

Accounts Receivable

- Attend all Board and General membership meetings.
- Volunteer once during the school year to review the Treasurers report, and the Board meeting minutes.
- Collect tuition at all membership meetings. Arrive 15 minutes early to the meetings to set up your table and tuition envelopes. You'll need one envelope for each class; Tots, 3 Yr. AM, 3 Yr. PM, 4 Yr. AM, 4 Yr. PM, and another one for multiple children. You will also be in charge of the 50/50 raffle at each meeting. If you cannot make it to the meeting it is your responsibility to find a replacement.
- Log all tuition payments into your ledger book on the night of the meeting.
- The next morning call all members that did not pay tuition the night before. Remind them that they have until Friday by noon to make their payment or they will start accruing late fees of \$1/day. Their tuition can either be given directly to you or placed in the metal lock box downstairs. If they still have not paid their tuition one week from Friday you will need to call again and remind them that their child may be suspended from school if payment is not received by the first of the following month. You will also need to inform the Secretary so he/she can write a letter to that effect.
- Fill out the tally sheet. You will need to make a note of the tuition you are depositing for the Tot's, 3's, 4's, and Optional Day. Also, any fines/fees paid by members, fundraising, and any other miscellaneous deposits, etc. This is to help the Treasurer keep track of the deposits in the right category.
- Add up your checks to make sure they match your tally sheet. Check each check for the correct date, McKinleys name, numerical amount, written amount, and that each child's name and class is in the memo line. Also, ensure that all checks are signed.
- Separate any of the bank checks and place them in the front of the stack. Group them by amount (smallest to largest). Stamp the back of all the checks.
- Fill out all deposit slips and record of deposits. Count the number of checks and record the amount in the record of deposit slip. Cut the record from the deposit slip, and keep it.
- Make copies of the deposit slip, record of deposit sheet, and tally sheet. Give the originals to the Treasurer. Keep the copies for your files.
- Put the checks, and deposit slip into the drop bag. Make the deposit to the bank the Monday following the meeting. Funds received after that can be put into the next deposit. Pick up the bag and your deposit receipt at the bank after 12 pm the next day.
- The Secretary will give you copies of any letters for outstanding fines/fees. When they are paid initial and date when they were received and let the Secretary know.
- Have your books read to be checked upon request. They may be reviewed at any time.
- You are required to attend the audit every year with the current and previous years' President, VP, Treasurer, Accounts Receivable, and Fundraising Chairperson.
- Multiple children in one family receive a discount. You are charged full tuition for the oldest child and 30% tuition for each younger child. This does not include Optional day. Please log this in your ledger this way.
- Do not keep track of fundraising checks. That is the fundraising chairpersons job. You will only need to note how much of the deposit is for fundraising for the Treasurer's book. Any question about fundraising checks should be directed to the Fundraising Chairperson.