

Hereford Zone Recreation & Parks Council
Financial Procedures, Forms, & Documents Checklist for all Program Chairpersons

All program chairpersons should obtain copies of (downloadable from the HerefordRec.org website) and read the following documents.

1. **HZRPC Financial Procedures** – summarizes all financial procedures to be followed
2. **HZRPC Umpire/Referee Expenditures Form** – form for documenting referee and umpire expenses
3. **HZRPC Constitution** – full constitution of HZRPC
4. **HZRPC New Program Procedures** – procedures to be followed for new programs
5. **Sales Tax Exemption Certificate issued by State of Maryland** – copy of MD state tax exempt certificate, to be presented when making purchases for programs in order to allow state tax not to be paid (note that if state tax is paid, the tax paid cannot be reimbursed by the rec council)
6. **HZRPC Activity Budget Form** – standard form for documenting program budgets
7. **HZRPC Activity Budget Reconciliation Form** - standard form for reconciling program budgets
8. **HZRPC Activity Income & Expense Account Definitions** – list of definitions used on forms and in procedures
9. **HZRPC Final Activity Report (Sample)** – sample of final activity report letter that each chairperson will receive after the close of the fiscal year for verification of account activity
10. **Baltimore County Department of Recreation & Parks Directive #9 Title: Independent Contractors** – outlines County expectations around use of independent contractors.
11. **HZRPC Agreement of Independent Contractors (two page form)** – form to be completed by any independent contractors used.
12. **Baltimore County Department of Recreation & Parks Documents Parents Code of Conduct** – code of conduct for parents....should be distributed to participants in programs.

The following forms will need to be picked up at the Hereford Rec Office at Hereford High School.

1. **Check Request Voucher** – three-part form to be submitted to the accountant for processing checks, payments, and transfers.
2. **Bank Deposit Slips** – to be used for depositing program monies. It is imperative that the program name be recorded on all deposit slips.

Contact the treasurer to secure an ink stamp for stamping checks for deposit.

Key Financial Contacts:

Mary Robinson (accountant)
12013 Boxer Hill Rd
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