



VHS Financial Policy (2023)

This policy was adopted by unanimous vote of the Valley Home Schoolers Board of Directors on November 30, 2023.

All policies, guidelines, and procedures below apply to the VHS Board as well as all the VHS committees, unless specifically noted.

1. Bank Accounts

- a. As a general guideline, VHS has one checkbook. Only the board may authorize a creation of additional bank accounts. All VHS accounts at any financial institution must be approved, in advance, by the VHS Board of Directors. Committees may request their own bank account from the board if by not having their own account raises obstacles that would make completing their function challenging. Only one checking account will be permitted for each committee. Committees may have their own checkbook as long as they have two financial officers: the committee chair and one other officer, usually the committee treasurer. If a committee has a vacancy then a VHS board member fills that role.
- b. The VHS Chair and VHS Treasurer are required to be an authorized signer on all VHS bank accounts.

2. General Guidelines for Cash

- a. Receiving cash is highly discouraged. Checks, money orders, or online payments should be taken instead of cash.

3. Cash Receipts

- a. If a committee has an event where cash is collected no receipt shall be provided to the purchaser if less than \$50, and two committee members will write and sign a receipt for the total cash collected at the event and submit it to the committee's treasurer within two business days of deposit.
- b. If an individual pays an amount over \$50, a receipt shall immediately be given to the person making the payment showing the date, person from whom it is received, and description of the purpose or reason.
- c. Cash shall be deposited within one business day of receiving it.
- d. A copy of the cash receipt along with the bank receipt shall be kept and delivered electronically to the committee treasurer or VHS Treasurer within two business days of deposit.

4. Receiving Checks

- a. All checks received shall be made payable to Valley Home Schoolers, Inc. (or VHS, Inc.), and no check shall be accepted by any VHS director/officer or any committee member if made payable to any other person unless specifically authorized by the VHS Board of Directors.
- b. All checks not collected at a VHS event should be mailed to the VHS PO Box. The VHS Treasurer will deposit the check in the corresponding bank account.
- c. All checks received shall immediately be restrictively endorsed and the details shall be recorded in the VHS or committee's accounting system.
- d. All checks shall be deposited within five business days of receipt.



e. All deposit slips shall be delivered to the committee's treasurer or the VHS Treasurer by the 2nd business day of the month.

5. Disbursement Authorizations

- a. A disbursement made pursuant to the current budget approved by the Board of Directors shall generally be considered as authorized, subject to the other requirements in this policy. However, discretion and prudence should still be used to determine if the disbursement is appropriate under the circumstances.
- b. Any unbudgeted items up to \$250 shall require the written (email is sufficient) authorization of the VHS President (or his/her designee) and the VHS Treasurer prior to disbursement. Items over \$250 require the approval of the Board of Directors.
- c. A committee disbursement made pursuant to the current committee's budget approved by the committee shall generally be considered as authorized, subject to the other requirements in this policy. However, discretion and prudence should still be used to determine if the disbursement is appropriate under the circumstances.
- d. Any committee unbudgeted items up to \$250 shall require the written (email is sufficient) authorization of the committee chair and the committee treasurer prior to disbursement. Unbudgeted items over \$250 require the approval of the VHS Treasurer.

6. Disbursement Approvals

- a. The VHS Treasurer is generally authorized by the Board of Directors to approve VHS disbursements.
- b. The Committee Treasurers are generally authorized by their committees to approve committee disbursements.

7. Cash Disbursement

- a. Disbursement of cash from any VHS account is strictly prohibited.

