

HURON FOREST CAMP CEDARRIDGE  
JOB DESCRIPTION

- JOB TITLE:** BUSINESS MANAGER
- BIG PICTURE:** Oversight of complete functioning of camp business operations
- RESPONSIBLE TO:** CAMP DIRECTOR
- Team Assignment:** Support Staff (often called "Activity Staff")
- Expectations:** Familiarity with all aspects of our camp program  
Total integrity and confidentiality regarding payroll issues  
Follow-through  
Pleasant, helpful public relations  
Servant heart. Ministry mindset.

Staff Meetings: As scheduled

**OFF HOURS**

Morning hours: 8:00 - 8:30 am  
9:30 - 10:00 am  
Rest hour: 1/2 hour 2:30-3pm  
DAY OFF: Saturday 1:00 P.M.  
through Sunday Noon

**Office Hours:**

**At the desk: 10 am – 1:30; 5:15- 6:30; 7:30- 10:00pm**

**3:00 – 5:15 Tuck shop**  
**Phone duty at meals**  
**Town trips- Monday/Friday**

## ONGOING CAMPER REGISTRATIONS

1) Registration:

- a) Receipt registration payments.
- b) Process registrations (write name on master list and on division lists).
- c) Send forms. File returned forms.
- d) Keep files organized/complete.

Is this a first time camper? Open a new file.

Include a Permanent Camper Record Sheet

Include a Tuck Sheet

If this is a former camper - their file will be with previous year's files.

Include a Tuck Sheet

- Sunday Registration - receipt all monies, balance

## SUNDAY REGISTRATION

**SUNDAY REGISTRATION:**

Take Junk Envelopes to staff meeting for Staff Tuck Money

Take to Registration: Stack of blank receipts

Pens

Money receptacle

Tent List

The week's camper files in a milk crate

Several blank health forms and parent questionnaires

Stapler

**POST-REGISTRATION:**

**A) NO-SHOWS - Inform the Director**

At about 6:00 - call those campers who we have been planning on and who have not shown up.  
(A safety factor. A parent might assume child is at camp and they've been left somewhere, etc.)

## **B) BALANCING:**

The amount of money you took in MUST equal the yellow receipt amounts.

- 1) Remove one receipt and accompanying money at a time. Verify that they match.
- 2) Separate into 4 piles: receipts, coin, checks, and currency
- 3) Add up amounts of change, checks, currency (keep these amounts separate to prepare bank deposit).  
Run tape of checks and keep with checks for deposit  
Total these (change, checks, currency) for total income.
- 4) Run tape of the total amount paid line on the receipt.
- 5) The receipt tape and monies should be equal. If not, search for error.

## **C) DEPOSIT PREPARATION:**

- 1) Stamp back of checks with deposit stamp
- 2) Take tape of checks and put with stacks of checks. Rubber band or paper clip together.
- 3) Complete the HFCC deposit form (summary of monies received) from the receipts categorizing camper fees, tuck deposits, horsemanship, etc.
- 4) Fill out bank deposit form taking both copies to bank.
- 5) After banking, staple bank receipts to the HFCC deposit form.

## **D) STAFF/ STAFF-KID /TEAM ELIJAH TUCK:**

- 1) Prepare a Tuck Sheet for each person who deposited Tuck money in excel.
- 2) Record the tuck deposit on the form with the receipt number (from the yellow receipts)
- 3) Prepare blank Tuck Sheets for other STAFF/STAFF KIDS/TEAM ELIJAH  
NOTE: There is no longer the opportunity for staff to run a "Tuck Tab". If the staff person wants to use Tuck, they must deposit money as campers do.

## **E) CAMPER TUCK SHEETS:**

- 1) From Thriva run report for tuck money.
- 2) Record money deposited and receipt # in excel. Record total available for each camper's spending. (There may be 2-3 deposits toward tuck).
- 3) Doublecheck the stayovers. Has money from the last week (that we held) been transferred to this week's Tuck Sheet?

