

Summary

This document summarizes fiscal procedures and policies for Rocklin Academy PSP (RAPSP) Executive Committees.

Includes:

1. General Items
2. Cash Handling
3. Check Requests
4. Reimbursements
5. Annual Giving Campaign Donations
6. RallyUp Manual Donation Processing

General Items

The Executive Committee President and Vice President shall be signers on that site's account. A treasurer may not be a signer on Rocklin Academy PSP (RAPSP) accounts.

The Executive Committee President and Vice-President shall be responsible each month to check the reconciliation report for accuracy with the bank statement. The completed reconciliation and bank statement shall be made available to the site Principle.

The Executive Committee Treasurer is responsible for all record keeping and bank statement reconciliations. Upon review by the President and Vice President a copy of the income and expense summary, check register, and monthly reconciliation shall be sent to the Rocklin Academy PSP Treasurer (or designee) within 15 days of the statement date. Rocklin Academy PSP Treasurer (or designee) may periodically request backup detail on any transaction. Requested supporting material(s) shall be provided within 15 days of the request.

The Executive Committee Treasurer shall make available at each PSP meeting for review: the previous month's check register, monthly income and expense summary, and monthly reconciliation.

When a check is issued to an Executive Committee Officer, it must be signed by another signer and the supporting authorization form must be signed by two non-payee Officers.

A single checking account shall be maintained per site.

Contracts naming Rocklin Academy (RA) must be approved in advance by the Director of Finance (or designee.)

Contracts naming Rocklin Academy PSP (RAPSP) must be approved in advance by the Board President (or designee.) The only exception is a transaction that meets all of these conditions:

- A one-time good or service in connection to a PSP budgeted programming activity or event
- No term, can only be for a one-time occurrence
- No indemnification clause
- No Personal Guaranty
- No additional Insurance Requirements

Cash Handling

Whenever cash is accepted at a PSP event, at least two people (one being an Executive Committee Officer) should be present.

Cash should be kept in the office safe.

Cash should be deposited daily, but never more than one business days from when the event took place. Cash should not be taken home.

Cash Request

Should it be necessary to withdraw cash in order to make change at a PSP event or to purchase a product or service, a Cash Request Form shall be completed. The request should include a description of the purpose of the cash, the breakdown of the cash requested, and the approval of two Executive Committee Officers. A bank withdrawal receipt shall be given to the Treasurer so it can be attached to the original request and maintained for record keeping.

Petty Cash

If approved by the Executive Committee, a petty cash fund not to exceed \$300 may be maintained in the safe along with a cash log. Should it be necessary to withdraw cash in order to make change at a PSP event, the request should include a description of the purpose of the cash, the breakdown of the cash removed, and the approval of two Executive Committee Officers. A petty cash log shall be maintained with double count dual signature for a petty cash withdrawal. Petty cash must be returned to the safe immediately following the event with dual signatures validating the count. Log signers must include at least one Executive Committee Officer.

Cash Counting and Deposits

At the conclusion of an event where cash or checks are accepted two Executive Committee Officers should count the cash/checks and complete a Cash Deposit Form. The cash and checks should be secured in a deposit bag and be deposited in the bank or returned to the safe.

When making a deposit, a bank deposit receipt shall be given to the Treasurer so it can be attached to the original request and maintained for record keeping.

Check Requests

Prior to making a purchase by check, a Check Request Form should be completed for purchasing a product or service. The request should include a description of the purpose of the purchase, a breakdown of what is being purchased, and the approval of two Executive Officers. Attaching a written quote or estimate with the request is preferred.

After completing the purchase an original itemized receipt must be returned to the Treasurer. This receipt shall be attached to the original request, scanned in the designated cloud archive, and maintained for record keeping.

Prior to issuing payment to a vendor check the vendor list. If the vendor is not listed, a W-9 needs to be collected from the vendor and submitted to the Rocklin Academy PSP Treasurer (or designee.)

Reimbursements

Prior Approval

Before purchasing a product or service to be reimbursed, an individual shall provide PSP a summary of what is to be purchased and an estimated total. In order to be reimbursed, the President or Treasurer must approve that the purchase is in the budget. A copy of the approval (email or letter) should be attached to the form. Pre-approval is not necessary for classroom accounts as long as the item(s) purchased are for classroom use only and non-perishable.

Processing a Reimbursement

A Reimbursement Form should be completed when requesting a reimbursement of a product or service purchased on behalf of PSP. The request should include a description of the purpose of the purchase, a breakdown of what was purchased, and the approval of two Executive Officers. Attaching supporting itemized original receipts is required before a reimbursement can be processed.

Annual Giving Campaign Donation Processing

Summary:

This document outlines the process for handling AGC Paper Pledge Form donations and Company Match checks.

Confidentiality:

Please honor family's confidentiality and do not share who has donated or how much they have donated.

