

Fiscal Sponsor Financial Procedures

Forms are available on our website www.aspsf.org. From homepage, click on RESOURCES → AFFILIATE OPERATIONS

Depositing Funds & Receiving Matching Funds

- Mail checks to ASPSF along with a completed Deposit Reconciliation form. <http://www.aspsf.org/resources/affiliate-operations/>
- Never send cash or deposit cash into your personal account. Exchange any cash donations received for a money order or cashier's check before mailing.
- Please do not hold donations for more than 7-10 days. In nonprofit work, we find that donors appreciate having their donation "put to work" right away. If donation checks are held for too long, it appears that the money is not needed.
- Contributions are matched by ASPSF at 100% for non-Delta Counties and 160% for Delta Counties. The net proceeds from fundraising events are matched after all event expenses have been paid. In-kind donations are NOT eligible for match.
- Funds are deposited into your income account upon receipt, and matching grant awards are automatically processed the 1st week of each month on all eligible income from the preceding month.

Request for Expenditures from Account

The Treasurer must authorize all Board approved expenditures from the Affiliate Fiscal Sponsor Account.

- **SCHOLARHIP AWARD CHECK requests** can be submitted via email by the Treasurer after Board approval. The email should include the name of the Affiliate, semester/year, list of names & scholarship amounts, and where you'd like the checks sent if other than the mailing address on file for the Affiliate. It is not necessary to complete a Payment Request form for scholarship checks.
- **Request for all other payments** should be submitted by the Treasurer using the request form available on our website. <http://www.aspsf.org/resources/affiliate-operations/>
- **Copies of receipt(s) or invoice(s) must accompany the Payment Request form.**
- If several receipts or invoices are presented by a vendor or board member, only one request form needs to be completed listing all expenses.
- When the Treasurer is requesting a reimbursement for her/his own expenditures, the Chairperson must sign to authorize the reimbursement.
- **ASPSF will mail ALL checks back to the Affiliate at the address on file unless otherwise requested. The Affiliate is responsible for distributing payment to your payees.**

Maintain Financial Records for the Organization

- It is the responsibility of the Treasurer to report to the full Board on the financial status of the Fund.
- ASPSF will send a year-to-date statement monthly. The statement will reflect individual income and expense transactions.
- Affiliates are encouraged to develop and maintain their own record of donors in order to acknowledge donors and build a donor base. Information maintained by the fiscal sponsor is limited to the donor name and amount of donation as recorded in the income account. Addresses and other contact information is not entered into our bookkeeping system.

Please feel free to contact me if you need any additional information or guidance. We are here to assist and support your work on behalf of the Single Parent Scholarship program. Thank you for volunteering your time, talent and energy.

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