

Check, Refund and Deposit Process

Steps to submit Reimbursement Voucher/Check Request Form

This form is required to be filled out when requesting a check from the Guild account.

It provides an audit trail to track all outgoing expenses and is kept for record with the treasury files. It is used for the 6 month audits in April and October required by the bylaws. It is kept with the check stubs and maintained in the event of an IRS audit.

The treasurer also uses it to fill out the monthly spreadsheet and matches it with receipts, invoices and the bank statement.

It is critical to submit this form every time a check is requested. It must be filled out completely and signed and approved by a Board member. Note: You cannot approve a reimbursement for yourself. Another Board member must sign and approve the expense.

The Committee Budget Category is also required so expenses can be accurately reported on the correct expense line on the spreadsheet.

If an invoice is available, please attach this form to the invoice. If you receive an email with an invoice, please print the invoice and attach to this form.

To help complete the form, please make sure it answers the five “W”s ,who, what, when, where, why.

Steps to submit a Square Refund Request Form

This form is required to be filled out when requesting a Square reimbursement from the Guild account.

It provides an audit trail to track all outgoing expenses and is kept for record with the treasury files. It is used for the 6 month audits in April and October required by the bylaws. It is kept with the check stubs and maintained in the event of an IRS audit.

The treasurer also uses it to fill out the monthly spreadsheet and matches it with receipts, invoices and the bank statement.

It is critical to submit this form every time a Square reimbursement is requested. It must be filled out completely and signed and approved by a Board member. Note: You cannot approve a reimbursement for yourself. Another Board member must sign and approve the expense.

The Committee Budget Category is also required so expenses can be accurately reported on the correct expense line on the spreadsheet.

If Square emails supporting the original payment are available, please attach them to the refund request.

To help complete the form, please make sure it answers the five “W”s ,who, what, when, where, why.

Steps to submit deposits to the Guild account.

All collected guild money must be given to the treasurer within two weeks after you receive it. Present any money collected between board and general membership meetings in a prepared deposit to the treasurer at the next board or general membership meeting. If these meetings are delayed or canceled, contact the treasurer by phone or email to arrange a contact time and place.

The Deposit Voucher is filled out with the information for the purpose or event with money received.

Square deposit forms are prepared by the treasurer with supporting emails attached, for signature by the responsible board or committee member.

Two signatures are required verifying the cash and or check amount received; one signature must be a board member and the other a guild member or another board member. Only one signature is required from the responsible board or committee member for a Square deposit.

Submit the completed form to the treasurer to deposit into the Guild account.

This form is used for an audit trail and by the treasurer to complete the monthly spreadsheet.

Summary – The forms are found on the website and the treasurer has copies, if needed.

1. Deposit and Check requests can be submitted at the board meetings. Please turn in the completed form along with receipts or printed invoices.
2. Present collected guild money to the treasurer for deposit within two weeks of receipt.
3. The treasurer brings the checkbook to the monthly Guild meetings and will be set up in the check-in room. If you need a check, please come to the check-in room prior to the start of the Guild meeting.
4. Don't forget a completed form and printed invoice/receipts.