



# FINANCIAL PROCEDURES

The Selwyn Elementary PTA will collect money throughout the year for programs such as:

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

The following is the process which should be followed to account for the money sent in.

- Each classroom teacher will be provided a folio from the PTA to be used for any PTA correspondence.
- Parents will send in or bring in money for the program collecting. Any item sent in should be put in the PTA correspondence folio and sent daily to the front office.
- PTA Office Support volunteers will:
  - Remove any items from the PTA correspondence folio.
  - Sort items into program groupings (field trip / Building Blocks / etc.) and band like items together or place them in a larger envelope.
  - If there are sealed envelopes and it is not noted what it is for, items should be grouped as "Miscellaneous". Office support volunteers should not open any sealed envelopes.
  - Consolidated envelopes should then be placed in the large PTA safe with the key pad in the parent room by the Office Support volunteer.
  - If there are PTA forms not associated with payment returned in the folio, they should be grouped together and put in the appropriate PTA mailbox. If the committee does not have a mailbox, the forms can be placed in the PTA President's mailbox.
- PTA committee chairs will be responsible for accessing the collected money and following PTA Check Processing and Deposit Procedures.

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