

## TPCA Business Office Accounting Procedures for Fundraisers

1. Establish a purpose and committee for fundraising and identify events and activities.
2. Obtain approval from Twin Peaks Board of Directors for each fundraising activity and communicate the fundraising plans as follows:
  - a. Obtain and identify a minimum of two lead fundraising coordinators to assume the responsibility of accounting for ALL fundraiser dollars pertaining to a single purpose. (These individuals will be responsible for setting up spreadsheets to track and consolidate all net revenues collected, and track each student's portion of revenue).
  - b. Obtain and identify a minimum of two co-volunteers (other than those already designated above) to assume the responsibility of accounting for EACH different fundraising event or activity.
3. Each individual in charge of a fundraising event/activity will have to complete a form stating that they will be responsible for all the revenues and expenses related to that particular event. When money is collected from that fundraiser event, both individuals will be required to:
  - a. Count the monies collected and make copies of all checks.
  - b. Deposit monies to Wells Fargo Bank in a proper deposit envelope with both their signatures on it, and a TPCA deposit slip.
  - c. Provide Twin Peaks Business Office with a copy of the Wells Fargo deposit receipt, a copy of the TPCA deposit slip, and a copy (front/back) of the deposit envelope.
  - d. Report the total amount collected to the fundraising group.
  - e. Report to the fundraiser coordinators/record keepers which students participated and how much each student will be credited within 7 days of event/activity.
  - f. Any checks returned to the Business Office (from Wells Fargo Bank) due to insufficient funds will be turned over to the fundraising coordinator for collection of the checks face value **plus** a \$20 bank processing fee.
4. The fundraising committee shall reconcile their record of revenue and expenses with those recorded by the business office by the 25<sup>th</sup> of each month.

Note: All individuals handling fundraiser monies will communicate with the Business Office. A signed form taking full responsibility for all monies collected must be on file before an individual is authorized to handle funds. At no time is a single individual allowed to solely handle funds or keep records. Financial reports and updates should be shared at all meetings. Having a minimum of two people handle and count each deposit will increase the integrity in the system.