



Arrowhead Elementary PTA Money Handling Instructions



The following are some instructions on how to handle your committee's money and how to coordinate financial efforts with the Treasurer.

- Ask any questions! Email the treasurer - treasurer@ptaarrowhead.org.
- All money must flow through the PTA bank account and books for review purposes so never accept or pay funds to anyone that isn't funneling through a PTA deposit or check request.

Budget

- Committee budgets will be provided to you in the beginning of the school year.
- Stay within your budget, you or your committee will not be reimbursed for any expenses over the budgeted amount. If you feel you will go over budget, please let the Treasurer know so we can discuss.
- Any remaining funds at fiscal year end (June 30th) will roll into next year's general fund.
- Monies requested are to be specific to your committee's needs within the current fiscal year.

Check Requests

1. Completely fill out a **check request form** (located in the office above the PTA mailboxes).
2. Attach original receipts to the form.
3. Put check request form in the Treasurer's mailbox and allow up to 10 business days for processing.
4. The check will be placed in your committee mailbox unless otherwise specified.
5. Deadlines for check requests: December 15th and June 15th. If something arises outside these deadlines, let the treasurer know. The books are closed down twice a year for financial review.

Deposits

Do you own a committee that brings in money? Here is what you need to know:

1. Checks should always be made out to **Arrowhead Elementary PTA** (never a committee name).
2. Money should always be counted by two PTA members immediately after an event.
3. Completely fill out a **deposit detail form**
 - a. Both money counters (PTA Members) should sign it.
 - b. Enter all checks (last name on check & check amount) on reverse side of the form.
 - c. If you have the Arrowhead bank deposit stamp, stamp the back of each check.
4. Get the deposit to the Treasurer as quickly as possible, preferably, that day/night. For smaller deposits, leave in the Treasurer's PTA box. For larger events, make arrangements to drop off in person.

Cash Boxes

Some events, such as Movie Night or Dance Night, need starter cash.

1. It is **YOUR** responsibility to **request starter cash at least 5 days prior to your event**.
2. Submit a check request form to the Treasurer.
3. The Treasurer will get you a check that you will cash yourself at your bank.
4. Note: Cash boxes are located in the PTA storage room or under the PTA mailboxes in the office.
5. **AT THE EVENT:**
 - a. **Never** leave the cash box unattended!
 - b. **Never** take money out of the cash box to pay for last minute supplies.
6. Bring a deposit sheet and calculator with you to the event and make sure two people (PTA members) count the cash and sign the deposit form.
7. Fill out the deposit form completely. Roll coins and bundle bills by denomination.
8. Pre-arrange with the Treasurer when your event is so the money can be deposited that night. **PTA cash cannot be kept in your home.**

Cash Up Front

The PTA requires that committee chairs purchase supplies upfront and then be reimbursed. This is to ensure there is a paper trail and it reduces the risk for fraud. A financial review is conducted twice a year and these records are part of what is audited. The Arrowhead PTA understands a chair may not be able to cover some or all expenses prior to an event. Here are some suggestions:

GUIDELINES WHEN CHAIR CANNOT COVER EXPENSES

- Option #1: Shop with a committee member who can pay for the purchase(s) and then expense
- Option #2: Shop with a member of the exec. team who can pay for the purchase - they are here to help
- Option #3: If you aren't able to pay by cash or check, call the store and ask if they would take a credit card over the phone (does not have to be your credit card but can be someone's from the committee)
- Option #4: Online ordering - easy to do and can use a credit card (anyone's card)
- Option #5: If the none of the above work, talk to the Treasurer or PTA President *prior to* your event

Important note

The Treasurer can get a committee chair a check the SAME DAY assuming arrangements are made beforehand.

Donations

Donations are wonderful however we need to understand their value and track them along with everything else for an event. If a committee chair receives a donation as part of an event; that should be noted in the records for the event and the treasurer should be made aware of it. We do budget for some donations throughout the year and tracking them will help us with that budgeting. We also like to make sure we understand the true cost of a program and a donation should be accounted for separately.

Contracts

All contracts must be signed by two elected PTA officers. **DO NOT** enter into *any* contract agreement without first talking to your exec team contact or the President.