Top Things to Know about Money and the PTA (updated 12/2015)

1. When turning in money, USE the Money Tally Sheet. (found on Website or in PTA cupboard)
    - For large events and lots of cash and/or checks, break into smaller groups… this is both easier to balance and easier on the Treasurer
    - Fill in the form completely, including what budget line the money is for
    - Money Tally sheet, with associated cash/checks, should be packaged together (envelope, bank, deposit bag, etc.) and place in the PTA safe or given directly to the Treasurer.
    - Please take staple out of checks.
    - If dropping money in the safe, notify the Treasurer that there is money to pick up. Our Treasures is Phuong Au at phuongau71@gmail.com.
2. When submitting expenses, use a Check Request Form (found on Website or in PTA cupboard)
    - Fill in the form completely, including amount, email, phone number, budget category, and most importantly, how you would like to receive the check (mail, pick up at school, kidmail, etc)
    - Attach receipts in an orderly fashion to the form and highlight or circle the amounts to be reimbursed on the receipt.
    - Make sure the amount written on the form balances with the amount on the receipts.
3. When submitting a request to pay a bill or invoice, use a Check Request form (found on Website)
    - Please do NOT submit invoices via email… invoices should come to the Treasurer with a Check Request, this is for Audit purposes
    - If payments are being made to an individual according to a contract or other arrangement for over $600, we must have a valid W-9 either on file or provided to the Treasurer, so that we may produce 1099's at year end.
4. Make sure original contracts have 2 authorized signatures, and send originals to the Treasurer
5. Chairs for more complicated budget line items should submit their budget as soon as possible after the start of the school year.