

Quebec 2021 Fundraising

Our goal is to account for all of Quebec 2021's fundraised dollars. Here are a few requests from your Treasurers for our fundraising year. In this document we outline the following:

- Treasurers Names
- Payments and Reimbursement Cheque Requests for Vendors
- Example: Reimbursements
- Important Notes
- Handling cash

Treasurers Names

Eric Rallison and Nasser Esfahani

If you would like to pay Quebec 2021 using Interac e-Transfer please send to treasurerquebec2021@gmail.com. Please write cheques to Quebec 2021.

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 grab a copy of Vendor/Reimbursement Cheque Request form from Quebec 2021 Mailbox, in the photocopy room, across from the office. Alternatively simply download and print Vendor/Reimbursement Cheque Request pdf form available on our website (bottom of the page): <http://www.lordtennyson.ca/quebec-2021.html>
 - Complete the form, including signature approval from event champion, attach the invoice and leave in the Quebec 2021 drawer, in the photocopy room, across from the office.
 - We try to turn around in 15 days. But please get in touch with us if you require quick turn around. Each cheque requires 2 signatures.

Example: Reimbursements

If you pay for something directly, please ensure that the invoice is marked "Paid".

- Please make sure you have approval from the event champion or lead to make purchases before buying / ordering anything.
- Attach the receipt or paid invoice to a completed reimbursement request form as above. Please ensure the "Description" area includes details of what was bought, for what event, etc. Please also remember to include your name, address and email address so we can notify you that it is ready.
- Place the completed reimbursement form in the Quebec 2021 drawer.
- A cheque will be made payable to you and placed in the cheque box.
- Pick up your cheque when available.

Important Notes:

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 strive to prepare cheques in a timely fashion. If your cheque has taken longer than usual or you require a vendor cheque in short notice please email or communicate with treasurers.
3. If you are dropping off an invoice/receipt with a cheque request for vendor or reimbursement request form, please use the Quebec 2021 drawer on the shelves in the front photocopy room across from the office.
4. Apart from the website, printed Vendor/Reimbursement Cheque Request forms are available in the Quebec 2020 drawer.
5. Cash transactions (proceeds, floats) will all require a brief person-to-person meeting with the Treasurer and approval from the event champion.

Handling cash

When you receive cash, 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 by assigned persons of all cash floats and proceeds, with initials confirming the count amount of the float and/or proceeds.
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 the treasurer and initialed. This protects everyone who handles proceeds from money being lost.
5. Cash should never be left unattended.
6. If money is not being deposited immediately after an event, leave money in the school safe. Please label the money Quebec 2021, event and the name of the person who will be doing the deposit.

Questions?

Please contact the Treasurers if you have any questions.

Your Quebec 2021 Treasurers:

Eric & Nasser