

TRESURERS NOTES & POLICIES Thank you for volunteering in a leadership role for the Oakland PTA! Please find below a few very important notes for handling money on behalf of the PTA. Upon review, we request that you sign and return a copy to the Treasurer prior to any monies being released to you.

BUDGET

- Each committee is responsible for staying within their allotted budget. If you anticipate that the budget is not sufficient for an event, the chairperson may request PTA approval to increase the budget in **advance** of making the additional expenditures. This is done by making a motion at a PTA meeting.
- You do not have to spend your entire allotted budget. Savings are always welcome.

CHECK REQUESTS

- To be reimbursed for committee expenses, submit a **Request for Reimbursement form** along with original receipts (credit card statements will not be accepted).
- **Sales tax will NOT be reimbursed.** Please keep a copy of the **Tax Free form** and use when making committee purchases tax-free.
- Keep a copy of receipts and vouchers for your records.
- Receipts need to be turned in within 30 days, from date of receipt, to be reimbursed.
- Our fiscal year ends on June 30. Receipts not turned in by June 30 will be considered a donation.
- If payment is required in advance, you must submit a **Request for Reimbursement form** complete with invoice/documentation at least one week prior to the date you need the check. Advance payment is limited to \$200 or less. The only exception is if the check is made payable to a vendor, in which case a PO or invoice statement must be submitted. Any receipts you receive after payment need to be given to the treasurer immediately.

HANDLING MONEY

- Any money collected will be placed in the lock box located in the PTA closet. The committee chairperson will need to meet with the treasurer to have a key to the lock box checked out to them during the time agreed upon for the event. The key should be returned as soon as possible following the event. This key should not be handled by anyone at the event other than the chairperson.
- All funds collected need to be tallied using the **Deposit/Itemized Receipt form on the day of the event.**
- Money must be counted at the school. **You may not take money home with you to count.** Fundraising chairperson(s) may be the only exception as long as arrangements are made with the treasurer and/or president in advance.
- The **Deposit/Itemized Receipt form** requires the committee chair and one other individual (must be PTA member and not a family member) to verify the deposit amount and sign the form. (You can keep a copy for your records.)
- Any checks submitted with deposits need to follow the check policy (see below).

CHECK POLICY

- All checks for deposit should be made payable to "Oakland PTA". The bank will not accept checks made out to "Cash".
- Checks will only be accepted from a parent of current Oakland Elementary students.
- The following must be recorded on all checks: Oakland Elementary students name and teacher.
- PTA may charge up to \$35 for returned checks.

I have read and will fully enforce the Treasurers Notes and Policies:

Committee(s): _____

Committee Chair Signature: _____

Date: _____