- Maintaining/updating camper files
- Writing receipts. Sending Parent-Survival Packets
- Supply Director w. names/grade of stayovers by Tuesday pm

## **PHONE:**

- Answer the phone especially during meals
- Public Relations with parents - answering questions
- Taking and delivering phone messages
- Keep on-going list of Lost and Found items

## **PHONE:**

Please answer the phone with "Hello, Huron Forest Camp CedarRidge. May I help you?"

- Record phone messages in "carbonless" book. MAKE CERTAIN YOU INCLUDE DATE/TIME.
- Place in their mailbox or post on the bulletin board in the lodge. If it is an emergency talk to the director to determine the best way to reach the staff member.
- Take messages from Answering machines.
- Answer parent questions regarding camp ONLY if you know the answer.

-If parents want to talk to their child....mealtimes are good times to have parents call.  
(Tell them a time, 15 minutes into the meal. Example: 8:45 am, 1:45 pm and 6:45 pm)

**BANKING:**

- Preparing post-registration deposits
- Securing Tuck refund monies
- Securing Payroll advance monies
- Replenishing Petty Cash, as needed

**PETTY CASH:**

ONLY THE ADMINISTRATIVE TEAM HAS ACCESS TO THE PETTY CASH!

WE MUST HAVE RECEIPTS FOR ALL PURCHASES!

In the Petty Cash box are three things: money, vouchers, and ledger card.

-We keep our petty cash balance at \$500 dollars.

-Before money is replenished, the box must be balanced and summary breakdown of each category used to bring the total backup to the \$500 mark.

-The summary total will equal the amount of the replenishing check.

-Vouchers - anytime money is given to someone a voucher must be started.

Listing name and amount given. After they use the money, the receipt must be attached to the voucher and determination made as to which financial expense category to put the expense under.

-Keep a ledger card filled out with the date, who, the amount spent and the balance remaining in the petty cash box. Attach behind the ledger card the voucher detailing the amount spent.

**PROCEDURE:** There are two situations when Petty Cash is used:

a) reimbursement for something purchased or b) a "Shopping Cash-Advance" providing monies for someone to do camp shopping with or c) request for camper tuck money for a town trip.

1) ALWAYS Put name / amount / date / and reason on the voucher

If this is a reimbursement, count out money and ask them to verify and to sign the voucher.

If this is a "Shopping Cash Advance:"

Put money in an envelope with the amount on the envelope.

Have individual count the money to verify. (It's a safety matter)

Encourage them to keep change and receipts in the envelope.

**Post-shopping Balancing:**

-Record entire town trip on one voucher, even if several different stores.

-Use the appropriate accounting categories. Include the sales tax.

(For example, a K-Mart stop may have Infirmary, Program and food expenditures).

-Staple receipts to back of voucher.

-Money spent + Money returned MUST EQUAL Amount taken from Petty Cash

HINTS: Amt. X 1.06 will give you the amount including tax. (MI sales tax 6%)

In MI food has no tax.

**SUMMARIES:**

When you replenish the Petty Cash, take all the receipts/vouchers and prepare a summary.

The total amount of the expenditures will equal the amount of the check written with a breakdown on the check for each expense category.

The SUMMARY SHEET and vouchers are stapled to the check and filed in the monthly folder that holds all the checks cut for the month.

## **Deposits**

### **CAN/BOTTLE RETURNS**

Walmart is the easiest place to return cans, and Team Elijah usually takes them on Tuesday evening. Get the money from the TE leader and a receipt for the money received. Don't use that money in-town. Place money and receipt in the grey box to be deposited.

### **MAIL:**

- Process all incoming and out-going mail

MAINTAIN adequate postage in-camp:

Office stamps, tuck stamps (including postcard stamps), postcards

**RETRIEVE MAIL:** Drive out for the mail halfway through the lunch hour if 2nd block canoeing hasn't retrieved. Sort the mail.

