

## **Procedure for Reimbursements, Funds Received, Petty Cash, Cash Boxes, and Committee Chair Expectations**

### **Purchases made by you for Petty Cash and your PTA-sponsored event:**

1. Please review any expenditure over \$300.00 with the Executive Committee before making purchases. This will provide the Executive Committee with an understanding of cash flow and budget impacts.
2. **Within 15 days of your event, complete a Check Request Form.** A Check Request Form is included in this packet, and additional Check Request forms can be found on the website ([ketaylorpta.org](http://ketaylorpta.org)) or in the PTA mailboxes at school.
3. Attach your receipt(s) to the Blue Check Request Form. You **MUST** have a receipt to receive reimbursement. Payment for any check requests submitted without receipts will be at the discretion of the President and Treasurer.
4. Please place all Check Request Forms (with receipts attached) in the Treasurer's mailbox in the Mail Room. The mailbox will be checked on Mondays and intermittently during the week, and the check requests will be then be reviewed with the President. The President must approve all check requests before reimbursement.
5. Once approved, your reimbursement check will be prepared as indicated on your request by Friday. The signed checks will either be hand-delivered to you (if you are present when the check is written) or it will be mailed to you or it will be given to your child's teacher for your child to bring home with him/her. Please note the preferred method of delivery on your Check Request Form and include your mailing address if applicable.
6. A CHECK REQUEST FORM IS REQUIRED FOR ALL PETTY CASH DISBURSEMENTS. Committee Chairpersons should make this request one week in advance of the scheduled event unless other arrangements have been made in advance. Multiple committees that require petty cash at an event need to submit separate Check Request Forms for petty cash. For example, petty cash needs for Spirit Wear during a family event need to be recorded on separate Check Request forms.

**Cash Verification, Cash Box, and Petty Cash Procedures**

1. Cash received at your event should be recorded on the canary yellow Cash Verification Form. A Cash Verification Form is included in this packet, and additional forms can be found on the website ([ketaylorpta.org](http://ketaylorpta.org)) or in the PTA mailboxes at school.
2. A cash box will be provided to the Committee Chairperson. Before your event begins, be sure the correct amount of petty cash is in the box.
3. PLEASE RECORD A SEPARATE CASH VERIFICATION RECEIPT FOR EACH CATEGORY OF INCOME. For example, Spirit Wear should be kept separate from Membership and recorded on two Cash Verification Forms.
4. Record petty cash receipts as a separate line item on the Form (Cash Box Reimbursement).
5. Please attach the petty cash Check Request Form to your Cash Verification Form and ensure that the items balance (i.e., the petty cash Check Request Form needs to balance to the Cash Box Reimbursement line item on the Cash Verification Form). This step will ensure that all petty cash and income is properly accounted for and recorded for your event.
6. Cash counted needs to be verified by two people, ideally you and one other person. Both parties must sign and certify the dollar amount of cash received on the Cash Verification Form. If you are unable to count and verify the cash at the end of your event, please provide the cash box with the petty cash Check Request to the President or Treasurer.
7. Place your cash and Cash Verification Form in an envelope or plastic bag for deposit.
8. Please provide the envelope or plastic bag, along with the empty cash box, to the President, Secretary, or Treasurer for deposit into the bank.

**Committee Chairperson Expectations**

1. The Committee Chairperson(s) **MUST** manage expenses for their event within the budgeted allowance for their function. No more than three people from your Committee (ideally the Chairperson and two other individuals) will be authorized to receive reimbursement for purchases.
2. The Chairperson will be responsible for oversight of the Committee's income and expenses. The respective categories are separately identified on the budget. For example, family fun events are expected to generate the income provided on the left hand side of the budget. Furthermore, the total costs associated with the event are not expected to exceed the expense allocation located on the right hand side of the budget. Before exceeding budgeted projections, the Committee Chairperson needs to seek approval from the Executive Committee.
3. Any donations received as part of your event needs to be remitted to the Treasurer or President for proper accounting for tax purposes. Donations are not an addition to income or reduction to expenses for your respective event.
4. Please contact the President or Treasurer if you have any questions about the management of funds for your event. We need everyone's help in managing the flow of funds to ensure that appropriate resources are available for all family functions and other commitments that PTA provides for the school.