

## **ABC School PTA Treasurer Procedures**

I will be using the procedures and policies set up by the National and State PTA in the Money Matters and Cash Encounters documents. Everything I am doing is based on those 2 documents, IRS policies, and general financial practices.

To maintain the necessary documentation required, I have all financial information for the PTA set up in online spreadsheets and manila folders for the deposit and expense documentation. Each deposit has a detailed written receipt form (found in the PTA box) with 2 signatures associated with it. Each expense must have a voucher (found in the PTA box) with 2 signatures (those who signed the check), a receipt or bill, and an approved plan of work/budget associated with it.

Please try to discuss any money matters with me in advance if you can. If you know you have an event coming up that involves money in any way, please contact me at least a week prior to having any financial involvement occur. If you are receiving money prior to or during the event, we need to set up how I will get the money from you. If you need money to pay an expense or to have to make change, we need to discuss how to do this. It is preferable to have the check made out to the company with which you are dealing. This avoids you having to use any of your own money. Sometimes reimbursements cannot be avoided, but in general we need to try to get a bill for which I can write a check.

When needing a check, please fill out a voucher form, which can be found in the PTA box, attach the bill or receipts to it, and contact me to let me know there is something waiting in the box for me. Please try to allow a minimum of a week for me to process these requests as I have to verify them and obtain 2 authorized signatures on the check and voucher.

When you are taking in money, the money needs to be deposited in the bank as soon as possible. Money should not be taken home or stored at the school. Any cash must be counted by 2 people and a receipt signed by both to indicate this occurred. Receipt forms can be found in the PTA box. To make sure we have the money to pay our expenses, I need to make sure checks written to the PTA clear at the bank before I write a check for the expenses. Otherwise, the PTA can be liable for the amount of the returned check if we cannot collect it.

Please let me know if you are paying a non-incorporated individual for any services for the PTA. Any individual or non-incorporated company that is paid \$600 or more in a calendar year by the PTA is required to fill out the information for a 1099-MISC. This would include people putting on a cultural arts event or teaching a language class.

I hope this helps make the financial procedures clearer for you. Please contact me with any questions or concerns.

Thanks for your support,

Treasurer Name  
301-xxx-xxxx or treasurer@email\_addr