

PTA Treasurer's Procedures and Guidelines For Chairing and Coordinating Activities and Events September 2011 – June 2012

The following procedures and guidelines will be followed whenever budgeting for a PTA activity or event, or whenever items are purchased or money is collected for a PTA activity or event. Following these procedures will help ensure that your transactions are approved and processed quickly. The goal of these guidelines is to assist you in running your activities and events smoothly and to assist the rectory staff in maintaining compliance with Diocese of Trenton financial procedures when providing the St. James Rectory with the required complete and accurate accounting of the financial activities of the PTA.

PREPARING FOR YOUR EVENT

Approval of Expenses

All budget expenses (including out of pocket expenses) must be pre-approved at the PTA meeting at least one month prior to the event monies are needed.

NO EXCEPTIONS.

All event/committee chairs must plan their budget and present it to the PTA Board for pre-approval. This budget should include all projected expenses you may need to successfully run your event/committee including, but not limited to, DJ's, decorating items, food service, out of pocket expenses, etc.

The PTA President(s) can only approve expenditures up to and including \$50. Requests for expenses greater than \$50 must be presented to and voted upon by the PTA Board and general membership at a PTA Meeting. In the event of an unexpected time constraint, this vote may occur by phone or email. Please discuss any anticipated expenses with the PTA President(s) prior to the start of an event or activity.

Shopping for your Event

Please work with a vendor that will bill the school directly or, secure a bill or purchase order from the vendor and submit it to the Treasurer prior to the event so the Rectory can issue a check.

When shopping for a PTA event/activity please **use a tax-exempt certificate**. The PTA, as part of St. James Parish, is exempt from paying state tax. To make the most of our resources, the general rule is to shop wisely and run activities and events as cost effectively as possible. **Tax-exempt forms can be found in the Business office.**

Cash Advances

Due to stringent Diocesan rules, cash advances are only allowed for up to \$200 at a time.

No cash advances will be disbursed until the previous cash advance has been paid back and full accounting is provided.

Cash advances must be pre-approved at a PTA meeting at least one month prior to the event. Please submit a written request, including what the advance is for, name and address of person requesting advance to the Treasurer at least one month prior to the event.

All cash advance checks will be made out to the person requesting the advance.

Under no circumstances will checks be made out to cash.

IMPORTANT FOR CASH ADVANCES! If you receive a cash advance, you must provide original receipts to the Treasurer as soon as they are available and refund any money not used. The St. James Rectory requires original receipts and a final accounting for all advances. **PLEASE NOTE that the PTA will not be able to get another cash advance until the prior cash advance is accounted for.**

Out of Pocket Expenses

Out-of-pocket CASH expenses (what you think you may personally spend for an event) are allowed but must first be approved by the PTA at a PTA meeting.

REIMBURSEMENT/PAYMENTS

Please note that the **rectory pays bills, reimbursements, etc for the PTA every two weeks.** Please see the check run schedule attached. UNDER NO CIRCUMSTANCES WILL THE RECTORY MAKE PAYMENT/REIMBURSEMENT AT ANY OTHER TIME.

EVENT CHAIRS NEEDING CHECKS, PAYMENT, ETC. MUST HAVE FORMS SUBMITTED TO THE TREASURER AT LEAST TWO WEEKS PRIOR TO THE EVENT IN ORDER TO HAVE PAYMENT AT TIME OF EVENT. NO EXCEPTIONS.

LAST MINUTE CHECK REQUESTS/PAYMENTS WILL NO LONGER BE SUBMITTED.

Payments Directly to Vendors

Please use vendors that will bill the PTA directly. The billing address is “St James Elementary School PTA, Attn: Accts Payable, 30 Peters Pl., Red Bank, NJ 07701. **No invoice or statement should be directed to anyone’s home address or the school fax machine.** Once the bill is received, please submit the original bill, along with a completed Reimbursement Approval form, to the Treasurer as soon as possible.

BLANK VOUCHERS OR VOUCHERS MADE OUT TO “CASH” WILL BE RETURNED UNFILLED.

Please note: it takes at least 7 days to have the Rectory cut a check, so it is important that you plan ahead.

Personal Reimbursement (includes out of pocket expenses, cash advances)

IN ORDER TO BE REIMBURSED, ORIGINAL RECIEPTS MUST ACCOMPANY A COMPLETED REIMBURSEMENT FORM. ANY RECEIPTS RECEIVED WITH OUT A REIMBURSEMENT FORM WILL BE RETURNED TO SENDER. THIS WILL RESULT IN DELAY OF REIMBURSEMENT.

Completed reimbursement form(s) can be left in the Treasurer’s mailbox in the Business Office or can be handed to the Treasurer at a PTA meeting.

