



## PROCEDURES FOR HANDLING PTSA FUNDS

Each committee has an assigned budget, which is found in the PTSA Budget records. You are responsible for controlling and not exceeding the budget for your activity/program. Special requests for additional funding must be brought to the PTSA general membership, but should be done so **before** the budget is exceeded. Plan your committee's expenses prior to beginning the committee's work.

### Procedures for Committee EXPENSES:

1. Check the current PTSA Monthly Treasurer's Report. This report details the budget for the year and the committee's income and expenses to date. This report is posted in the PTSA room and distributed monthly at the PTSA Board/General meetings. Compare the reported amounts to your records.
2. Most of the time, committee chairs and/or members will make purchases for the committee. Use the Check Request Form for repayment of expenses; attach receipts. If a receipt is unavailable, contact the Treasurer for instructions. After completing the Check Request Form, put into the sponsoring Executive Committee's (EC) box for authorization. Upon approval, the EC member will submit it to the Treasurer.

**Note:** All EC Member's have a mail slot in the PTSA office. You can also send forms for reimbursement through kidmail with the respective EC member's name attached.

A separate Check Request Form is required for each check written. All reimbursement requests must be received by June 15<sup>th</sup> (the last day of school), otherwise your expense is a donation.

3. The Treasurer can write a check directly to a vendor for a purchase; an exact amount is required. To request payment to a vendor, submit a completed Check Request Form. In this case, sometimes a receipt or invoice is not available when a check is needed. Submit any available documentation (for example, a copy of an order or registration form) with the Check Request Form. When the receipt of invoice is received, forward it to the Treasurer. Please make copies of vendor invoices for your committee notebook.
4. Be aware of upcoming activities for your committee. Checks are written weekly and require two signatures. If you need a check for an upcoming event or purchase, please submit the reimbursement form at least two weeks in advance. If you need more immediate payment, please email your sponsoring EC member and the Treasurer to notify them of your request.
5. If you are in charge of an activity that needs to have change prepared, submit a Cash Box Request to the Treasurer at least two weeks in advance of the event. On the form indicate the kind of change you need. Also, email the Treasurer to make him/her aware of your need. Cash boxes require a trip to the bank, so advance notice is essential. You can obtain a Cash Box Request form from the PTSA office or on the PTSA website.

## **Procedures for Committee INCOME:**

Some programs collect funds. Funds received through kidmail will be collected and put into your committee folder in the PTSA office. Funds collected at an event need to be counted by the chairperson or other assigned PTSA member. All funds must be counted by two PTSA members. Only PTSA members may handle PTSA funds.

1. When a committee receives money, arrangements must be made to turn the money over to the Treasurer. Please notify the Treasurer when your committee will be collecting monies so that the Treasurer can make a timely deposit to the bank.
2. A Money Tally Sheet must accompany the money submitted and a Deposit Receipt must be filled out. An Excel spreadsheet can be attached for a long list of checks. The Deposit Receipt Book is in the PTSA office. Attach the white copy of the Deposit Receipt to the back of the Money Tally Sheet.

Two people must count cash collected and sign the bottom of the Money Tally Sheet and Receipt.

3. All cash must be counted before the money leaves the site where it is collected.
4. The form and money must be handed over to the PTSA President or Treasurer, or secured in a locked drawer in the PTSA office at the end of the event.

## **General Information:**

1. Check Request, Money Tally, and Expense Log forms are available in the PTSA office and on the PTSA website.
2. Call the Treasurer, or your sponsoring EC member, if you have any questions.