**IN-COMING MAIL:** sort into 4 piles:

- 1) Camp business mail, 2) Camper/staff mail,
- 3) Previous week's mail 4) next week's camper/staff mail.

1) Sort camp BUSINESS MAIL into:

- bills (keep for timely payment - within 7 days of receipt)
- other director-type mail (give to director)
- junk mail
- Registration mail (SEE: registrations for details)

2) Put CAMPER/STAFF into assigned "mailboxes."

3) Mail from LAST WEEK'S CAMPERS/STAFF should be forwarded:

- a) Cross out camp name/address and draw a line through the bar code on the bottom of the envelope otherwise it will come back again
  - b) Obtain camper address from file and writing "Please forward to" and the home address
- OR
- c) Write "return to sender" on the envelope, draw arrow to return address, black out bar code lines on the bottom of the envelope

HINT: You do not have to add any postage to forward mail!

4) Place mail for NEXT WEEK'S STAFF/CAMPERS into labeled file folder.

### **OUT-GOING MAIL:**

- After breakfast mail should be gathered from 2 places:

- 1) The mailbox by Dining Hall flagpole and 2) Business desk mail-box

- By Block 1 or 2, the canoe instructor will pick up the mail to take mail out by van to mailbox with canoe class.

- Assure that all mail is properly addressed and stamped.

- IF mail has NO STAMP:

- ascertain writer by means of return address
- put stamp on
- charge their tuck account for stamp purchase

- If unable to ascertain writer or if letter is inadequately addressed, then bring mail to the dining hall and make inquiry announcement.

### **PACKAGES:**

For any camper/staff package received, put a note in the appropriate mailbox.

You have the authority to sign for any UPS/FED EX package.

Upon receipt of a package to Camp CedarRidge for program or Tuck.

- Check the packing slip against the contents. Count the items.
- Inform the Director of any discrepancies.
- Place packing slip in Director's mail box.
- Inform the appropriate person that the package is in.

### **PERSONNEL PAPERWORK:**

- Responsible for double-checking that we have an I-9 (alien form), W-4 (tax form), payroll record sheet, and health history from each staff member. For those volunteering only a payroll record sheet is needed.

### **PERSONNEL:**

Double-check that all personnel forms are submitted and complete to the director:

- Payroll Record Sheets, Health Form, Alien Forms (I-9s), W-4s
- Pursue staff until all records are complete.

-Work with Nurse to make certain we have a completed Health Form for all staff

Receive and maintain listing of college students' fall addresses

### **PAYROLL:**

- Thursday afternoon give Director the payroll cash advance sheet to cut check for Friday.
- Friday give cash after going to the bank to the director to put in paychecks.

## **PAYROLL ISSUES: TAX and RECORD FORMS**

**POLICY:** All staff personnel **MUST** complete the Payroll Record Form.

So whether paid or volunteer, all must complete the top half.

It is the most trustworthy compilation of our staff. We use it to maintain/update our mailing list.

It is critical that these forms be accurate and complete!

**POLICY:** All payroll forms are to be completed in black ink. TOP and BOTTOM.

(They will be copied and pencil/blue ink does not copy well). Use white out when needed.

## **PAYROLL**

On Tuesday, it would be helpful to assess what staff you need personnel forms from: Payroll Form, Alien (I-9) and W-4s.

### **PAYROLL ADVANCES:**

- 1) Pass payroll advance form around Thursday am staff meeting.  
(Also see that cooks have the opportunity to sign up and those who have the flag).
- 2) Come up with the Grand Total of amounts to be advanced.
- 3) Determine denominations necessary (i.e. #20s, #10s, #5s, etc.)
- 4) Total this to double-check against total amount (from step #2)
- 5) Paperclip or sticky note to the check, the denominations needed from the bank.
- 6) Obtain cash from bank.
- 7) Separate individual requests, place in envelope with the staff name and amount on envelope.