PLEASE SUBMIT REIMBURSEMENT FORMS IN A TIMELY MANNER (no later than 10 days after an event). Please make a copy for your own files before sending in for payment.

Start Up Cash and Cash Boxes

There is a \$50 maximum limit on cash boxes unless another amount has been pre-approved at a PTA meeting at least one month prior to event.

Arrangements need to be **made at least one week prior** to the event for picking up the box/cash. It is not the responsibility of the Treasurer or the President(s) to get the box to you.

Upon receipt of the cash box, count the cash in the box and sign a receipt indicating that you received the cash box and agree with the amount of cash received. The receipt will be in the cash box. The signed receipt should be placed in the Treasurer's box prior to the event. At the end of the event or activity, **a separate deposit form is to be used indicating the cash advance**. Also, all funds in the cash box should be deposited according to depositing money specifications described.

Late requests for cash boxes will not be honored. NO EXCEPTIONS.

Additional forms (reimbursement, deposit slips, tax exempt) can be found in the binder in the Treasurer's mailbox in the Business Office.

REMEMBER TO KEEP COPIES OF ALL RECEIPTS/FORMS FOR YOUR OWN RECORDS!

Deposit of All Monies Collected

Deposit Procedure during Regular School Hours

Due to stringent Diocesan rules (and for your own protection) ALL MONEY COLLECTED (CHECKS/CASH) MUST BE LEFT IN THE BUSINESS OFFICE UNTIL READY TO BE DEPOSITED.

DEPOSIT OF CHECKS MUST BE MADE IN A TIMELY MANNER.

THE EVENT/ACTIVITY CHAIRS CAN COUNT, RECORD RESPONSES AND FILL OUT A DEPOSIT FORM AS NEEDED IN SCHOOL ONLY. ONCE YOUR BUSINESS IS COMPLETE, EITHER RETURN THE MONEY TO THE BUSINESS OFFICE TO BE DEPOSITED BY THE TREASURER OR TAKE DEPOSIT DIRECTLY TO THE RECTORY. UNDER NO CIRCUMSTANCES IS **ANY CASH OR CHECKS** TO LEAVE THE SCHOOL UNLESS BEING DIRECTLY DEPOSITED.

Please let the Treasurer know if he/she needs to deposit the money.

UNDER NO CIRCUMSTANCES SHOULD MONEY BE TAKEN HOME.

Deposit Slips

Deposit slips are printed on in triplicate. There is a supply in the binder located in the Treasurer's Box in the Business Office. It is the responsibility of the Event/Committee Chair to coordinate their event's deposit (as per above). Please fill out all three pages of the deposit slip, and sign your name where noted (see above regarding deposit procedures). Please remember to keep money (cash and checks) grouped in order of denomination.

Making deposits after business hours (weekend/after school/evening events)

Committee/Event Chairs must get a deposit slip/envelope prior to the event from the Treasurer or Treasurer Mailbox. All monies collected at the event must be counted; all checks endorsed for deposit only, a deposit slip COMPLETELY filled out. The cash and checks are collated and ready for the bank. Cash is banded together by denomination and the number and value marked on the deposit slip. Checks must be in sequential order by their amount. Your three-part deposit form is distributed as follows: One ticket remains in the envelope with the money, one ticket gets stapled to the outside of the envelope and you keep one for your records. Drop the deposit in the mail slot next to the rectory front door the day/night of that event. The rectory will forward a copy of the Treasurer's receipt to school.

Checks

All checks received must be endorsed for deposit only before going to the rectory.

Cash Box Deposits

If your event required a cash box, please remember to submit **a separate deposit form indicating the cash advance** at the end of the event or activity. Also, all funds in the cash box should be deposited according to depositing money specifications described above.

Raffle Deposits

If your event included a raffle (50/50 and/or merchandise) please submit **a separate deposit form indicating the raffle proceeds**. Please indicate deposit is from **RAFFLE PROCEEDS**.

Updated July 2011

PERSONAL/VENDOR REIMBURSEMENT FORM

(This form must be completed and submitted to the Treasurer with original receipts attached.)

Date of Request: _____

Date of Event _____

Person Making Request: _____

Tel. No. _____

PTA Committee: _____

Event Name: _____

Event Date: _____

Please describe and itemize the expenses:

Description	Amount
_____	_____
_____	_____
_____	_____
_____	_____

Total Amount to be reimbursed _____

Please attach all *original* receipts, bills, and invoices to this form and return to the Treasurer either at a PTA meeting or in Treasurer's mailbox in the Business Office. Receipts, bills, and invoices received without this form will be returned to sender, as will form received without receipts, etc. attached.

Reimbursement Check should be made payable to:

Name: _____

Address: _____

City, State, Zip: _____

Treasurer's Use Only (Karen Cronk - 2011-2012)

Date Reimbursement Request Received _____ Date Processed _____