**Grad 2022 Fundraising**

**Our goal is to account for all of Grad 2022's fundraised dollars.**

Here are a few requests from your Treasurers for our fundraising year.

Payments and Reimbursements Cheque Requests for Vendors:

If possible, we would like to pay all vendors by e-transfer. To do this we need an invoice with:

1. i)  Name and address of person or company you are buying from (vendor).
2. ii)  Exact amount including PST/GST, other taxes and delivery fee, if applicable.

Please email either Tracey Shaw ([tracey.shaw@gmail.com](mailto:tracey.shaw@gmail.com)) or Jackie Corlett ([jleinberger@hotmail.com](mailto:jleinberger@hotmail.com)) for a e-transfer request for vendors (pdf form available on the website: http:// www.lordtennyson.ca/quebec-2022.html). Complete the form, email a scanned copy of the completed form with a scanned invoice (please note, however, that original invoice will be required to ultimately receive cheque).

For example, ordering cookies for Pizza lunches from Plaisir Sucre. Ask Plaisir Sucre to fax/email an invoice with the amount for this week's delivery. Forward this, with the form, to either Treasurer, who prepares a cheque for the exact amount and arranges to get the cheque to you. When the cookies are picked up, you give Fabrice/the driver the cheque. Submit the original invoice/receipts ASAP to be attached to the form.

Reimbursements for Grade 6 parents if you pay for something directly, please make sure that the invoice is marked "Paid". Scan the receipt or paid invoice along with the completed form. Please ensure the “Description” area includes details of what was bought, for what event, etc. (pdf form available on the website: http://www.lordtennyson.ca/quebec-2022.html). Email everything (the form, scanned receipts/invoices) to the treasurer. An e-transfer will be made to vendor.

**Please note:**

1. **Please make sure you have approval from the event champion or lead to make purchases before buying /ordering anything.**
2. **E-transfer preparation takes time. Two signatures are required on all e-transfers. We will try to prepare e-transfer in a timely fashion.**
3. **Cash transactions (proceeds, floats) will all require a brief person-to-person meeting with your Treasurer.**

Handling cash – when cash received, or a float is provided:

1. Complete a count of the money and initial the chit that will be provided confirming cash/float amounts.
2. We require a two-person count of all cash floats and proceeds, with initials confirming float and proceed amounts. A Treasurer will arrange to get the money to you and can help with the count.
3. No reimbursement from proceeds. This is very important! Taking even small amounts of cash from proceeds skews the real proceeds and costs associated with an event. As well, there should be no reason for any parent to remove monies from a cash box.
4. Once counted, cash should be batched with elastics by denomination and sealed with tape in an envelope provided by your treasurer and initialed. This protects everyone who handles proceeds from money being lost.

Please contact the Treasurers if you have any questions.

Your Grad 2022 Treasurers Jackie and Tracey