



Middle Gate PTA Treasury Guidelines

The following is a list of PTA Treasury Guidelines, intended to better facilitate the dispensing and deposit of PTA funds. As a non-profit organization it is important that we follow the procedures outlined below.

1. **Budget**

It is the Committee Chairperson's responsibility to keep track of the allotted budget for an event. **Please remember that the PTA must vote to approve reimbursement of any expense if a budget is exceeded.** This means, of course, that the vote may not be favorable. For this reason it is important to watch expenses carefully.

2. **Expense Reimbursement**

When requesting reimbursement of expenses, use the attached **"Request for Payment"** form. All requests must include a receipt and be reviewed and approved by the Committee Chair. When completed, submit reimbursement forms to the Treasurer via the red Treasury folder found in the PTA mailbox located in the school office. Extra reimbursement forms are available in the PTA box. **Please note: members may not reimburse themselves through petty cash boxes.**

3. **Collection of Funds**

When collecting funds for an event, the committee must establish a folder in the PTA mailbox, clearly labeled with the appropriate event name for the collection. A committee member must check the PTA mailbox at a minimum of every other day to sort the incoming mail and collect cash and/or checks. Upon collection please place the funds in an envelope or bundle with an elastic band and submit with the **"Funds for Deposit"** form to the Treasurer. **Staples must be removed from all checks.**

4. **Check Requests/Cash Boxes**

When requesting a check please provide at least two weeks' notice, submitted through the red Treasury folder in the PTA mailbox. Receipt or contract copies should accompany the **"Request for Payment"** form. If receipt or contract copies are unavailable at the time payment is requested, one must be provided for tax record-keeping purposes within one week of the event. Obtaining receipts/contracts is the responsibility of the committee not the PTA Treasurer. Please remember any request over the amount of \$500 requires the signature of more than one PTA Officer; personal schedules can make a quick turn around difficult. Requests may certainly be followed-up with a phone call; however, consideration in regards to dinner hour and bedtime would be greatly appreciated. One week's notice is also necessary for a cash box request. Please submit requests using the **"Cash Box Request"** form remembering to include any special denominations needed.

When utilizing the cash box for your PTA program/event, the **"Cash Box Tally"** must be completed at the close of business each day.

5. **Invoice Payment**

Any bills received from outside vendors should be initialed by a Committee Chair and submitted (as outlined above under "Check Requests/Cash Boxes") in a timely fashion. In the interest of keeping all accounts current, please do not wait until the payment due date to submit the request for payment.

Please see the Middle Gate website (PTA area) for the following forms:

- Funds for Deposit – Please submit when you give cash/checks to the Treasurer/Assistant Treasurer for deposit.
- Cash Box Tally – Please prepare a cash box tally for each day your program has a cash box.
- Cash Box Request – Please submit to the Treasurer/Assistant Treasurer if your program requires a cash box.
- Request For Payment – Please submit for any expenses which need to be paid to a vendor or reimbursed to yourself. Invoices/Receipts are required.