



**SAN JOSE**  
CATHOLIC SCHOOL

## **2017 – 2018 Finance Policies & Procedures**

### **Disbursements:**

Checks may be requested for advance payment of Vendors and also for reimbursement of approved expenditures. The process for obtaining checks is similar for both. All Checks will be cut by Donna Carle only after Treasurer's review. Critical check requests should be the exception and never the norm. The process is as follows:

- **Request advance check for purchase:**
  - DEADLINE: Request check 5 business days before needed
  - Obtain prior approval from Chair, or from President if over budget
  - Complete online Disbursement Form
  - Options for submission:
    - Complete Disbursement Form online and upload invoice;
    - Deliver completed Disbursement Form and invoice to Treasurer's box in Office; or
    - Scan via email completed Disbursement Form and invoice to Treasurer at tinajax1@comcast.net
  - Treasurer will notify you when check is ready for pick-up in the School Office.
  
- **Request reimbursement of previously approved expense:**
  - DEADLINE – submit request within 10 days after Event date. NOTE: Requests made after Deadline will not be reimbursed unless approved by the Principal.
  - Complete online Disbursement Form
  - Options for submission:
    - Complete Disbursement Form online and Upload invoice;
    - Deliver completed Disbursement Form and invoice to Treasurer's box in Office; or
    - Scan via email completed Disbursement Form and invoice to Treasurer at tinajax1@comcast.net
  - Treasurer will notify you when check is ready for pick-up in the School Office.
  - Homeroom Parent Reimbursements – All reimbursements for items purchased for a class event must be pre-approved by your Homeroom Class Coordinator (HCC). The HCC will collect all receipts and will submit a Class Disbursement Form (separately identifying each individual reimbursement) to the Treasurer. The HCC will be responsible for insuring that the Class budget will not be exceeded. All classroom reimbursement requests must be submitted to Treasurer by May 31, 2018 at the latest. Requests received after this date must be approved by the Principal.

## **Cash Boxes:**

- **DEADLINE:** Submit request to Treasurer one week prior to the Event
- Complete Cash Box Request form
- Pickup box in School Office day of event, or last business day if on a weekend
- Return cash box to School Office on first business day after Event.

## **Deposits:**

Please submit all monies for deposit to School Office within 2 business days of receipt.

## **Fundraisers**

- **Chairs** – All Fundraiser chairs shall meet with Treasurer no later than one month prior to Event to review financial procedures.
  - **Donations:** Chairs shall track all donations received, whether in-kind or monetary, and provide a list of Donors (with address and items donated) to Communications Director within 10 days after Event.
  - **Communications Director** – Chairs are encouraged to coordinate with the Communications Director to obtain Event-specific communication packets to be used by volunteers to solicit donations. The Communications Director can also assist Chairs with Event marketing materials. Please contact the Communications Director at least two weeks before you need the materials.
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- Disbursement Forms and additional forms, as needed, will be available on the San Jose Catholic Website. Follow menu path: Helpful Links → Downloads.
  - Please use the Tax-Exempt status when making purchases. Tax-exempt forms are available in the Treasurer's office folder, or request via email.
  - Procedures subject to change if necessary and will be communicated upon change.
  - Treasurers: Tina Wright – (904) 571-2515 or tinajax1@comcast.net and Kara Heer – (904) 476-6766 or kheer5019@gmail.com.
  - Communications Director: Jeanette Yates – (904) 635-7553 or j.yates@southsidemethodist.org