

Handling of PTA Money

When money is collected for an event, it is the responsibility of the committee chair to oversee that the money that is spent for the event stays within the budget and is turned in for deposit, properly, and without delay.

Tips for collecting money and preparing the deposit:

Deposits:

- Two people (PTA members) should always count the money.
- Money should never be taken from school property.
- Once the money is counted, a Deposit Voucher (which is available in the PTA mailroom) should be filled out and signed by the two people who counted it.
- Place the money and the deposit voucher in a deposit envelope (also located in the PTA mailroom). Please write the date and the event on the outside of the envelope.
- Drop deposit in the black mailbox that is affixed to the side of the mail slots. This box is locked and can only be accessed by the Treasurer. This is the safest place to keep money until it can be deposited.
- If your event is one where money is collected on-site, please make arrangements *prior* to the event to have someone there to help you count the money and prepare the deposit voucher.
- Contact the Treasurer to inform her that the money is there and awaiting deposit.

On-going event money collection:

- If you are the chair of an event where money will be flowing into the office daily, you should make arrangements with the Treasurer and the President to collect money daily. No money should sit in the front office PTA mail slot for an extended period of time. It is not the responsibility of the CME staff to collect or safeguard PTA money. It is important to remember that forms that accompany money are important to tracking payments, so **ALWAYS BE SURE TO MAKE A NOTE OF HOW OUR MEMBERS PAY ON THEIR ORDER FORMS. THIS IS ESPECIALLY IMPORTANT WHEN HANDLING CASH. NOTE THE AMOUNT PAID, ALSO.**

Need change for your event?

- If you will need money to make change for your event, you must notify the Treasurer and President several days prior to your event.
- A petty cash request form must be filled out prior to the event. Monies will be made available by the President or Treasurer prior to the event. A receipt will be provided to keep with the cash box.
- At the beginning of the event, another committee member will need to sign the receipt and show that the cash is being placed into the cash box.
- Once the event is over and the cash is being counted, there will need to be a separate deposit voucher made out for this cash to be deposited.
- Please do not use your own money to provide change for an event. It is impossible to provide a paper trail and it becomes an accounting fiasco.

Expenses:

- **KNOW YOUR BUDGET** before you begin planning your event. It is imperative that you stay within the budget. If you need to exceed the budget, it can only be authorized by the board, which requires a vote. It's a long process and it cannot be guaranteed that it will be passed, so do not exceed your budget!
- If you purchase something for a PTA event, save the **ORIGINAL** receipt and attach it to an Expense Voucher (available in the PTA mailroom). Fill it out in its entirety, including approval from the President. You can either get the President's signature in person, or place it in her mail slot and she will pass it along to the Treasurer.
- It will take approximately 7-10 days for you to get reimbursed. If you need your check immediately, please contact the Treasurer and accommodations will be made.
- Please turn in receipts/expense vouchers **NO MORE THAN TWO WEEKS AFTER THE EVENT**.
- Turn in expense vouchers to the Treasurer's mail slot, which is located in the PTA mailroom.
- It is recommended that you keep a copy of expenses vouchers, including receipts, for your records.
- Only one expense voucher per event or category, please.
- No checks will be made out for cash. If you will need cash for your event, that will need to be done prior to the event.

If you ever have any questions, contact the Treasurer for guidance.

Treasurer: Amanda Ramirez

Email: asirna6185@gmail.com

Cell Phone: (816)490-1716