



# South Bay FOR Junior Sports Association Standard Operating Policies and Procedures

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**Title: CHECK REQUESTS AND CASH DISBURSEMENTS**

**Policy:** To ensure efficient processing, record keeping and to ensure that only valid and authorized transactions are recorded and paid, all check requests will be prepared on a written check request form. Accounting procedures will be implemented to ensure the accuracy of amounts, coding of general ledger accounts and appropriate timing of payments.

**Purpose:** To explain the procedures for documenting, recording, for completing a check request form and issuing payments for valid transactions

**Scope:** All checks issued.

## 1.0 ORIGINATION

**1.1** Whenever a check is to be issued, a check request form (Form: POL-002) should be completed with all pertinent information and all supporting documents.

- a. Obtain a check request form from the divisional treasurer, commissioner or download and print "Check Request Form" from F.O.R. website ([www.southbayfor.org](http://www.southbayfor.org)).
- b. All portions of form must be completed and approvals given *prior* to submitting to Treasure for payment. Incomplete forms or lack of supporting documents will *not* be accepted.
- c. Attach all receipts, packing slips and/or invoices (originals, not copies) to Check Request Form.
  - i. Cashier's check receipt – the original from the bank
  - ii. Credit card receipt – original itemized receipt, not a summary charge slip
  - iii. Original invoice from vendor and/or packing slips
- d. Keep a copy of the request and receipts for your own records.

**1.2** Once the divisional or respective treasurer receives the check request package, the following steps will be performed to ensure proper authorization, validity of expenditure, receipt of purchased items or services and accuracy of amounts.

- a. The vendor invoice will be compared to the packing slip as to quantities and items. Any discrepancies must be followed-up and resolved prior to commencing with the payment process.
- b. Calculations on the invoice will be recomputed such as quantities received multiplied by unit price and totals.
- c. The requestor has signed the check request form.

SOP #: POL-002 \_\_\_\_\_  
Effective Date: 07 May 2009 \_\_\_\_\_

Revision: \_\_\_\_\_  
Approved by: \_\_\_\_\_ Executive Board \_\_\_\_\_

**2.0 PROCESSING**

- 2.1** The Check Request form and attachments should be brought to the monthly Divisional Board meetings for proper Division or Executive approvals.
- a. Division Program Approvals (existing division programs: candy league, pie league, roundball, double dribble, and small fry)
    - i. Require a signature from the Division Commissioner and Program Coordinator
    - ii. It is the Division Commissioner and Program Coordinator's responsibility to verify all backup receipts/invoices prior to approving for payment.
  - b. Executive Approvals (donations, gym fees, tournament expenses, adult league, adult and junior golf, volleyball, and non-budgeted items)
    - i. Require a signature from the President, Executive Treasurer and Executive Secretary.
    - ii. Board approval **is** required for donations and non-budgeted items.
    - iii. Secretary to attach minutes to check request form for board approved items.
    - iv. Board approval **is not** required for existing division programs (i.e. candy league, pie league, roundball, double dribble, etc.)
- 2.2** The Divisional Treasurer will complete the Check Request form as to the proper account codes the expenditure should be recorded as.
- 2.3** All Check Request packages will be accumulated and forwarded to the Executive Treasurer for processing of payments.
- 2.4** The Executive Treasurer will verify that the amount of the check request is within the approved budget.
- 2.5** The Executive Treasurer will prepare the check and stamp the check request form and supporting documents as "paid" and complete the check request form as to the check number and date paid.
- 2.6** The Executive Treasurer will photocopy the check request form, attach the check and mail or return to the requestor.
- 2.7** The executive treasurer will file the check request package into the accounting records folder.

**3.0 EMERGENCY CHECK REQUESTS**

- 3.1** For emergency check requirements, the following procedures should be performed by the requesting individuals.
- 3.2** In case of an emergency, the requestor should contact the Executive Treasurer. The Requestor should identify him or herself and give the necessary information so a Check Request form can be prepared. IT IS THE RESPONSIBILITY OF THE REOUESTOR TO

**SUBMIT THE INVOICE AND OTHER SUPPORTING DOCUMENTS AND SIGN THE CHECK REQUEST AT THE FOLLOWING DIVISIONAL BOARD MEETING!!**

- 3.3** The executive treasurer will then call the appropriate division commissioner, division treasurer, tournament chairperson or president for verbal approval. The executive treasurer should indicate on the applicable approval line "verbal" and note the date, prepare the check and complete the check request form as to date paid and check number.
- 3.4** The Executive Treasurer will photo copy the Check Request stamp both the photocopy and original "PAID" and forward original to the appropriate Division Treasurer for collection of supporting documents. The photocopy and check will be delivered to the Requestor.
- 3.5** At the next divisional board meeting, the invoice/supporting documents should be assembled by the division treasurer. The appropriate approvals should be obtained and the original check request package should be returned to the executive treasurer to be filed in the executive accounting records folder, alphabetically.