

Association of Connecticut Fairs, Inc. – Effective 01/01/2022.

Cash Disbursements Procedure:

Any request for disbursements shall have to meet the following requirements:

1. Invoices requests for payment need - a written sign-off by the committee chair (dated and signed with a brief note of why and when the invoice was incurred and approved). Forwarded to the president for approval with a copy to treasurer/assistant treasurer. Once approval has been secured from the president (dated and signed or email approval), the invoice, receipt and any other pertinent documentation should be forwarded to treasurer/assistant treasurer for payment and, should they have any questions, they will contact president and committee chair for clarification/correction.
*All committee chairs are encouraged to keep a copy for their files. The original document, accompanied by supporting approvals and signature are to be forwarded to treasurer/assistant treasurer at a subsequent meeting. Treasurer/assistant treasurer is not required to chase after original invoices, receipts, and approvals. They shall however match up approvals emailed with copies of the invoice until original signed and dated invoices with supporting received document.
2. Invoices \$500.00 and over must be broken out from motions to pay all invoices. They will show as a separate line item in meeting minutes and approved at the next meeting separately. Amounts under \$500.00 can be approved in a batch and generalized in the minute's motion under "approve all invoices as presented" unless they are Association assets. This rule is in accordance with treasurer/assistant treasurer's requirements. (See Bylaws Article 5 Section 7).
3. The original invoices/receipts and any other pertinent documentation are kept by the treasurer/assistant treasurer for year's end archival purposes and future 5-year audits or until change in treasurer. (See Bylaws Article 5 Section 7)
4. Should the original documents not be given to the treasurer/assistant treasurer in a timely manner, any further requests for payment/reimbursement of expenses from that committee chair/ member may be held up for payment until current and future originals are received.

End.

The treasurer/assistant treasurer reserves the option of revisiting these procedures as needed and shall keep the president, vice presidents and corresponding secretary updated to present any changes to the Association membership as deemed necessary.

Association of Connecticut Fairs, Inc.

Cash Receipts and Deposit Procedure:

Any cash, checks, etc. received by any Association membership shall have to meet the following requirements:

1. Shown on reverse with "for deposit only (including account number)
2. Make a copy of all checks received prior to depositing into bank account – making certain check recapture information is visible on the front (name, address, telephone number including any other pertinent information for identification from whom the check/etc. was received).
3. Copy the deposit ticket for committee chair/member records. The original must be forwarded to the treasurer/assistant treasurer to keep with treasurer's records. Emails shall be acceptable during this process in order to keep the treasurer's records up to date on monies being received.
4. The process of distribution of emails - names for distribution should be kept to a minimum. Presidents and secretary will be updated by treasurer/assistant treasurer prior to the meeting for agenda items. If necessary, other names may be included on emails if needed, but not encouraged.
5. Requests by others for copies of any of the treasurer's documentation should be made directly to the treasurer and assigned/approved accordingly.

End.

The treasurer/assistant treasurer reserve the option of revisiting these procedures as needed and shall keep the president, vice presidents and corresponding secretary updated to present to the Association membership as deemed necessary.

Association of Connecticut Fairs, Inc.

Reduced Rate Tickets - Sold:

1. Prepare list number log 1- through the last number printed. (An excel template will be made available from treasurer).
2. As tickets are sold, print name and other valuable information online of spreadsheet that was prepared by treasurer and presented to committee chair and president for immediate use.
3. Periodically make deposits and forward list to treasurer to support deposit slip and photocopy of all checks.
4. When checks are returned, the Reduced Rate Ticket seller and/or treasurer/assistant treasurer will notify one another of the event and mark the list with notification of returned check.
5. Ticket seller shall make every attempt to collect any returned payments, if untreatable that person's name shall be carried into future years and no further sales will be allowed.
6. Under no circumstances will tickets be held over for future use. If necessary, refunds will be issued.
7. Check off each line as paid tickets are mailed (if possible, wait a few days after deposit is made and checks cleared to be certain checks are cashed and are not returned due to NSF)
8. Continue this procedure until ticket sales have ceased.
9. At conclusion, forward the signed and dated master list to treasurer/assistant treasurer with any comments that have materialized during the season's selling process long with a copy of the ticket printing company's invoice that is signed and dated by president.

*Under no circumstances are reduced rate tickets to be held over to subsequent year's usage unless approved by treasurer/assistant treasurer. If the Association is required to close all fairs due to any government issued emergency closure, treasurer/assistant treasurer will implement a procedure. (See item 6. above).

End

The treasurer/assistant treasurer reserves the option of revisiting these procedures as needed and shall keep the president, vice presidents and corresponding secretary updated to present to the Association membership as deemed necessary.

Reduced Rate Tickets – Not Sold: Distributed per approved guidelines of Association.

1. Master list of all reduced rate tickets distributed will be maintained and presented to treasurer/assistant treasurer prior to start of fair season and updated as needed.
2. A total accounting of tickets must be maintained by committee member/chair and forwarded to treasurer/assistant treasurer showing any non distributed tickets.
3. The master list of distributions showing to whom they were distributed (fair or individual), quantity distributed to each along with an accounting for non-distributed tickets at conclusion of season. All remaining tickets are to be returned to treasurer/assistant treasurer showing ticket numbers, if available, along with the completed original master list. Chairs/members are encouraged to make copies for their files.
4. Reference the invoice and ticket printing supplier, signed and dated receipt for the printing and if meeting minutes are referred to for approval of the reduced rate ticket non sale distribution a copy of those minutes must be attached to the invoice along with the signed/dated receipt.
5. Follow guidelines set by the Association for distribution to Association members.

End.

The treasurer/assistant treasurer reserve the option of revisiting these procedures as needed and shall keep the president, vice presidents and corresponding secretary updated to present to the Association as deemed necessary.