

## **PROTOCOL FOR THE HANDLING OF PTA FUNDS**

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- 1. The person who chairs a committee or event is responsible for making sure everyone involved with the committee/event follows the fundraising protocols at all times. Maintaining communication between members of committees is the responsibility of the chair.**
- 2. All advances and/or reimbursements must be made by the use of the PTA Advance/Reimbursement Form available on the website and/or in the PTA folder located in the school office.**
- 3. Payments to be made to vendors must be approved by the chair of the committee/event and given to the treasurer so that a check can be issued. This is the only way for the Treasurer to know that the chair is aware of the expense and wants the vendor to be paid. Please write your name, date and “APPROVED” on the invoice, bill and place in the PTA Treasurer folder located in the school office.**
- 4. Funds collected on the day of an event, must be counted, the PTA – Funds Received form completed, and the funds deposited within two business days of the event.**
  - At least two people must count the cash and checks and sign the form.**
  - The person who makes the deposit at the bank must also sign and date the form.**
  - Please place the signed and dated form and the deposit slip into an envelope and drop it into the PTA Treasurer’s folder located in the school office. The Treasurer will review the form, confirm the deposit was made at the bank using online viewing access at Citibank and send the information to the book keeper, who will track all income and expenses in Quickbooks.**
- 5. Upon completion of the event/fundraising effort the committee/event chair must submit an accounting of all income and expenses for the event to the PTA Treasurer for review (a sample Income Statement is attached for reference). It is best that this be completed within 1 week of the event, as the longer the delay the more difficult it will be to recall what happened at the event.**

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- 6. CHAIR OF COMMITTEE/EVENT - PLEASE MAKE ARRANGEMENTS TO HAVE ALL MONEY COUNTED AND DEPOSITED IN STRICT ADHERENCE WITH THIS PROTOCOL. PLEASE DO NOT LEAVE MONEY IN THE CLOSET IN ZIP'S OFFICE. IF YOU NEED ASSISTANCE WITH HANDLING PTA FUNDS, CONTACT THE TREASURER OR A MEMBER OF THE PTA EXECUTIVE BOARD.**

**Treasurer:**

**Audrey Churchill    [Nicpat123@hotmail.com](mailto:Nicpat123@hotmail.com)**

- 7. BECAUSE THE PTA IS A 501C3 AND MUST FILE A FORM 990 WITH THE IRS, AND THE DOE REQUIRES THAT PTA FUNDRAISING REPORTS BE COMPLETED BY SPECIFIC DATES, FROM TIME TO TIME THE TREASURER WILL INDICATE THAT THERE IS A DEADLINE TO MEET. THESE DEADLINES ARE CRITICAL TO THE PTA AND ARE NOT OPTIONAL. PLEASE RESPECT THESE DEADLINES AS THEY ARE SERIOUS AND CANNOT BE DISREGARDED.**