AGC Paper Form Pledges

- 1) Submitted pledge forms should be sealed in an opaque envelope and placed in the safe on campus.
- 2) Forms should only be removed and opened in the presence of two Executive Committee Officers. (Generally the Treasurer and another Officer.)
- 3) When opening and reviewing the forms the attached Pledge Form Register is completed, signed by both, and kept by the non-treasurer Officer.
- 4) The Treasurer takes the pledge forms and processes them in RallyUp, charges credit cards, and deposits the checks. (See RallyUp manual donation process.) If forms are taken offsite they should be kept in an opaque envelope.
- 5) After Treasurer processes and posts a pledge form it should be initialed.



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- 6) Posted forms should be returned to the safe and placed in a large opaque envelope.
- 7) At the end of each month a designated non-Treasurer Officer should reconcile the Pledge Form Registers with RallyUp.

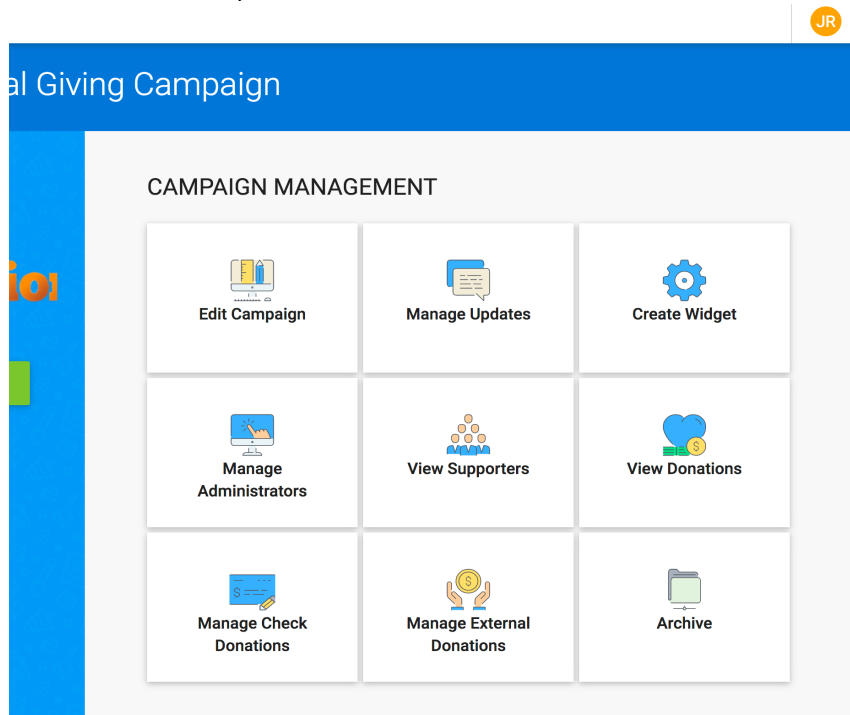
- 8) As part of the month-end reconciliation process RallyUp and Stripe should reconcile with the bank account.

Corporate Matching

If a corporate matching check comes to your campus, and it is only for one of your families, then process that check like a normal donation. If the check covers families at another Rocklin Academy PSP campus, process the check, and forward the portion to the other campus to that Treasurer. If the check designates the Rocklin Academy EIN, please note its receipt and forward it to the Rocklin Academy CMO for processing.

RallyUp Manual Donation Processing

- 1) Login to RallyUp and goto Campaign Management.
- 2) Select your campaign, then select 'Manage External Donations'



- 3) Select 'Add Donation'
- 4) Enter donation information
 - a. For a Check or one-time credit card payment, select Check, enter information, and then Save. Login to Stripe and process the one-time charge or setup the monthly payments as specified.
 - b. For a reoccurring Credit Card, select Credit Card, enter information, and then Save.
- 5) Be sure to check 'Do not show the supporter's name publically' if the donor indicated on their form that they did not want their name published. While donors will be manually published on a periodic basis that publishing will be based on this setting.

AGC Paper Pledge Form Register

DATE: _____

Amount	Check	Check #	CC - One Time	CC - Monthly
\$_____	[]	_____	[]	\$_____x_____mo
\$_____	[]	_____	[]	\$_____x_____mo
\$_____	[]	_____	[]	\$_____x_____mo
\$_____	[]	_____	[]	\$_____x_____mo
\$_____	[]	_____	[]	\$_____x_____mo
\$_____	[]	_____	[]	\$_____x_____mo
\$_____	[]	_____	[]	\$_____x_____mo
\$_____	[]	_____	[]	\$_____x_____mo
\$_____	[]	_____	[]	\$_____x_____mo
\$_____	[]	_____	[]	\$_____x_____mo
\$_____	[]	_____	[]	\$_____x_____mo
\$_____	[]	_____	[]	\$_____x_____mo
\$_____	TOTAL:		TOTAL:	\$_____x_____mo

Officer Signature Date

Officer Signature Date

Officer Printed

Officer Printed

Deposit Date: Transaction Number:

Initial 1: Initial 2: