

Atlanta Homeschool Cooperative

Policies and Procedures

2013/2014

Table of Contents

Membership
Class Registration
Class Policies
Parent Participation
Lead Teacher Information
Assistant Teacher Information
Class Planning Timeline
Yahoo Group Guidelines
Leadership Team Responsibilities
Registration Coordinator Procedures
Treasurer's Procedures
Group Facilitator Procedures

Membership

- Any current or prospective homeschooling family or household may join AHC. The following are required for membership:
 - Completion of membership form
 - Subscription to yahoo group
 - Payment of annual membership fee of \$15
 - Compliance with AHC Bylaws and Policies and Procedures
- New members may join the discussion group for a period of 30 days prior to completion of the membership form and payment of the annual fee. If the membership fee is not paid after 30 days, the member shall be removed from the yahoo group and membership list.
- Annual fees paid prior to April 1 shall apply for the current academic year only. Fees received April 1 or later will apply to membership through the following academic year.
- The Treasurer will inform Membership of payment status. Membership will add or remove members from the current membership list, yahoo group, and online forum as appropriate.

Class Registration

- Opening of registration for classes shall be announced on the AHC yahoo group by the Registration Coordinator(s) (RCs) .
- An online registration form must be filled out for each student participating in classes and each toddler or sibling participating in our "toddler room". The form must include the

following information:

- Family name and contact information
 - Child's name and age
 - Classes selected
 - Any additional information needed by RCs or teachers
 - Parent's participation choice
 - Agreement to follow AHC policies and Procedures.
- Each family must log in to Volunteer Spot and select 3 spots to volunteer for the term at the time of registration for Zenith, and 2 spots at Apex.
 - Only members of AHC are eligible to register for classes. Any family that is not already a member must fill out the Membership form and join the yahoo discussion forum.
 - Registration is on a first-come, first-served basis. When a class fills a waitlist will be created for that class. All reasonable efforts will be made to keep the schedule up to date as classes fill and to notify those who are on the waitlist of their status. If spaces open up in a class, they will be filled from the waitlist in the order of registrations. In case of any ambiguity the registration coordinator will make the final decision of who is in the class.
 - Notwithstanding that above, priority registration may be granted to teachers' children by allowing teachers to register for classes at least 2-3 days prior to general registration.
 - Registration fees are due at the time of registration. Places will not be held in classes for students who have not paid their fees. The Treasurer will track payment of fees and report to the Registrar. The Registrar will work with families to see that all fees are properly collected before the start of classes. The Treasurer and Registrar will collaborate to make reasonable accommodations when necessary for members regarding payment.
 - Refunds after withdrawal from classes
 - a. Students withdrawing two weeks or more prior to classes, are entitled to a full refund of registration fees.
 - b. Students who withdraw during the two weeks prior to the first day of class, and up to the end of the first day of class, are entitled to a full refund less all materials fees, which includes \$10 per class that they registered for plus any additional stated materials fee.
 - c. After the first week of classes, students are not entitled to a refund of any registration fees, however partial refunds may be granted on request in consideration of special family situations and at the discretion of the registration coordinator.

Class Policies

- Severe Weather - If the Atlanta City Schools are closed for severe weather, AHC will also be closed that day. The first day missed in a term will be made up by adding an a class to the end of the term. Additional days missed will not be made up. Teachers may make special arrangements to meet with students at their discretion.

- Emergency Procedures are available for both locations. Zenith emergency procedures can be found [here](#).(We need emergency procedures drawn up for the Martha Brown location.) Apex emergency procedures can be found [here](#).
- When student behavior is disruptive to others, all efforts will be made to support that student in class and help him/her experience success. However, at the sole discretion of the teacher, if a student cannot be successful and is disruptive, the student may be removed from class for a single class period or for the remainder of the term. In this case, the student's parent is responsible for the student. Our community will support the parent and child as we are able in this situation as in all others.
- Classes are expected to start and end on time as much as possible. Teachers are expected to arrive with ample time to prepare for their class prior to the start of class.
- Class times are: 10:00 - 10:55, 10:55 - 11:35 (Interlude), and 11:35 - 12:30 at Zenith, and 10:30-11:20 and 11:40-12:30 at Apex.
- Between classes, parents are responsible for their own children. At this time we will try to have parent volunteers supervising an outdoor play area in support of parents who are setting up classes or supervising the toddler room. Such supervision will include general awareness of safety and strangers, response to any evident need and calling children in to the next class. However, if special care is needed, for example ensuring that a child arrives or remains in the play area, the parent must make that arrangement with another parent on an individual basis. Notwithstanding all statements above, AHC does not accept responsibility for the safety of any child.

