

## **Tamiami Village Community Activities (TVCA) - Financial Policy**

Adopted: February 3, 2020 - Revised: February 2, 2026

To accomplish the goals and objectives of the TVCA, the 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**
  - a. Receive all funds from approved TVCA recognized groups, within five (5) days of the event.
  - b. Assist Board Member liaisons in executing their responsibilities with each group.
  - c. Deposit checks and cash received from groups.
  - d. Provide monthly reports of group balance being housed by TVCA to Board Members prior to the Executive Board Meeting.
2. **Outgoing Money**
  - a. Upon receipt of Check Request Form (Revised 01/05/2026) and all attached receipts, a check will be issued within 72 hours.
  - b. Pay any required tax liabilities encumbered by activities of approved groups.
  - c. Pay all bills approved by the Board of Directors.
3. **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
  - c. File all Monthly Financial Reports, Check Requests, Deposits and Bank Statements in TVCA file.

#### **The Chairperson or representative of the activity shall:**

1. **TVCA Guidelines for Groups Generating Income:**
  - a. Each group must complete the Hall Usage Forms annually and abide by all hall usage rules to be covered by the TVCA Liability Insurance.
2. **When Holding an Event**
  - a. Complete a Hall Usage Request Form (Revised 08/22/2024)
  - b. If an entertainment event, complete Entertainment Form for ASCAP (Revised 01/05/2026) Please follow instructions on the ASCAP form.
  - c. Within five (5) days of an event conclusion, submit TVCA Accounting Form (Revised 01/05/2026) along with ASCAP form. Second copy of ASCAP form to TV Office.
  - d. Turn over any revenue from the event to the Treasurer with the TVCA Accounting Form (Revised 01/05/2026)
  - e. Submit Check Request Form (Revised 01/05/2026) if expenses were incurred, and not withheld from event.
3. **Request for Funds**
  - a. Submit the TVCA Check Request Form (Revised 01/05/2026) with either original or copy of receipts to be issued a check from their housed account.