8. Reimbursements and Paying Invoices

- a. For an invoiced general VHS expense that is an authorized budgeted item, the invoice is adequate documentation.
- b. Members requesting a reimbursement for VHS expenses (either from the VHS general account or a committee's account) must submit adequate documentation such as receipts or invoices.
- c. If a check is made payable to an individual who is otherwise authorized to prepare or sign checks (ie. Treasurer), then that person shall neither sign the check nor approve the disbursement (an item included in the budget is considered approved). The check must be signed by a different authorized bank signer.
- d. If any check amount is greater than \$1,000, then two authorized check signers must sign the check. Creating separate payment requests and checks to bring the amount below the limit for one authorized signer is prohibited. If a SCRIP check amount is greater than \$5,000 then two authorized check signers must sign the check.
- e. All checks shall be mailed or delivered within 10 business days of approval.
- f. No checks may be made payable to cash.
- g. No checks are signed in advance.
- h. No signature stamps are permitted.
- i. All invoices/receipts shall be marked paid and dated immediately upon issuing the disbursement. This documentation will be filed with the monthly transactions as determined by the VHS or Committee Treasurer.



j. All documentation management shall be responsible by the VHS Treasurer or Committee Treasurer but may be maintained by someone else designated by the treasurer (ie. Financial Secretary).

9. Transferring of Funds

- a. The VHS Treasurer reviews the general VHS account balances and may make transfers as needed between any VHS bank accounts.
- b. The Committee Treasurers review their bank balances and may transfer money as needed between their committee's checking and savings accounts.

10. Accounting

- a. The accounting for the previous month shall be completed by the 10th business day of the month. At that time, VHS and committee financial statements including a Profit & Loss and a Balance Sheet shall be given to the VHS Treasurer. The VHS Treasurer shall present the committee and VHS financial statements to the board.
- b. Typically VHS funds for committees and events do not carry over from year to year. The committees with a checking account may have their funds carry over from year to year following their bookkeeping and budgeting processes.

11. Bank Account Authorized Signers

- a. Except as otherwise stated in this policy or determined by the Board of Directors, the VHS Chair and Treasurer shall be authorized to sign any and all checks from the general VHS checkbook. As to Committees, the committee chairperson and treasurer as well as the VHS Treasurer and VHS Chair shall be authorized to sign the committee's checks.
- b. The VHS Chair, Vice-Chair, Treasurer or Secretary shall be authorized to prepare disbursements for the VHS general fund.
- c. A committee chair and treasurer shall be authorized to prepare disbursements for their committee.
- d. The VHS Chair and Treasurer shall be authorized to obtain any and all financial information, whether oral, written or electronic, from any financial institution with which VHS does business.
- e. The VHS Treasurer shall be the custodian of the general checkbook, blank checks, and endorsement stamps.
- f. The Committee Treasurer shall be the custodian of the committee's checkbooks, blank checks, and endorsement stamps.

12. Financial Records

- a. The VHS Treasurer is responsible to maintain the VHS general financial records. The Committee Treasurers are responsible to maintain the financial records of their committees.
- b. The VHS Treasurer or designated person (ie. Financial Secretary) reconciles the VHS general checkbook. The Committee Treasurer or designated person reconciles the committees' checkbooks.
- c. The mailed bank statements are sent to the VHS PO Box. The VHS Treasurer shall receive all bank statements. The Committee Treasurers may access their bank statements online via the bank's website.
- d. Upon the end of the VHS Membership Year, a Committee Treasurer shall immediately give the checkbook, all checks, endorsement stamps and any other financial records and instruments held by any committee member to the next Committee Treasurer or, if no Committee Treasurer is available, to the VHS Treasurer.



13. Financial Reporting

- a. The Board of Directors shall, at a minimum, review a monthly report showing actual income compared with the budgeted amount and actual expenditures compared with the approved budget amounts and actual for all functions, including committees.
- b. The VHS Vice-Chair or other designated person(s) shall be required to conduct an audit on all the VHS checking accounts once a year.
- c. A Committee Treasurer shall immediately return the checkbook, all checks, endorsement stamps and any other financial records and instruments held by any committee member to the VHS Treasurer upon request by the VHS Chair and VHS Treasurer.

14. Resignations

- a. Upon resignation as the VHS Treasurer, the VHS Treasurer shall immediately return the checkbook, all checks, endorsement stamps and any other financial records and instruments held to the VHS Vice-Chair.
- b. Upon resignation as a Committee Treasurer, the Committee Treasurer shall immediately return the checkbook, all checks, endorsement stamps and any other financial records and instruments held by any committee member to the VHS Treasurer.