Parent Participation

- Parents of students in AHC classes are required to participate in our cooperative. Each family volunteers for at least 4 spots for Woodland Hills and 3 spots for Brownwood as listed below.
 - Teach a class (counts as 2 spots) - see above
 - Set up - (1 spot) - these volunteers should arrive at 10:00 at Zenith and 10:15 at Apex and will have specific responsibilities to set up tables and chairs as needed.
 - Assistant Teachers (1 spot) - see above
 - Toddler Room Coordinator (counts as 2 spots) - Toddler caregivers should be in the toddler room for the following time slots: 10:00 - 10:55, 11:35 - 12:30 (Zenith) and 10:30-11:20 and 11:40-12:30 (Apex)
 - Play area Supervisor - Supervises Children playing between classes.
 - Snack area Supervisor - helps children with snacks or directs them to the gym between classes. (Does this still need to be here???)
 - Clean up - 12:30 - 1:00 - these volunteers will be responsible for the clean-up of specific areas in the building, including returning all tables and chairs to storage and sweeping floors.
- When a family is unable to provide a participating adult due to special circumstances for

that family, an exception can be made to the requirement of parent participation. Special circumstances might include single parents who work full time, families with infants or children with special needs, or families experiencing unusual stress such as illness or loss of home

- Parents who are not able to teach or assist with classes may meet the participation requirement completing the steps below. However, AHC does not accept responsibility for the safety of unattended children. Parents who are not on-site must make arrangements with an on-site adult to be responsible for their child during class hours.
 - Pay a \$75 non-participation fee.
 - Parents missing some classes, but not all should pay on the following schedule:
 - 1-2 missed classes, no fee.
 - 3-4 missed classes, \$40 fee.
 - 5 or more missed classes, \$75 fee.
 - If a request for a participation waiver is received on or after the first day of class the fee increases to \$150 due to the additional work required of class organizers.
 - Name the adult responsible for the child during class hours.
 - Notify the Registration Coordinator of the family's inability to participate at the time of registration or at least 2 weeks before the start of classes. Late notifications cause added stress for class organizers and should be avoided.
 - A non-participation fee can be waived or reduced at the discretion of the treasurer, group facilitator, and class coordinator if the person requesting the waiver or reduction has continually worked hard during classes for previous terms and cannot participate for health, family, or emergency reasons. Similarly, the number of volunteer spot credits can be reduced.
- If class organizers (Class Coordinator and Registration Coordinator) believe that the number of non-participating families is too high in relation to participating families, they may ask some non-participating families not to attend classes that term. Factors to determine which non-participating families can attend classes include the families' histories in our community, the time of notification, the needs of the family, and the ability of the family to contribute to the community both during classes and outside of classes.
- All parents are encouraged to participate by taking on a Core Volunteer position to help with the organization of the classes or the cooperative as a whole. Short term commitments are also needed for specific tasks. Check with the Group Facilitator or any Core Volunteer for ideas.
- Leadership team members whose position requires that they do work during class time (class coordinator, registration, treasurer and group facilitator) may earn volunteer spot credits each term, provided that there are enough teachers and volunteers to fill classes.

Lead Teacher

- All classes are taught by parents or other volunteers who do not receive payment for their

time or services.

