

TVCA FINANCIAL POLICY REVISED

02/06/2020

Instructions for Activity Chairperson:

1. Complete all boxes on TVCA Accounting Form revision 2/06/2020 which pertain to your event.
2. Attach all receipts for stated event.
3. Take completed form to the office with attached receipts and any monies to be deposited.
4. The office staff will make a copy of your form and retain the receipts and cash for deposit; you will be given a receipt for monies and a copy of the form for your records.

Instructions for Treasurer:

1. Check the TVCA Treasurer envelope daily for ledger deposit entries and check requests.
General Responsibilities:
 - A. Prepare monthly financial reports/summaries for meetings;
 - B. Maintain all bank accounts, including keeping itemized ledgers for each group account including deposits, withdrawals, reimbursements and payments.

WHEN NEEDING A CHECK

1. Activity chairperson will submit a request for a check using TVCA Accounting Form revised 02/06/2020 and place request in the TVCA Treasurer folder in the office. Check will be written within 48 hours if account balance permits. This form will indicate by office employee initials that receipts have been filed for the amount being requested.