

West Woods Elementary PTSA

Treasurer Procedures

2014-2015

General Treasurer Procedures

- Check Request Forms, Cash Box Inventory Forms, and Deposit Forms can be found in the PTSA Mailbox area in the workroom. A copy of each of these forms is also available on the website <http://www.westwoodselementaryptsa.com/>.
- Two authorized signatures are required on each check and blank checks must never be signed.
- Checks shall be written only for authorized expenses - those included in the approved budget or recorded in meeting minutes.
- Treasurer will reconcile the bank balance against the PTSA ledger at least monthly.
- Once each month, two non-signors will review the bank balance reconciliation and sign that it has been reviewed.

Check Request Procedure

1. Check requests should be submitted as the expenditure occurs. Please do not hold them until year-end.
2. Please fill out check requests completely - with the receipt, invoice, or a copy of the related contract attached. Bills cannot be paid without a receipt, invoice or contract; this is an audit requirement.
3. Please route the Check Request Form to each person that needs to approve the expense - the Committee Chair and the VP over that Committee - so that we can be sure to maintain control over our budget. If you are the Committee Chair or Board Member over that committee, you can sign your own check request form, but please have the President sign as well in those cases.
4. The President should also approve any expenses that are over budget.
5. In an effort to cut postage costs, we prefer that all checks be delivered via PTSA mailboxes or sent home with your child, however you may request that the check be mailed on the Check Request Form. If you have asked that a check be mailed to an outside vendor, a copy of the check will be placed in the related committee box.
6. Check Requests received by Friday will be delivered the following Friday (except in the case of school holidays). Special requests will be handled on a per item basis and should be discussed with the Treasurer personally.

Cash Box Procedure

1. Please note that checks cannot be made payable to CASH, so if you need cash for your event, please request a Cash Box.
2. The cash box must be requested by the Committee Chairperson at least one week (7 days) prior to the event.
3. Cash box requests can be made by emailing the Treasurer.
4. In this email, please specify the name and date of the event and what time you will need the cash box. Please also specify the amount of money and in what denominations you will need in the cash box.
5. When the Committee Chairperson receives the cash box, two PTSA members must count and verify its contents. These two members must also sign the Cash Box Inventory Form in the Starting Inventory section. This form will be located inside the cash box and validates the cash received.
6. The cash box and its contents will be the responsibility of the Committee Chairperson until returned to the PTSA Treasurer.
7. At the end of the event, the cash box must be counted and verified by an Executive Board member other than the Treasurer and another PTSA member. The Cash Box Inventory Form (in the Ending Inventory section) must be completed and signed in pen by both parties to validate the amount.
8. The Committee Chairperson and anyone else who handles PTSA money must be a current PTSA member.
9. No expenses from an event can be paid from the cash box - all receipts must be submitted for reimbursements.
10. The Treasurer will count and verify the contents of the cash box once it is received and deposit all funds within 48 hours. If there is a \$50 or greater difference between the Treasurer's count and the Total Ending Inventory amount, the Committee Chairperson will be asked to participate in determining the discrepancy.

Deposit Procedure

1. Treasurer is to make all deposits at the bank within 48 hours of receipt.
2. Please complete either a Deposit Form or Cash Box Inventory Form (whichever is applicable) for each deposit that you give to the Treasurer for your Committee.
3. Cash deposits should be hand-delivered to the Treasurer. Please contact the Treasurer to arrange a time to complete this.
4. Please notify the Treasurer if you will be leaving non-cash deposits in the PTSA Treasurer mailbox. Checks should not be left at the school overnight so this will ensure the Treasurer checks the mailbox on the day you leave the deposit.
5. If you are unable to contact the Treasurer and you cannot hold onto the deposit for some reason, it can be left with another member of the executive board (i.e. president, vice-president, or secretary).