- Those wishing to teach must submit a “Teacher Sign-up Form” to the Class Coordinator(s) by the deadline published on the yahoo group. The “Teacher Sign-up Form” will include all of the following:
 - Name and Contact information of the teacher
 - Name and description of the class
 - Age, grade, or ability level of students
 - Maximum and minimum number of students
 - Materials costs per student
 - Any additional information the Class Coordinator(s) may need.
- When necessary the Class Coordinator(s) may choose from offered classes those which will best meet the needs of AHC members while preventing the schedule from exceeding our resources of space, time, and volunteers. All prospective teachers will be notified if their class is not accepted prior to the publication of classes.
- Treasurer will reimburse materials costs as follows:
 - Print-outs and copies are reimbursed at \$.10 per page/side.
 - Items less than \$10 can be reimbursed without a receipt.
 - Items more than \$10 must be supported with a receipt.
 - AHC includes a budget of \$10/student/class for materials in the registration fee.
 - Any amount needed more than \$10/student/class, must be submitted prior to publication of the class list and is paid by the student to AHC with registration and reimbursed to the teacher.
 - The treasurer may at his/her discretion and with the approval of the Group Facilitator, reimburse expenses beyond the stated level when special circumstances warrant it.
- Each class will have a teacher and at least one assistant.
- The assistants’ responsibilities will be worked out between the teacher and assistant, but must include the following:
 - Substitute for the teacher in case of absence, whether planned or unplanned.
 - Ensure that no adult is left alone with children (other than his/her own) whenever possible.
- Approximately 2 weeks before the first day of classes, the Registration Coordinator will send each teacher a list of students, with email contact. At this time each teacher is encouraged to send an email to student families reminding them of any preparation or materials needed for the class.
- One week prior to the first day of class an Orientation is held (generally organized by the Events Coordinator). Teachers are encouraged to attend this event if they are able and to answer any questions about their class.
- Teachers will be absent from class from time to time. When this happens, the teacher should provide lesson plans as needed to the assistant so that she/he can substitute. It is recommended that each teacher have a “substitute plan” in place in case of emergency. This may be a lesson that can be substituted in at any point in the term or may be a class outline that will allow the assistant to fill in as needed. Please plan

ahead.

- In case of absence, please notify both the assistant teacher and the Class Coordinator.

Assistant Teachers

- Each class will have a teacher and at least one assistant.
- The assistants' responsibilities can be worked out between the teacher and assistant, but must include the following:
 - Substitute for the teacher in case of absence, whether planned or unplanned.
 - Ensure that no adult is left alone with children (other than his/her own) whenever possible.
- Parents sign up to assist with classes of their choice from those available at the time of their registration through Volunteer Spot. The Class Coordinator works with parents to match parents, especially those that fail to sign-up on Volunteer Spot to needed volunteer positions.

Class Planning Timeline

Dates below are approximate and can be adjusted to accommodate holidays or group needs.

| Task | Fall Term Date | Winter/Spring Term Date |
|---|-------------------------|-------------------------|
| Confirm facility for term and pay rent | May | Nov |
| Send Teacher Sign-up Form to yahoo group | June | Nov |
| Deadline for Teacher Sign-up | July | Jan |
| Class Schedule complete | July | Jan |
| Registration opens | Aug | Jan |
| Close of registration and forward class lists to teachers | 2 weeks before classes | 2 weeks before classes |
| Orientation | First Wednesday in Sept | 1st Wednesday in Feb |
| Classes begin | 2nd Wednesday in Sept. | 2nd Wednesday in Feb |

Yahoo Group, Forum and Facebook Group Guidelines

AHC's Online Group is intended for the following purposes:

- To build positive connections between our members.
- To communicate AHC business to members.
- To share ideas and resources between members.
- For members to invite one another to activities or gatherings.
- Gratitude and appreciation of one another.

These purposes are best served when most members read the messages posted. In order to maximize readership of the list among members, it is requested that all members refrain from the following:

- Commercial use of the list (posting about events purely for the purpose of advertising services for yourself or others.)
- Sharing of events that do not relate to AHC. Guideline - if you are going, post it. If you've just heard about it, post it on the forum. If you have heard about it and you remember talking to someone at park day that you are sure would be interested, but can't remember who, post it.
- Postings that are likely to lead to lengthy discussions. These are better suited to the forum. It is appropriate to post an announcement that you are beginning a topic for the forum on the online list.
- Posting that are likely to offend or upset members of our group or promote conflict. This includes:
 - Most political posts (use your judgement - mentioning an activity you participate in that relates to a political issue may be acceptable, promoting or bashing a candidate is not.)
 - Most religious posts (use your judgement - invitations to holiday parties of a religious nature are great, evangelistic statements or arguments defended by religious texts are not appropriate)
 - Any post that attacks another individual for any reason.

AHC's forum and Facebook group are intended for more open discussion and should be used for:

- selling, giving away, or looking for items
- non-homeschool related topics
- more in-depth conversations
- homeschool advice
- curriculum suggestions

The Executive Committee (had individual positions of the E.C. listed here) may, by means of consensus, moderate accounts if it is deemed necessary for the well-being of our community.

