



Financial Procedures

2020-2021

- ❖ Keep the committee or event within the approved budget.
- ❖ Brook Park Council must approve any and all additional funds prior to expenses being incurred. Any questions, please contact BPC Treasurer.

DEPOSITS:

- Cash &/or checks are to be turned into the school office.
- Monies are to be turned into the school office within five (5) business days at the end of an event.
- Large fundraisers such as Consignment Sales and Carnival should turn monies in the same day as the event.
- The *Deposit Voucher* is to be used when submitting cash &/or checks.
- A deposit spreadsheet or *Deposit Spreadsheet Supplement Form* is to be used when submitting checks; containing the name printed on the check, student's name, check number and amount of the check.

CHECK REQUESTS:

- Check request forms are available at www.brookparkcouncil.org.
- All request must be made in writing with the *Expense Reimbursement, Vendor-Entertainment Request Form*.
- Checks will not be distributed without the proper documentation and preapproval from the committee chair along with the chair signature.
- All original receipts must be attached to the request form.
- Sales tax will **NOT** be reimbursed based on our 501(c)(3) tax status. Please use a tax-exempt form when purchasing. Copies are available in the BPC Treasurer's mailbox in the school office or through any of the BPC Board members.
- All checks will be sent out by the U.S. Postal Service unless communicated otherwise.
- Please allow ten (10) business days to process requests.
- When advertising/collecting money, please note, "*NSF*" fees are payee's responsibility.

The Brook Park Council is a 501(c)(3) tax-exempt organization. Our Illinois tax exemption identification number is E9948-2738-04.

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Questions? Bpctreasurer01@gmail.com or <http://www.brookparkcouncil.org>