Falcon Club (FC) welcomes you to the 2019-2020 school year! The following guidelines will make your job as a Parent Representative (PR) easier.

**Communication with Treasurer** – Please direct all correspondence to the Treasurer through the FC mailbox located in the school’s front office or by email to: falconclubtreasurer@gmail.com. Emails are monitored on a regular basis. The office mailbox is checked regularly. Your deposits and requests are normally processed within one week.

**Funds for Deposit** – DO NOT leave money in the FC mailbox. All money and deposits must be dropped in the FC safe. No money is EVER to be turned in to the Treasurer at their home. Checks for deposit should be made payable to “Staley Falcon Club” and be stamped on the back. The stamps are located in the FC office. If your checks are not stamped, your deposit will be delayed until it is done. The Treasurer will contact you if you need to complete your deposit. Deposits will be processed every week. All deposits made by the third week of the month will be reflected on the Monthly Financial Report and available at the General Board Meeting.

**Notification and Processing** – Deposits must be counted and signed off by your activity (with cash amounts verified by two people). A Computerized Activity Deposit Form is available on the FC website: staleyfalconclub.com. Please fill in your deposit details, include the form with your deposit. If there is a discrepancy in funds being deposited or an unavoidable delay, the Treasurer will contact you. Deposits will be processed weekly. Deposit instructions are on the Activity Deposit Form.

**Location of Safe** – The safe is located under the desk in the FC office in the school’s front office. Please pull the drawer handle, place deposit in drawer and then close. The contents will drop into the safe. If you are unable to turn in deposits during regular school business hours, a custodian can unlock the door and escort you into the office.

**Requesting Funds** – When you need to access funds from your activity, please submit the following. Any missing item will delay your request.

**1)** Completed and Signed – Request for Funds form

**2)** Original Receipts/Invoices–dated within the last 30 days

**3)** If payment is to a vendor, the completed and signed vendor W-9 (unless a W-9 is already on file)

**4)** Pre-addressed envelope

**5)** Keep a copy of all your deposits, receipts, and requests for funds

Blank forms for requesting funds are available on the FC Website: <http://www.staleyfalconclub.com/forms-for-parent-reps/> and copies can be found in the FC office on the desk directly above the safe. Requests will be processed every week.

**Last minute payment requests due to poor planning does not warrant an immediate response from the Treasurer.**

Checks released from the Treasurer are mailed to the vendor or individual unless you request otherwise. If a check released from an activity fund has not cleared within 90 days, the activity will be asked to contact the individual/vendor to request the check be cashed immediately or determine if it has been lost. FC checks issued to a PR, Coach/Sponsor or parent that are lost and require a “stop payment” will be subject to a bank fee, which will be deducted from the replacement check.

**Original Receipts –** Receipts must be original. It is the PR’s responsibility to communicate this requirement to everyone in their group.

**W-9** – It is mandatory for a W-9 to be on file with the Treasurer for all vendors, suppliers and service providers. If you are requesting a reimbursement, a W-9 is not required. An updated list of W-9’s on file will be available on the FC website. The Treasurer will continue to update this list as additional W-9’s are received. Vendors, suppliers and service providers paid more than $600 during the calendar year will receive a 1099 from FC as required by the IRS.

**Payments to outside Clinicians** – Requests for payment to service providers must have a signed Clinicians Contract Verification form and an invoice from the service provider attached to the Falcon Club Request for Payment. Falcon Club will not make payments to any service provider without the approval and pre-authorization of the Activities Department.

**Tax Exempt Letter** – If an activity is purchasing items, a request for use of the FC tax-exempt verification “letter” can be made. This is **NOT** to be used for personal purchases by a Coach/Sponsor, PR, parent or participant. No retail or wholesale accounts are to be opened in the name of FC or any activity with this letter. If a vendor requires opening an account to qualify and receive tax-exempt status, it must be handled through the Treasurer. Violation of these policies for could result in the FC losing tax-exempt status and receiving fines for misuse. If the Treasurer or any Executive Board member becomes aware of misrepresentation or misuse by an activity of FC’s tax-exempt status, the activity will no longer be eligible to benefit from the tax-exempt status and these actions will be reported to the appropriate authorities as required. FC reserves the right to deny any activity the use of the tax-exempt letter.

**Cash Receipts** – Cash that is acquired by an activity can ***NOT*** be paid directly for expenses. All funds (cash & checks) collected must be deposited and a check issued for expenses. A Coach/Sponsor and PR have the responsibility to the activity to insure its deposits and expenses are reflected accurately. FC and all activity groups benefiting from the FC umbrella are responsible for following MOPTA guidelines, including Robert’s Rules of Order and are required to adhere to all IRS regulations.

**Rogue Accounts** – No activities are permitted to open accounts outside of their Falcon Club account. Any accounts opened outside of FC are in ***ABSOLUTE VIOLATION*** of FC policy. The FC 501(c)3 status is governed by financial checks and balances such as audits, insurance and bonding, member voting, submission of IRS Form 990, double documentation and monthly reviews. Students, staff, parents, community members and business partners that are entrusting your activity with payments or donations are entitled to have these checks and balances to retain the financial integrity of Staley High School.

**Returned Checks** – If a check deposited in an activity account is returned due to insufficient funds, it will be deducted from that account until the activity has recovered the funds. The Coach/Sponsor of an activity will be notified. Any insufficient transaction fees charged will be the responsibility of the activity and will be deducted from the activity account. If an insufficient check is received a second time from the same individual the activity will be asked to no longer accept personal checks from that individual.

The Monthly Activity Report generated will show a deduction of the amount of the insufficient check. When it is repaid, the activity report will show the deposit of funds for only the original check amount. Any transaction fee collected will remain with FC to cover bank fees assessed. Uncollected checks will be turned over to the County Prosecutor for collection.

**Special Events Worked By Activity Groups** – If an activity is scheduled to work concessions, special event concessions, or other event, it is the responsibility of those working to follow the instructions on the Indoor Concessions Stand Deposit Accounting form.

Money from concessions or other events is NEVER to be taken home! It is the PR’s responsibility to communicate this information to parents working events on behalf of the activity.

**Falcon Club Grants**– In April of each year, FC will determine if there are funds in the FC general fund to award grants. If funds are available, activities will be notified of the process and guidelines for submitting applications for consideration. The board will evaluate all requests and approve funds at their discretion. Notification of grants and procedures for fulfillment will subsequently be given to any activity receiving a grant.