Leadership Team Responsibilities

Lead and Apprentice needed for each of these positions.

Class Coordinator - Lead and Apprentice positions at each location (locations work together)

- Recruits teachers and discuss class descriptions
- Sets class schedule, balancing the needs of the entire group as evenly as possible being sure to keep all age groups in mind
- Finds and confirms substitute teachers when needed
- Maintains Volunteer Spot and makes sure non-teaching parents are being utilized in classes and for support
- Selects toddler coordinator for each term. Toddler coordinator makes sure volunteers are helping with toddlers and gets snacks each week.
- Selects Greeter for each location. Greeter welcomes members as they enter and reminds them to wear name tags and sign in and offers tours to guests and newcomers. Greeter also reminds members on the first day to complete all registration procedures. Greeter is responsible for maintenance of the supply cabinet.
- Responsible for email account ahcclass@gmail.com and maintains all relevant documents through that account and necessary communications
- Is responsible, at location, for maintaining Sign In Sheet, Class Schedule, and Building Map in case of emergency
- Creates Room Signs and sign in sheet
- Maintains Supply Closet
- Informs teachers of their class size status as it applies to minimum students and the need for canceling or adjusting budget
- Maintains close contact with Registration Coordinator about class schedule dates, time frame just before and after registration begins, and adjusting classes based on the groups' needs

Communications Coordinator - Lead and Apprentice positions

- Filters and distribute all email requests from website that come in through the gmail account and google voice messages
- Keeps group website current, adds registration and class information, and adds events and field trip information
- Maintains members only section of website
- Maintains Facebook page
- Works with all other leadership team members to update information on website
- Markets to outside groups, websites, etc. if needed
- Sends out yahoo reminder each term using emails from registration
- Maintains AHC ProBoards Forum
- Take minutes from leadership team meeting and posts on website
- Responsible for email account atlantahomeschool@gmail.com and maintains all relevant documents through that account

Group Facilitator (CEO) - Lead and Apprentice positions

- Supports and encourages communication between all other areas/ team members
- CEO for legal purposes

- Coordinates Leadership Team Selection Process
- Coordinates Membership Meeting in October
- Facilitates respectful communication between all members
- Sets Agenda and calls Membership & Leadership Team meetings as needed
- Listens to concerns from members and brings concerns up at leadership team meetings if necessary
- Helps facilitate discussions at leadership team meetings
- Sends out important items from Leadership Team meetings
- Responsible for updating Bylaws and Policies and Procedures
- Responsible for email account ahcgroupfacilitator@gmail.com and maintains all relevant documents through that account

Location Coordinators - at each location

- Negotiates the contract with site locations, coordinates needs with the facility, and arranges payment with the treasurer, and schedules events with the facility
- Handles any building concerns
- Oversees volunteers who set up and clean up
- Works closely with class coordinators and registration coordinators to help ensure that classes run smoothly
- Makes sure name tags and sign up sheets go out each morning of classes
- Handles building supplies (tp, paper towels, wipes, et)
- Aid in Leadership Team recruitment
- Lead new facility searches as the need arises

Membership Coordinator - Lead and Apprentice positions

- Primary contact for prospective members
- Approves all new members to online group and announces them to the group
- Maintain Directory List
- Maintains Membership Directory
- Maintain renewal reminders
- Maintains Yahoo Directory
- Moderates yahoo group if necessary
- Responsible for email account ahcmemco@gmail.com and maintains all relevant documents through that account

Registration Coordinator - Lead and Apprentice positions

- Receive forwarded emails with questions regarding registration throughout the term
- Answer questions about class schedules, fees, etc.
- Process all registration forms
- Keeps registration page on website current including registration form/links, fee calculator and updates class schedule, as classes fill during the registration process
- Return phone calls for questions about Wed classes.

