

How To... Handle Money, Contracts, Expenses, Other Financial Responsibilities

When you're planning and implementing a program or event, one of the most important areas for you to pay very close attention to is the money – where you are going to be spending it (budget management, expense reimbursement process), where you are going to be committing it (contract signing/binding agreements), where you are going to be needing it (expense reimbursement/cash boxes), and where you are going to be collecting it (money handling). Very specific procedures for each of these critical functions are provided below. It's important that you follow these procedures exactly.

Budget Management

A copy of the current PTSA Budget is included in this notebook. Please review the income and expense commitments that pertain to your committee/event. The expenses allotted are fixed and in most cases cannot be increased without a vote of the general membership. It is important that your committee/event stay within its allocated budget amount. To do this, identify your largest expenditures first and plan around these (see Project Planning section in this notebook). *Please note: You may not spend what you don't have. In other words, you may not overspend your budgeted expense amount by assuming you can use some of your anticipated income.*

Expense Reimbursement Process

When you or a member of your committee does spend money, you submit a “Request for Payment/Reimbursement Form” to be paid back. One of these forms has been included in this notebook. Please complete the entire form (excluding the Treasurer's Record at the bottom) and attach your receipts to the form. All expense forms need to be approved and signed by the PTSA Chair in charge of the event/committee before they are turned in. Completed forms may be placed in the office mailbox of PTSA Treasurer, or you may contact him/her directly to coordinate delivery of the request.

Contract Signing/Binding Agreements

As a committee chair or volunteer you do not have the authority to sign contracts. All contract agreements require the signature of two (2) members of the Executive Committee. The PTSA President must always be one of the signers. A copy of the signed contract must be provided to the PTSA Treasurer so that all financial obligations are accounted for.

Cash Boxes

If change or cash boxes will be needed for an event, please turn in a request to the Treasurer at least one week before the event. This can be done by completing a “Request for Payment/Reimbursement Voucher” and including the number of cash boxes needed, along with the dollar/change denominations requested for each box. It usually takes several days to get the cash back to you. Cash boxes are available in the PTSA Room.

Money Handling: Cash and Checks

In the course of a big program or event, it is easier than you might think to lose checks or inadvertently mishandle money. That's why there is a very strict set of rules for how to do this.

- Generally, money will be sent in to school through the students. The Treasurer has provided each teacher with a labeled 9" x 12" envelope. The teachers have been instructed to collect all funds and paperwork for any event in progress, and return the envelope to the office mailbox of the PTSA Treasurer or the designated collection box in the front office. Fundraising committee volunteers are instructed to remove funds and paperwork from each envelope, and return the empty envelope to the appropriate staff mailbox. These envelopes must be emptied every day during the period designated for collection.
- Due to the large volume of checks received with First Day Packets, Giftwrap, BBQ, Book Fair, and WalkAThon we are requesting that the committee chair for these events contact a "Treasurer's Recorder" volunteer to log all checks into an excel spreadsheet. Complete procedure as follows:
 - Log all checks into excel spreadsheet. At a minimum you will need to collect check writer's name, check number, and amount within the database. Additionally, you may be required to input, student name, grade, teacher, quantity purchased, etc. These details will need to be coordinated with the event chair and Treasurer.
 - Save file as "CommitteeName-Batch#"
 - Print file
 - Enclose all checks and printed file in an envelope, clearly marked with Committee Name, Batch Number, Date, Total Envelope Amount, and name of Treasurer's Recorder.
 - E-mail file to PTSA Treasurer
 - Please contact the PTSA Treasurer to coordinate delivery of funds and paperwork.
- Any cash/checks collected in the course of a PTSA sponsored event should be delivered to the Treasurer for deposit into the PTSA bank account ASAP. Please take care to safeguard the funds. Funds collected should always be kept separate from personal funds and should never be left in a school building safe. All paperwork will be returned to the committee chair when the deposit has been recorded. This provides a "back-up count" for event documentation.
- All events that collect cash should have one person primarily responsible for the handling of the cash. Only PTSA members are allowed to handle the cash in order to maintain our insurance coverage.
- All funds collected are to be counted by two PTSA members. Please leave the name of the person(s) who counted the funds along with the total amount. A receipt will be issued to the person delivering the funds to the Treasurer.