

# Forest Avenue SCA

## Treasury Instructions

**To: All Committee Chairpersons**

### **Treasurer Contact Information:**

Kendra Zalewski  
65 Oakridge Road, Verona  
Home #973-571-9355  
Cell #201-618-6083  
Email: [klzalewski@hotmail.com](mailto:klzalewski@hotmail.com)

### **For Reimbursements:**

Please complete the two-page **Reimbursement Form**, including the **Itemized Receipt Form**, for all reimbursement requests. All expense receipts must be turned in within 2 weeks. If you are holding onto receipts for any reason, you must contact the Treasurer to inform her/him of the delay. Please keep in mind that our account is balanced monthly and the receipts need to be filed accordingly. All refunds must include a proper receipt with your name, phone number and the event name written on the receipt. Please return all itemized receipts and reimbursement forms in an envelope addressed to the Treasurer in the SCA Treasurer mailbox. Please keep copies for your records.

### **For Check Requests/Cash Advance:**

If you should require a check/cash for your event, please call the Treasurer, Kendra Zalewski at 973-571-9355 at least 3-5 days prior to the event.

### **For Deposits:**

Please complete the two-page **Deposit Form**, including **CASH & CHECK Ledger**, when making a deposit. Deposits must be made within 5 days of the event's end date. Please make sure the cash is counted and sorted neatly by denomination. Do not send large cash amounts via the SCA mailbox. For large amounts of cash/checks, please make an arrangement for delivery of the money with the Treasurer. Please check all checks for signature, dates, properly made out to Forest Ave 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 for deposit.