- Schedule “tours” for prospective students/ families.
- Collaborates with Treasurer on fee waiver requests (lead coordinator only, not apprentice out of respect to those applying)
- Notifies teachers of students names and any special needs and gives email contacts
- informs teachers of their classes filling up (discusses possible increase of student max. count, if full)
- Makes name tags for all class participants.
- Aids treasurer in sending out invoices each term.
- Responsible for email account ahcreg@gmail.com and maintains all relevant documents through that account

Social Coordinator

- oversees apprentices that do Events, Clubs, and Field Trips
- first contact for any scheduling of events/field trips/activities
- Maintains Google Calendar for all events
- Responsible for email account ahcsocial@gmail.com and maintains all relevant documents through that account

Social Apprentice - Events

- Plans or recruits planners for routine annual parties (Not-Back-To-School, End of Year and other events)
- Family Picnics
- Dad’s Day
- Orientation Day for each term
- Responsible for email account ahcevent@gmail.com and maintains all relevant documents through that account

Social Apprentice - Field Trips

- Plan at least 4 field trips
- Park Day organization Including calling rain/snow days
- Responsible for email account ahcfieldtrips@gmail.com and maintains all relevant documents through that account

Treasurer (CFO) - Lead and Apprentice positions

- Signatory on all bank accounts
- manage all monies, receipts, accounts payable and receivable
- invoice, collect and deposit membership dues, class registration fees, and other moneys (eg. field trip tickets, etc)
- collect receipts from teachers and reimburse in a timely manner
- Maintain all financial records (AHC uses Quickbooks accounting software) and the AHC budget / forecast
- prepare tax forms for fiscal year

- Collaborates with Registration on financial assistance requests (lead coordinator only, not apprentice)
- Collaborates with Field Trip and other Leadership positions when payment or deposit is needed to reserve a facility, or group rate for a program, etc.
- Responsible for email account ahctreasurer@gmail.com and maintains all relevant documents through that account

Group Facilitator Procedures

1. Create agendas for leadership team meetings and send out using the ahcgroupfacilitator email address. Any changes to bylaws need to be send out at least two weeks prior to meeting. Changes to policies and procedures need to be sent out at least one week prior to meeting.
 - *Changes to policies and procedures and bylaws on the google document need to be in blue until they are approved.
 - *Coordinate location for meeting.
2. Maintain communications with all members of leadership team and give support and encouragement where needed.
3. Work with other members of leadership team to create a yearly calendar of events that can be used by leadership team to fulfill duties.
4. Help choose dates for classes at leadership team meeting. After class dates are confirmed, work with Location Coordinators at Zenith and Apex to have contracts drawn and work with treasurer to get checks to those locations.
5. If either Zenith or Apex is needed for an event, work with liaisons at those locations to confirm date. Work with treasurer to get check to those locations.
6. Create agenda for Membership Meeting in October which includes state of the co-op, the approval of bylaws and policies and procedures, and the introduction of the new leadership team.
7. Do periodic checks on budget using Quickbooks.
8. If any items at a leadership team meeting are discussed that the group facilitator feels that he/she cannot remain impartial or appear impartial, then those discussions can be led by the group facilitator apprentice, past group facilitator, or another member of leadership team. This also goes for any conflict or situation that may come up.
9. Work closely with leadership team members on solving problems and coming up with solutions for running AHC smoothly.

10. Work with leadership team while recruiting new leadership team members.

11. Do yearly financial audit with the Treasurer.

Registration Coordinator Procedures

Communication With Teachers

The registration coordinator will maintain three google spreadsheets containing registration information for each term.

- **AHC [term - ex W12 for Winter term, 2012] Registration**
This document includes the registration form which is filled out for each student. The form automatically populates a spreadsheet containing all information needed for registration, sorted by student. The Registration Coordinator makes changes on this document when changes or corrections are needed. This document is the master document for registration. It is kept confidential and shared only as needed with Leadership Team members as it may contain sensitive information for some families, including payment status, for followup as needed.
- **AHC [term] Registration Email List**
This document links automatically to the AHC [term] Registration document using the "insertrange" function. It contains only the names and email addresses of students and families. It is shared with teachers and Leadership Team members so they may contact families of registered students.
- **AHC [term] Class List**
This document is created and filled in by the Registration Coordinator. It lists the students in each class separately. This document is shared with teachers and Leadership Team members who are able to view it, but not edit it. The Registration Coordinator attempts to keep this list current with daily updates during the busiest times of registration and weekly updates in slower periods (for example, over the summer or Christmas holiday).

The Email List and Class List documents are both shared with all teachers as registration opens. They are able to track registrations to their classes in real time by checking these documents.

During the registration process, the Registration Coordinator(s) and Treasurer create the invoices and send them to the members, per the Treasurer's Procedures.

