

TREASURER'S NOTES AND POLICIES ROYAL OAK HIGH SCHOOL PTSA

The following PTSA financial policies are in effect for Royal Oak High School.

BUDGET:

All chairpersons should determine what their allotted budget is in advance of the event or expenditure. If you did not receive a budget or if you have questions, please contact the Treasurer. Each committee is responsible for staying within their allotted budget

If you anticipate that the budget is not sufficient for an event, the chairperson is responsible for requesting PTSA approval for a budget increase in advance of making the additional expenditures. This is done by making a motion at a PTSA meeting for surplus approval, so that it is noted in our minutes before any additional monies are paid out. Any amount spent that is not approved is considered a donation to the PTSA. You do not have to spend your entire allotted budget. Savings are always welcome, and can become available for other committees.

CHECK REQUESTS:

To be reimbursed for committee expenses, submit a Payment/Reimbursement Requests. Original receipts, invoices or contracts must accompany all Payment/Reimbursement Requests (credit card statements will not be accepted). If there are no documents attached, reimbursement will not be made. Keep a copy of receipts and vouchers for your records. Receipts need to be turned in within 30 days (or by June 30th), from date of receipt, to be reimbursed. Our fiscal year ends on June 30th. Receipts not turned in by June 30th will be considered a donation to the PTSA.

If payment is required in advance, you must submit a Payment/Reimbursement Requests complete with invoice/documentation at least one week prior to the date you need the check.

Checks will be left in the "FROM TREASURER" envelope in the PTSA box in the office, unless a self-addressed stamped envelope is provided for mailing.

Blank forms for Payment/Reimbursement Requests can be found in the PTSA box in the office, or on line at the PTSA website. Completed Payment/Reimbursement Requests can be left in the "FOR TREASURER" envelope in the PTSA box in the office, or submitted to the Treasurer directly.

HANDLING MONEY:

Blank forms for Event Tally Sheet / Deposit Vouchers can be found in the PTSA box in the office, or on line. Please deliver all monies and the accompanying Event Tally Sheet / Deposit Vouchers directly to the Treasurer. Please remit deposits promptly!

The Event Tally Sheet /Deposit Vouchers form requires the committee chair and one other individual (must be a PTSA member and not a family member) to count and verify the deposit amount and sign the form. (You can keep a copy for your records.) At events where cash/checks are received, please contact the Treasurer to review the money-handling procedures. Any checks submitted with deposits need to follow the check policy (see below).

CHECK POLICY:

All checks for deposit should be made payable to ROYAL OAK HIGH SCHOOL PTSA or ROHS PTSA. The following must be recorded on all checks: name of student and "leap" teacher. The payer will be responsible for any bank charges the PTSA may incur for returned check fees.

Thank you in advance for your cooperation.

ROHS PTSA
Treasurer
ROHSPTSA.RAVEN@GMAIL.COM

**TREASURER'S NOTES AND POLICIES
ROYAL OAK HIGH SCHOOL PTSA**