



CHECK PROCESSING PROCEDURES

Selwyn parents write checks to the PTA throughout the year to pay for various items. Examples include:

- PTA membership
- Children's theatre tickets
- Field trips
- Fundraising (specifically Red Ribbon Reading and Building Blocks)

Effective immediately the following procedures apply to all checks written by parents to the PTA:

- All committee chairs will be diligent about checking their boxes in the Selwyn Elementary School office if they are expecting payments to ensure that the checks are retrieved in a timely and frequent manner.
- Once retrieved, **checks will be processed for deposit within 48 hours** of receipt of the check and placed in the safe **with the blue deposit form** in the Selwyn Parent Room.
- Checks retrieved from the safe by the Financial Secretary will be deposited into the Selwyn PTA bank account within 48 hours of being removed from the safe.
- If there are questions regarding a check and follow up is required, the check will be placed into the safe until the issue is resolved and the check can be deposited.
- The Financial Secretary will check the safe twice a week during peak processing times (i.e. back to school, Red Ribbon Reading, Building Blocks, field trips, etc.). The Financial Secretary will check the safe once a week during slower periods of the year.
- If there is a large deposit with a significant number of checks (as determined by the committee chair and the Financial Secretary), those checks may be hand delivered by the committee chair to the Financial Secretary. This particularly applies to Red Ribbon Reading and Building Blocks.
- If a check is returned for insufficient funds, the Treasurer will contact the issuing bank to see if funds are currently available. If the funds have since been made available, the Treasurer will re-deposit the check. If a check is returned due to account closure, based on the specific circumstances, the Treasurer will make all appropriate efforts to attain the funds while protecting the privacy of the student and parent.
- **At no time will checks be copied for record keeping purposes.** Instead a detailed spreadsheet will be kept with at least the following information:
 - Name of child (if given)
 - Name of parent
 - Date of check
 - Number of check
 - Amount of check
 - Date check placed in the safe or hand delivered to the Financial Secretary (should be the same date as on the blue check deposit form)
- **Committee submitting the deposit should maintain a record of each deposit total and the date the deposit was placed in the safe or hand delivered to the Financial Secretary.**

Checks will be kept in a safe, well-controlled environment at all times.

All questions regarding this policy should be directed to the PTA Treasurer.