- Class Registration Invoices (same as part A in Treasurer Procedures)
- After close of Class Registration period, obtain Class Registration sign up sheet from Class Coordinator.
- Make sure you have a list of classes which have an additional materials fee.

- From Quickbooks, Member Center, select the Member name and select “New Transaction”.
- Make sure to select the appropriate “Location” from the drop down list (to enable AHC to track registration sales and revenue by location).
- Using Class Registration sign up sheet, add each line item to the new Invoice.
- If the family registering is new and has not yet paid the annual Membership fee, first create a “New Member” (see procedure below), then add the annual Membership fee to the invoice.
- Check to make sure you have an up to date email address before sending the invoices.

Treasurer’s Procedures

All accounts are maintained using Quickbooks Online (login information is on the Treasurer’s Google Drive).

Payments may be accepted via cash, check or Credit Card (Intuit Network or Square).

Documents to be updated when new treasurer takes on responsibilities:

- AHC Reimbursement Request Form
- Website contact information
- Bank account / Quickbooks / Intuit / Corporation paperwork (annually)

1. Check the Treasurer’s gmail inbox daily for messages and reply/handle issues as necessary.

2. Prepare Treasurer’s Report for each Leadership Meeting

Generate a Profit and Loss statement from Quickbooks Reports.

Get the Class Registration spreadsheet from the Registration Coordinator.

Use the Class Registration spreadsheet to count the number of students, toddlers, and participant families.

Log into Wells Fargo Bank account and record account balances.

Check the Materials Reimbursement log to report any unpaid teachers’ materials expenses anticipated.

Use the data to update the Treasurer’s Report Template (see previous Report).

3. Invoices

A. Class Registration Invoices

After close of Class Registration period, obtain Class Registration sign up sheet from Class Coordinator.

Make sure you have a list of classes which have an additional materials fee.

From Quickbooks, Member Center, select the Member name and select “New Transaction”.

Make sure to select the appropriate “Location” from the drop down list (to enable AHC to track registration sales and revenue by location).

Using Class Registration sign up sheet, add each line item to the new Invoice.

If the family registering is new and has not yet paid the annual Membership fee, first create a “New Member” (see procedure below), then add the annual Membership fee to the invoice.

Check to make sure you have an up to date email address before sending the invoices.

B. All other invoice issues

- Add a new Member in Quickbooks

Begin at the "Member Center", click the "New member" button, and fill in the member's Last Name, First Name, and Email Address, at a minimum; Make sure to select the option "Display Name As" "Last Name, First Name".

- To apply a Fee Waiver

Begin within the appropriate invoice, from the "Product/Service" drop down box select "Fee Waiver", then use Quantity = 1, and a Rate equal to the desired amount the invoice is to be reduced. In the "Member Message" box of the invoice, include an explanation of how the fee waiver was calculated and applied. Now "Save" the invoice, and "Send" it.

4. Approve Fee Waivers

When informed by the Registration Coordinator that a family has requested a fee waiver, discuss the particulars privately with the Registration Coordinator and/or family (as needed). To apply the appropriate waiver amount to the invoice, open Quickbooks, Member, and locate or create the Invoice. Invoice should be completed normally, listing all classes and materials fees, then add the item "Fee Waiver" and adjust the amount as needed to apply the appropriate credit.

5. Collect and deposit registration checks

- Work with Registration Coordinator to collect registration checks.

- After checks have been collected, record checks in Quickbooks BEFORE depositing them:

From Quickbooks, Banking, Deposits screen, add all the checks to be deposited into the Deposit form. Make sure each payment is tied to the associated Invoice and that the quantities match; investigate and correct any discrepancies.

- Go to Wells Fargo bank and make an ATM deposit, and get a copy of the checks deposited as a record.

- File the deposit check copies in the Treasurer's file box

- Monitor the checking account via Quickbooks. When the deposit clears, match the incoming deposit to the deposit you recorded in Quickbooks. This ensures the deposited funds credit the appropriate invoices and shows them as "Paid".

For Intuit Network / Other Credit Card payments:

- When a payment is made, go into Quickbooks and locate the appropriate invoice

- Select "Receive payment" and put it into "Undeposited Funds"

- Watch the Wells Fargo account and when the payment arrives, note that the sum will reflect the withholding by the handling company of a commission.

- Now go into Quickbooks undeposited funds list, select the payment, and add the commission as a negative number in the area below, then "deposit" it in Quickbooks. (This ensures that the deposit and the incoming funds match.)

