@gmail.com](mailto:Surbhikapadia11@gmail.com)