



# TREASURER PROCEDURES

## Forms

### REQUESTING A CHECK (Pink Form)

#### To spend budgeted funds, please follow these procedures:

- If your expense is large (\$100 and over), please get a quote and request a check in advance or ask the vendor to direct bill Selwyn PTA (not Selwyn Elementary). **Please note this would not apply to multiple items purchased (for example snacks) that total \$100 or over.**
- If your expense is small (under \$100), you may do either of the above or make the purchase yourself and request reimbursement.
- Use the Check Request (pink form)\* to request any check and attach an invoice or receipt. The form does not need to be printed on pink paper if you are printing it at home.
- Committee chair should review all invoices for accuracy and approve the reimbursement before a check is processed.
- A committee chair can approve by either:
  - Signing the pink check request or
  - Emailing approval (a printed copy of the email must be attached to the pink check request).
- You may submit the check request by placing it in the Treasurer's mail slot. Please allow two weeks for processing.

#### Please Note:

- No reimbursements will be given without a valid receipt (except for cash tips see below).
- No reimbursement will be given without a valid approval.
- Any expenses over budget must be approved in advance by the Board of Directors in order to be reimbursed.

#### Cash spending without receipt:

On rare occasions, your committee may also need to use cash for payments. Whenever cash is used for tips or other purposes, you must have a "witness" sign a Tip Reimbursement Receipt for the files. Submit this form\* to be reimbursed.

### COLLECTING/DEPOSITING CHECKS OR CASH (Blue Form)

#### Collecting Checks/Cash:

Your committee may collect money. Several policies must be followed when collecting money.

- Checks should be made payable to Selwyn PTA. All checks should come to school in an envelope with committee name, child's name and teacher on the front. Please consider sending an envelope home when you request payment.
- Someone on the committee should come to school each day during the return period to collect envelopes and count funds. Make sure you come after noon to ensure you get everything.
- **Please be aware that the Financial Secretary and Treasurer do not record every check, only the total deposit. The committee is responsible for tracking who has AND has not paid.**

- A detailed spreadsheet will be kept with 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)
- Cash will be accepted only when it is given directly to a PTA representative (does not pass through book bag/teacher).

### **Depositing Checks/Cash (Blue Form):**

To deposit money, please follow these procedures:

- The committee name should be in the memo field. If this is not done by the check writer, the committee should do it.
- Review all checks to ensure they are made out to Selwyn PTA. If they are not, please send them back to parent/check writer and request the check be written correctly to the Selwyn PTA.
- Complete the Check Deposit (blue form)\* to submit a deposit. The form should be attached to the checks. Deposits should be placed in the small safe box (in the Parent Room, under the table, bolted to the floor) each day.
- 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.

## **COLLECTING/DEPOSITING CHECKS OR CASH – CASH BOX (Yellow Form):**

### **Start Up Cash:**

Your committee has two options for getting some start up cash to make change at your event. You can either fill out a Check Request (pink form) made payable to yourself or you can put cash in the box from your "pocket". If you use your own money, please fill out the top portion of the Cash Deposit (yellow form)\* and have it witnessed.

### **Collecting/Depositing checks and cash (Yellow Form):**

Your committee will also collect money and make change from a cash box. There are several policies that must be followed when collecting money. Please use the Cash Deposit (yellow form) to process the money you have collected.

### **For Checks:**

- Request checks be made payable to Selwyn PTA.
- The committee name should be in the memo field. If this is not done by the check writer, the committee should do it.

### **For Cash:**

- Cash will be accepted only when it is given directly to PTA representative (does not pass through book bag/teacher).
- Coins must be rolled unless they are less than a full roll.
- Cash will be counted by two people immediately (same day) using a Cash Deposit (yellow form) which is available on the bulletin board in the parent room or on the PTA website.
- Cash will be deposited into the safe box immediately (same day) or given to the Financial Secretary if school is locked.

\*Forms can be found in the Treasurer's mail slot in the office, on the bulletin board in the Parent room and on the PTA website ([www.selwynpta.org](http://www.selwynpta.org)).