6. Post invoicing activities:

A. Monitor Payment Status

Approximately weekly, monitor unpaid invoices and update any forms tracking payment status (Class Registration, Membership, Field Trips) and communicate to the appropriate Leadership Team Member.

- To see a list of open invoices, begin at the Member tab, and select "Income List", then click on the orange "Unpaid Invoices" title box at the top of the table.
- To resend all open invoices, click the box at the top of the far left column to select all the open invoices, then use "Batch actions" and select "Send Transactions" to email all unpaid invoices

B. Refunds

When a family withdraws from classes, the Treasurer will refund fees per the policy outlined in "Class Registration" above.

In Quickbooks, go to the "Members" tab, scroll over the "More" tab, then select "Refund or Credit".

- If offering a refund, follow the "Refund" menus to create a Refund Receipt, and record the Check Number of the next check in the AHC checkbook that will be written. Then write a check from the AHC checkbook for the correct amount, and mail it or deliver it to the member.
- If offering a credit, follow the "Credit" menus to create a Credit Memo for the member. Make sure the member's email address is up-to-date before saving. This credit memo will appear as part of the member's record within Quickbooks, and will be automatically emailed by Quickbooks to the member as a record of his/her refund, and can be applied towards future Registration fees, etc.

7. Material Reimbursement Budget

At the beginning of Classes, create a current session Teacher Reimbursement Form and email to all the teachers.

Update the Material Reimbursement Budget for the current session.

As teachers submit reimbursement requests:

- verify receipts (as needed, for items costing more than \$10),
- review each request relative to planned budget amount for the class (check Material Reimbursement Budget to ensure sufficient funds are available, if not, resolve this issue before proceeding) and
- approve each request
- In Quickbooks, go to the "Vendor" tab and create a new "Bill". Use "Classroom Materials" for Teacher's Expenses, but use "Supplies" for non-class related expenses. Also, select the appropriate "Location" for each teacher to enable tracking of location specific expenses.
- write the check (or request an electronic check from Wells Fargo bank account), then
- In Quickbooks, go to the "Vendor" tab and select "Pay Bills". As you "pay" each bill, be sure to record the check number you will write and match each check you write to the corresponding "Bill".
- update the Teachers Reimbursement Request Form file to indicate approved amount,

Treasurer's initials, check number and date.

- Enter the payment into Quickbooks to ensure our checking account balance is up to date.

Also update the Materials Reimbursement Budget to indicate how much has been spent.

Deliver the check to the teacher.

Last, monitor the incoming electronic transaction record when the check clears and make sure Quickbooks matches Wells Fargo's transaction with the correct check.

8. Budgeting / Reporting

Create (as necessary) and maintain the annual and quarterly "AHC budget", and "Teachers' Materials Reimbursements" budget, and ensure the Group Facilitator has access to them.

Update the enrollment numbers and "actual" numbers at the end of each fiscal quarter at a minimum or as needed.

Update the budget forecasts as needed (in conjunction with LT members).

Promptly respond to any inquiries from the Leadership Team regarding our budget or financial situation.

9. Rent Payment

The Location Coordinator for each class location will coordinate the necessary rent agreement with the location, including the rent amount. When a rent payment is due, the Location Coordinator will inform the Treasurer of the sum required and a check will be issued / mailed.

- When this "Bill" and "Check" are entered into Quickbooks, be sure to select the correct "Location".

10. Other Payments

Any Leadership Team Member may request reimbursement for a LT Team Budget Expenses, or other spending the LT has planned. Expenses of \$50 or more should typically be paid via an AHC check provided by the Treasurer, or the bank debit card for payment over the phone, as appropriate. This keeps our accounting tidy for financial "transparency", tax preparation, etc.

11. Tax Return

AHC's fiscal year begins June 1st of each year, and ends May 31 of the following year. The Treasurer shall keep informed regarding current IRS regulations and accordingly file AHC's tax return.

12. Liability Insurance

AHC's policy expires in July of each year. The Group Facilitator and Treasurer shall ensure the policy is reviewed, renewed, and paid as needed.

13. Corporation fees

AHC's registration as a Georgia corporation is due March 1st of each year. The Treasurer shall ensure the appropriate form is filed and the annual fee is paid in accordance with Georgia law.

