



# PARENT CLUB PROCEDURES

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## BANK ACCOUNT POLICIES AND PROCEDURES

The Day School and Canopy program each has a separate bank account established for parent club fundraising activities. These bank accounts are held at the bank used by Giant Steps Illinois, Inc for its financial operations, currently Wintrust Bank (Naperville Bank). Any Wintrust Bank branch/location can accept deposits for these accounts. The Day School and Canopy parent's club have treasurers to manage these accounts. Parent Club treasurers are "authorized signers" on the bank account established for their club. The Director of Finance and Operations is also a signer on these bank accounts as the representative of the Giant Steps organization.

## PARENT CLUB ACTIVITIES

Before any parent club activity is initiated by the Day School or Canopy parent clubs, please complete the **Fundraising Request Form** and submit it to the Liaison for the Parent Club. A Fundraising Request Form is needed to be completed for all fundraising activities. Included on the form is a budget of estimated revenues and expenditures for each activity. Thank you for your support in completing this form.

## COLLECTION OF REVENUES

The treasurer of each club will be responsible for collecting fundraising money. The use of pre-numbered tickets or receipts is required whenever possible to account for all receipts. The cash and checks are to be deposited by the club treasurer. The funds raised are to be itemized on a bank deposit ticket. A copy of the bank deposit ticket is to be sent to the Director of Business and Operations by the Parent Club Liaison with a description of the activities that generated the funds (mailed, emailed, or texted as a picture).

## DISBURSEMENTS FROM THE ACCOUNT

All disbursements should be included in the approved budget on the Fundraising Request Form. If a disbursement is included in the approved budget, then the need to contact the Parent Club Liaison is not required to make a disbursement. However, the Fundraising Request form needs to be updated with expenditure items that are not included in the budget before making a disbursement for any line items not included in the budget. The Fundraising Request Form needs to be updated and sent to the Parent Club Liaison and Director of Business and Operations with any changes.

## MONTHLY BANK RECONCILIATION

The parent club treasurer is responsible for monthly bank reconciliations. Bank reconciliations are to be sent to the Director of Business and Operations each month.

