BUSINESS OFFICE GUIDELINES FOR VIP ASSISTED EVENTS

EVENT BUDGETING

All event coordinators should fill out the first section of the Event/Sales Tracking Sheet with a description and dates. Meridian and VIP leadership must approve all events before scheduling. A week before the event (or earlier), the second section should be filled out with the estimated revenue and expenses. After the event, the final section should be filled out showing the total deposits and expenses. A copy of the completed form will be submitted to both the Business Office and ViP Treasurer.

MONEY MANAGEMENT

CASH BOXES: Please give the Business Office at least three business days notice if cash boxes are needed. Please include desired amount and denomination breakdown. A Request for Event Cash Form is available.

CASH RECONCILATION: Two volunteers working together must count cash and checks immediately following the event. (This protects YOU.) Include the beginning cash (if any) in this count. A Deposit Slip will be provided in the cash box and should be totaled, dated and signed by both volunteers. Checks are to be listed by check number. If the event is on Meridian property, please see that the counted cash box is returned to the Meridian Administrative Staff on duty to be locked in an office, whenever possible. If this is not possible, or the event is off-site, please give the box to the volunteer event coordinator for safekeeping until it can be turned in on the next regular business day.

MAJOR EVENTS: For all major events that may cover several days’ money collection (for example, Scrip sales) please be sure that cash and checks are reconciled to a printed report – this report needs to include parent name, check number (or noted “cash”) and amount. A Deposit Slip form should be included with the reconciliation, signed and dated by the event coordinator. Please see that these funds are submitted to the Business Office within one week of the event closing. (Note: Be sure all check issuer information is legible when accepting a check – sometimes checks will be declined by the bank and we need to know who to contact.)

CHECK REQUEST

Requests for expense reimbursements or vendor invoice payments should be on a Standard Check Requisition Form and all original receipts or the invoice must be attached. Meridian, as a tax-exempt organization, cannot reimburse sales tax. A Texas Sales and Use Tax Exemption Certification form is available in the office or online. Event coordinators should approve all reimbursement requests before submitting to the Business Office for payment. Please allow seven business days for processing.