

Quebec 2020 Fundraising

Our goal is to account for all of Quebec 2020'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 with cheques. To do this we need an invoice with:

- i) Name and address of person or company you are buying from (vendor).
- ii) Exact amount including PST/GST, other taxes and delivery fee, if applicable.
- iii) Date for which you need the cheque prepared.

Please email either Jackie Corlett (jleinberger@hotmail.com) or Gloria Mason (gyangmason@yahoo.ca) for a cheque request for vendors (pdf form available on the website: [http:// www.lordtennyson.ca/quebec-2020.html](http://www.lordtennyson.ca/quebec-2020.html)). Complete the form, attach the invoice and leave in the Quebec 2020 Mailbox, in the photocopy room, across from the office. Please let us know when it is there, so we can promptly deal with your request. Alternatively, 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 If you pay for something directly, please ensure that the invoice is marked "Paid". Attach the receipt or paid invoice to a completed reimbursement request form (pdf form available on the website: <http://www.lordtennyson.ca/quebec-2020.html>). Please ensure the "Description" area includes details of what was bought, for what event, etc. Place the completed reimbursement form in the Quebec 2020 Mailbox. A cheque will be made payable to you. Please also remember to include your name, address and email address so we can notify you that it is ready. Please make sure you have approval from the event champion or lead to make purchases before buying / ordering anything.

Please note:

- 1. Please make sure you have approval from the event champion or lead to make purchases before buying /ordering anything.**
- 2. Cheque preparation takes time. Two signatures are required on all cheques. We will**
- 3. strive to prepare cheques in a timely fashion.**
- 4. If you are dropping off an invoice/receipt with a cheque request for**
- 5. vendor/reimbursement request form, please use the Quebec 2020 Mailbox on the shelves in the front photocopy room across from the office.**
- 6. For efficiency, email your Treasurers once you have dropped forms off in the Quebec**
- 7. 2020 Mailbox. If you don't receive a response, email us a reminder.**
- 8. Electronic cheque request for vendor/reimbursement request forms (pdfs) are available**
- 9. on the Quebec 2020 area of the Lord Tennyson website: <http://www.lordtennyson.ca/quebec-2020.html>. There is also a supply in the Quebec 2020 Mailbox.**
- 10. Include your email address on requests so that you can be notified when your cheque is**
- 11. available for pick up from the Quebec 2017Mailbox.**
- 12. You may email a cheque request for vendors and scanned invoice to the treasurer, if this**
- 13. is easier, but the original paid invoice is required ASAP.**
- 14. Cash transactions (proceeds, floats) will all require a brief person-to-person meeting**
- 15. 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 Quebec 2020 Treasurers Jackie and Gloria