Note: If someone misses the payroll advance sheet as it goes around,

- there are 3 options:
- 1) advance the money out of petty cash
  - 2) cash entire paycheck from cash tuck sales
  - 3) advance money from next week's pay

## "ALIEN FORMS" (I-9)

- a) need only be completed by "employees" - i.e. those electing to receive a paycheck.
- b) only needs to be completed ONCE. (Check to verify that old form is fully complete).
- c) Hand out. Have staff complete top half. They must bring their original Driver's License and Social Security Cards to you. You complete the bottom half.

## TAX FORMS

- a) W-4
- b) Outstate people are exempt from Michigan withholding

# BUSINESS POLICIES

## SECURITY

The Business Manager is ultimately responsible for all monies.  
Keep the money drawer locked. Put key where Adm. Team is all aware.

**MOTTO:** Always leave a paper trail!

## REFUND POLICIES:

Refund checks are issued at the end of the summer.  
(This allows us to focus on children while they are with us).

**NCR RECEIPTS:**           Numbered NCR receipts: Use in numerical order.

## BANKING TIPS:

- Coinage should be put into rolls when possible.
- Currency - put one dollar bills in \$50 straps if possible.  
(All bills need to face the same direction.)
- When submitting a stack of checks. Put an adding machine tape on top.  
Rubber band /paperclip stack together.
- Periodically, pull out CHECKS and extra money from Cash Tuck Sales box.  
Deposit this money, labeled "Tuck Cash Sales-Weekends."

## BUSINESS DESK DUTIES:

- Petty Cash controller
- Keep office trash under control
- Sign for UPS packages
- Tuck Coordinator
- Purchase candy and stamps for Tuck shop
- Assist with Tuck refunds (Friday night)
- "Town trips" - shopping trips, etc. (includes maintaining stock of postcards)
- And other duties, as assigned.....

## HIRING / TRAINING / EXPECTATIONS

- Plan on arriving BEFORE camp and staying AFTER camp.

### - TRAINING

- Immediately memorize the CAMP PHONE NUMBER: 989-739-3571
- Know the content of this manual
- Know the Accounting Categories used in the QuickBooks system. (Ask the Director)
- Be able to show understanding of the terms  
Paper Trail.....Balancing.....Checks and balances

## **FILING SYSTEM: Business Manager**

BUSINESS MANAGER NOTEBOOK

BUSINESS MANAGER "Originals" Forms

TUCK NOTEBOOK or Computerized Tuck Sheet

BUSINESS MANAGER: Place for personal items, reminders, memos etc.

CAMPERSHIPS/SCHOLARSHIPS: Award letters from HFCC or from Churches

CAMPERSHIP APPLICATIONS:

DEPOSIT SUMMARY FORMS:

GFS INVOICES: Head cook to deliver invoices to Business Manager

MISC:

MAIL TO FORWARD: Business desk mailbox for forwarded or returned to sender mail

PARENT/CHILD WEEKENDS: Registrations for fall parent-child weekends

NEXT WEEK'S MAIL: Hold until camper/staff arrives

PAY ADVANCE FORMS:

Personnel Files:

ALIEN FORMS

PAYROLL FORMS

W-4s

Tax Tables

STAFF HEALTH FORMS: To go over to Infirmary

PETTY CASH SUMMARIES:

POOL TEST RESULTS: Results of pool water testing. (Business Manager pays the bill and collects test results).

STAYOVERS: Job Descriptions for Stayover Staff

TENT/CUMULATIVE LIST:

TO FILE:

TREASURER: Place for collecting documentation for camp treasurer.

WAIT LIST: Listing and registrations for any camper on a "wait list"

KEEP SEPARATE LISTS OF:

C.O.Ds : (in order to verify receipt of reimbursement from Post Office)

People wanting brochures next year.

Lost and Found communications

No shows/cancellations

Campership/Scholarship Kids (Name, Amt, Source)

Stayovers

Team Elijah mode of payment Check or Cash

Unpaid balances

"The bag" - Tuck Return Overages (Keep running amount in bag)