

# Sarah Smith PTA Treasurer Procedures 2011-2012 School Year

Thursday, August 25, 2011

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## Reimbursement and Deposit Responsibility:

August '11	Barbara & Julie	January '12	Barbara Muirhead
September	Barbara & Julie	February	Julie Hammond
October	Barbara & Julie	March	Barbara Muirhead
November	Barbara Muirhead	April	Julie Hammond
December	Julie Hammond	May	Barbara & Julie

## I. COLLECTING FUNDS

- The PTA only accepts checks or money orders for payments made via student's backpacks or payments placed in the PTA Workroom. Cash is only accepted at events such as Bingo Night, Fall Festival, School Store, COL tables etc. where the cash is handed directly to a PTA Committee Member.
- For checks/money orders made via children's book bags, please request that the parent put the check/cash along with the appropriate form in an envelope labeled with the event/item being purchased. This will help the teachers determine where to channel the money as well as eliminate you having to remove staples from checks.
- Teachers will collect payments and put them in the appropriate box in PTA workroom.
- Never go to teachers to collect payment.
- Never route collection of funds through the front desk.

## II. CASH RECEIPT PROCEDURES

A cash receipt **is required** when the PTA receives cash for goods or services that are not immediately given to the purchaser. These goods and services include:

- PTA Dues
- Field Trips
- Pre-ordered T-shirts such as Mardi-Gras and Fall Festival, Pre-ordered Spirit Wear

- Yearbooks
- Parent /Teacher Social
- Tool Boxes
- Read-A-Thon

A cash receipt **is not required** when the PTA receives cash for goods or services that are immediately given to the purchaser. Examples of these would include school store merchandise or Fall Festival tickets. Cash receipts are not required any time that the purchaser pays by check or money order.

Cash receipt booklets are stored in the pink box in PTA workroom. You may keep a booklet with you during the duration of your event. Please return the unused portion of the booklet to the PTA workroom at the conclusion of your event. You may also create your own cash receipts.

The following information must be included on the cash receipt:

- Purchaser Name
- Date
- Dollar Amount
- Description of goods or service to be provided at later date
- Initials or signature of PTA member selling goods or service

The cash receipt is in duplicate. Give one copy to the purchaser and turn in the other copy with your Deposit Form when you give a deposit to the Treasurer. The amount of cash you deposit should equal the sum of all cash receipts provided.

Record the cash deposit for your own records. Again, the sum of the cash in your records should equal the sum of all cash receipts provided.

If you prefer, you may make an electronic version of a cash receipt with the above information included. You will need to make two hard copies of each receipt. One for the purchaser and one to included with your Deposit Form.

### **III. DEPOSITS: Treasurers are to make ALL deposits.**

**1) Complete a Deposit Form** (copies PTA workroom in hanging basket on wall).

- Fill in the Date you are turning in the deposit, your Name and Phone number.

- Check the appropriate box for your committee event.
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- Sign your name on the Signature of Person Accounting for Funds line. Prior authorization is not needed. The Treasurer will sign the authorization after verifying that the amounts filled in for deposit matches actual checks/monies turned in with deposit.

## 2) For Check Deposits:

- **Attach Check Register Spreadsheet.** Include parent name, child name, check number, check amount, and sum of all checks.
- **Sort checks** in the same order as your spreadsheet
- **Stamp all checks with the PTA's "For Deposit Only" stamp** found in the PTA workroom.
- **Remove all staples** from the checks.
- **Write the purpose of the payment on the memo line of each check** deposited (ie. 2<sup>nd</sup> grade field trip, spirit wear, PTA dues, etc...)
- **Fill in the check total and number of checks** included on the deposit form.

## 3) For Cash Deposits:

- **Give cash receipts to individuals** paying cash for events or items not immediately attended or provided to the payee. Include a copy of the cash receipt with the deposit. Please see the Cash Receipts Procedures to determine if your event requires cash receipts.
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- **Count and separate all currency** by demonimation, facing the bills face-up and in the same direction. Paper clip and put a post-it note in front of each denomination showing the quantity count.
- **Write the total currency amount on the Cash Dollar total line.**
- **Sort and roll all coins.** If the coins are excessive, contact the Treasurer. Our bank had a coin counting machine. The coins must be deposited directly after counting so you cannot use it yourself.
- **Write the total coin value on the Rolled Coin Total line** on the deposit form.

4) **Tally coin, cash dollar and check total** for the Total Deposit line.

5) **Attach your check spreadsheet and cash receipts to Deposit Form.**

6) **Turn in your deposit.**

- **NEVER LEAVE CASH IN PTA WORKROOM.** If your deposit contains cash, give the deposit to the front desk to keep in the school safe. Please email Treasurers to notify that a deposit is in the safe.
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- If your deposit does not contain cash (**only** checks), it can be placed in Treasurer's Box in PTA workroom or left with the front desk for the safe if desired. Email Treasurers to notify place of deposit.
- **DO NOT hold any cash or checks over 5 days.** Please make weekly deposits for activities/events that extend over a long period of time, This will help prevent bounced checks which can result in a loss on income for your event and extra work attempting to retrieve uncollected funds.

#### IV. REIMBURSEMENTS

**1) Complete a Check Request Form** (copies available on the website and in the PTA workroom in hanging basket on wall):

- Fill in your Name, Phone number and the Date
- Check the appropriate committee box on the form.
- Fill in the *Amount Requested*: The amount requested must match the tally of all receipts attached to the check request.
- Fill in the *For*: section by providing a description of items purchased.
- Fill in the *Checks Payable To*: section as follows:
  - If you are requesting reimbursement to yourself, fill in your name, phone and address (including zip code). The check will be mailed to you unless otherwise indicated.
  - If you are requesting payment to a vendor for an invoice, fill in the vendor's name, payment address and phone number. The check will be mailed to the vendor unless otherwise indicated.

**2) Attach all receipts & supporting documents** to the Check Request Form. We do not reimburse for items without receipt(s). Please staple these items to the back of the form.

**3) Obtain approval & signature of the President or VP in charge for this PTA event.** You may not sign/approve your own request. You may place the completed Check Request Form in the appropriate President or VP Box in PTA workroom. Notify her that a Check Request Form is waiting for signature in her Box.

If you have left the Check Request Form in a President or VP Box for approval, she will move it to the Treasurer's Box after she signs it. If you obtained the signature yourself, place the signed Check Request Form in the Treasurer's Box in the PTA workroom.

Please note:

- Treasurers will pick up requests on Fridays. We will do our best to mail out checks by the following Wednesday.
- Checks will be mailed by U.S. Mail to the address on the Check Request Form unless otherwise noted.

- We will not process unauthorized check requests. They will be rerouted to the appropriate President or V.P. Box for approval. This will delay the check being cut for at least a week.
- Do not expect to be reimbursed for items not budgeted.

## **V. SALES TAX EXEMPTION**

Sarah Smith PTA is exempt from paying Georgia sales tax only on items purchased for resale. A letter of exemption should be provided to any vendor from which we are purchasing items that will be resold for fundraising (examples: spirit wear, gift wrap, etc.).

Copies of the letter of exemption are available on the website and in the PTA workroom.

## **VI. CASH BOX PROCEDURES**

- Empty cash boxes are kept in the PTA closet by the 1<sup>st</sup> grade restrooms. (You must supply calculator, pens, paper, etc.)
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- Complete a Check Request Form for starting cash for the box.
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- Allow enough time for processing!
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- Check will be made payable to chairperson and should be cashed by that person for needed bill & coin denominations.
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- Following the event, a portion of the funds deposited go to “repay” the cash advance.