

# H.S.A. Income/revenues Submission Guidelines

Committee chairs are responsible for all expenses/income associated with their committee (invoices & receipts)

## General guidelines for income/revenues:

- 1) Review each check for date, signature, amount and Maugham H.S.A. as payee
- 2) All checks/cash should be submitted with the **income-revenues cover sheet** (on 2<sup>nd</sup> page of this document). You can print it or find copies in main office
- 3) If submitting a large amount of checks (dues, lunch, etc), please submit an excel spreadsheet with the following: name on check, check number, and \$ amount
- 4) Place cover sheet, checks/cash and spreadsheet (if needed) in the treasurer's mailbox in the main office.

For Expenses please refer to the Expense Guidelines Document.

If you have any questions or concerns, please email [maughamtreasurers@gmail.com](mailto:maughamtreasurers@gmail.com).

Thank You  
H.S.A. Treasurers

# Maugham H.S.A.

## Income/revenue Cover Sheet

Date \_\_\_\_\_

Committee \_\_\_\_\_

Event \_\_\_\_\_

Number of Checks \_\_\_\_\_

Total amount Checks \$ \_\_\_\_\_

Total amount Cash \$ \_\_\_\_\_

Total Checks and Cash \$ \_\_\_\_\_

Reviewed by \_\_\_\_\_

Comments \_\_\_\_\_

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### Checklist –

#### Please,

- 1) Make sure checks are signed and dated
- 2) If submitting a large amount of checks (30+) please prepare an excel spreadsheet with the following: name on check, check number, and \$ amount. Place cover sheet, checks and spreadsheet in the treasurer's mailbox in the main office.

Thank you!