

TVCA Financial Policy of 02/03/20 revised December 5,2022

To accomplish the goals and objectives of Tamiami Village Community Activities, Inc., TVCA shall assist social and community activities within the Village by housing funds for approved groups.

PROCEDURE:

The following procedures and process shall be implemented to ensure accurate financial accounting of groups' income and expenditures:

The Treasurer shall:

1. INCOMING MONEY:

Receive all funds from approved Tamiami Village Community Activities recognized groups.

Assist Board Member liaisons in executing their responsibilities with each group.

Deposit checks and cash received from groups.

Provide monthly reports of group balance being housed by TVCA to Board Members prior to the Executive Board Meeting.

2. OUTGOING MONEY

Upon receipt of Check Request Form Revised 11/09/2022 and **all attached receipts**, issue a check within 72 hours.

Pay any required tax liabilities encumbered by activities of approved groups.

Pay all bills approved by the Board of Directors.

3. GENERAL RESPONSIBILITIES

Prepare monthly financial reports/summaries for meetings.

Maintain all bank accounts, including keeping itemized ledgers for each group account including deposits, withdrawals, reimbursements and payments.

Submit all monthly paperwork to the office.

REQUEST FOR FUNDS:

Each approved group must submit the TVCA Check Request Form (Revised 11-09-22) with attached original receipts to be issued a check from their housed account.

WHEN HOLDING AN EVENT:

Complete a Hall Usage Request Form.

If an entertainment event, complete Entertainment Form for ASCAP (2/3/2020)

At conclusion of event, submit TVCA Accounting Form (Revised 11/09/22) within 5 days of event.

Turn over any revenue from the event to the treasurer with TVCA Accounting Form (Revised 11/09/22)

Submit Check Request Form if expenses were incurred.

TVCA GUIDELINES FOR GROUPS GENERATING INCOME:

Each group must fill out the Hall Usage Forms annually and abide by all hall usage rules to be covered by the TVCA Liability Insurance.