

River Woods Elementary Home & School

2607 River Woods Dr., Naperville IL 60565

TREASURER'S CORNER

FORMS:

There are **two (2) forms** that Home & School uses to maintain financial records (copies of both can be found in the Treasurer's mailbox inside the school). They essentially equate to a "withdrawal form" and a "deposit form" and are labeled as follows:

1. **Cash Disbursement Request** (withdrawal) • Requires approval signature from the Principal, Secretary or H&S President
 - Receipts need to be attached
 - Sales tax cannot be reimbursed. To avoid paying sales tax, please obtain a copy of the River Woods H&S tax exempt letter if you need to purchase items for H&S. Please review the "**Sales Tax Information**" document for more info.
2. **Deposit Form-Four Part** (deposit) • Please review the "**Cash Handling Procedures**" document before collecting cash/checks for any H&S event.
 - ANY DEPOSIT CONTAINING CASH must be counted and signed off by two (2) separate people.
 - Deposits shall be given to the Principal, Secretary or other assigned school representative for storage in the safe until they can be collected by the Treasurer.
 - Please follow the instructions on the bottom of the form related to distribution of the carbon copies. This is a District 203 requirement to promote transparency and to police/protect everyone involved in the cash handling process.

COLLECTIONS:

The Treasurer will make every effort to collect their mail at least once per week. Mail collection (and check drop off) will typically occur on Tuesdays or Thursdays with checks sent out within a week of pickup. Please contact the Treasurer directly via email if you need something processed within a faster timeframe.

FUNDRAISING:

Any fundraising and/or sales events should be coordinated with the Treasurer. Please send the Treasurer and email outlining the estimated timeline of events (both withdrawals and deposits). For fundraising partnerships with local business (i.e. dine-out nights, etc.), donation checks should be sent directly to River Woods Elementary c/o H&S Treasurer. The Committee Chair/Co-Chair should email the Treasurer to notify them that a check is expected. Once the check is received, the Treasurer will email a copy of the check to the Committee Chair/Co-Chair who will, in turn, fill out a "**Deposit Form-Four Part**" to complete the District required documentation trail.