



## CSHA Financial "Quick-guide" Handling Income, Deposits, Reimbursements & Donations

There are general and specific guidelines covered within the CSHA Bylaws and Rulebook for handling cash income, processing deposits, claiming reimbursement of approved expenses and documenting donations. This summary will guide members in handling finances for this Association and maintain proper accounting.

### **BYLAWS:**

Section: 1.2 Deposits; 1.3 & 8.0 Donations; 2.0 & 2.1 Disbursements;  
5.0 Budgets; 5.2 Financial Reports

### **ADMINISTRATIVE PRACTICES:**

Section: 6.1.1 Donations; 6.3.7 Budgets; 7.3 Chairman's Duties; general  
guide & preparation of Required Reports

**REGION HANDBOOK:** Treasurer's Duties & Chairman's Duties: specific guidelines for  
routing & handling money, paperwork and Financial Reporting

**SUMMARY:** All members of CSHA will handle money according to the appropriate guidelines;  
properly accounting for monies accepted on behalf of CSHA, at both Region and State levels.

- \* All monies will be submitted within two (2) weeks of each event; sent to the appropriate Treasurer, Chairman or State Office.
  - (a) Do Not submit Cash for deposits; money orders or cashier's checks should be used.
  - (b) Refrain from the use of personal checks for cash deposits.
  - (c) Send with the CSHA Deposit Form
  
- \* Deposits will be made within seven (7) business days, to the correct CSHA bank accounts.
  
- \* Request for Reimbursements will be accompanied by the completed CSHA Reimbursement Form, *receipts for claim attached*.
  
- \* State & Region Program Chairman prepare annual Budgets. State budgets are submitted to the CFO by January 15th. Region Chairman will submit their budgets to the Region President and Treasurer by the first Region Meeting of the year.

- \* All Donations accepted for CSHA, monetary & non-monetary will be documented on the CSHA receipt forms available from the CSHA Office or Region Officers.
  - (a) Original of the NCR donation slip goes to the Donor
  - (b) Carbon copy forwarded to the Chair of the State Program receiving the donation; to the Region Treasurer for Region level donations
  - (c) All carbon receipts will be kept & submitted with the annual Financial Report by State Programs and Regions; attached to the Annual CSHA Donation Report submitted to the State Treasurer & CFO
- \* All Rules sections and forms are available on the CSHA Website.
- \* Region Handbooks are issued to each Region President & are also available on the Website.
- \* Questions on use of Rules sections, forms or procedure can be directed to the State Chairs of Bylaws, Administrative Practices, Your Region President, the State Treasurer or CSHA CFO.

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