

TOHS BAND BOOSTERS, INC.

Instructions for Financial Forms

Attached you will find copies of the revised financial forms that need to be used for all purchases, reimbursements, cash transactions and check requests.

1. Request for Payment

This form should be used when anyone has purchased items with their own money and needs to be reimbursed by the Boosters.

- a. Fill out the form completely.
- b. **All receipts must be attached and itemized in the box on this page.**
- c. This must have the signature of a Board Member if a Booster Member other than a Board Member is making the request for reimbursement. If the Board Member is making the request, the request must be approved by the President.
- d. Separate budget items should be submitted on separate requests.
- e. Always indicate what you want done with the check e.g.: left in your box, mailed to the individual/you.
- f. Keep a copy for your records and give the original and all back up to the Treasurer.

2. Request for Approval to Purchase Goods/Services

This form is used to let the Treasurer know that you have ordered items or services, e.g.: clothing orders, bus and hotel reservations.

- a. Fill out the form completely. Provide an itemized list of items order if appropriate. **If you are ordering color guard clothing/gear, provide an itemized list of students who are to be billed for the items ordered**
- b. The person requesting needs to make sure that a Board Member signs this. If the Board member is making the request their signature is adequate.
- c. Keep a copy for your records and provide the original to the Treasurer.

3. Cash Request Form

This form is to be used when an individual needs cash for an upcoming event. The treasurer will not get the cash for you, you will need to allow time to get the request to the treasurer and go to the bank to get your cash. Checks can be cashed at Santa Barbara Bank & Trust or at your personal bank.

- a. Make sure the form is filled out completely.
- b. The request must be approved by the Board Member in charge of the event. If they are requesting the cash themselves, their signature is sufficient.
- c. The form should be given to the Treasurer **at a week before the event.**
- d. You will need to fill out the Cash Reconciliation Form (see #4 below) when your event is over.

4. Cash Reconciliation Form

This form is to be used to return cash to the financial secretary after a fundraising event. **Don't even think of giving any money to the financial secretary without having this attached!**

- a. Fill out the form completely
- b. Count the money accurately. Have the amounts verified. Both people should sign the form.
- c. Put rubber bands around the currency and put the coins in individual baggies by denomination. If you have coin rolls you should roll the coins.
- d. Checks should be shown as a total amount and you need to include the number of checks that you are submitting. If you have a calculator and can run a tape of the checks that would be even better.
- e. Sign the form and return it along with all cash and checks to the financial secretary. Again, if you have a calculator with a tape, please run a total of all money/checks submitted and include that with your form.

**These forms are for help in keeping accurate records and for protecting Booster members.
If you ever have any questions regarding how to fill out a form, please call
Denise Vivero.**