

# **FN Brown School and Community Association**

## *Treasury Information*

### **Cash Box Requests**

- If your event requires the use of cash of making change please contact the treasurer at least **5-7 days** prior to the event so that pick up/drop off times can be organized
- You will be required to sign off on the amount given

### **Reimbursements**

- All receipts must be turned in on a timely fashion by the Committee Chair. Receipts from anyone other than the chair **will not** be issued.
- After the event all expense receipts must be turned within **2 weeks**. If for some reason you are holding onto receipts, you must contact the Treasurer, so we can discuss why receipts are being held. Please keep in mind that our account is balanced monthly and the receipts need to be filed accordingly.
- All refunds must include a completed **reimbursement form** with **original** receipts stapled to the form. Please return form and all itemized receipts in an envelope addressed to the treasurer in the SCA mailbox or drop them off to the treasurer's home.
- Please keep copies for your records.

### **Check Requests:**

- If you should require a check for your event, please email Nicole Duda at least **5 to 7 days** prior to the event.
- Complete the **check request form** and supply invoice(s) (receipts will need to be provided).

### **Deposits:**

- Deposits must be given to the treasurer within **1 week** of the end of the event.
- Please utilize the **deposit summary and cash & check** forms.
- If your event **exceeds one (1) week** in duration please hand in money **weekly**
- Please make sure that the cash is counted and sorted neatly by denomination.
- **Please check all checks for signature, dates, properly made out to FN Brown SCA and readability.** If anything noted is wrong with the check, please contact the person to complete or correct the check before you submit it to be deposited. We also have found that checks not deposited within a few weeks have a higher frequency of bouncing at the bank.
- Please contact Nicole to arrange for pickup/drop off of funds.

Thank you for your cooperation!!!!

Nicole Duda  
FN Brown SCA Treasurer  
973-477-3884     [nduda1279@gmail.com](mailto:nduda1279@gmail.com)