

Vanderlyn PTA 2010-2011 Financial Procedures

Judi Carlson, Treasurer
770-394-5354
carlsondjnj@comcast.net

Kim Gavlak, Auditor
770-390-0188
kgavlak@bellsouth.net

Committee Budgets

- Committee Chairpersons submit his/her budget requests during the first week of school each year. The Executive Board reviews the requests and presents the proposed budget to the general membership for approval at the first PTA meeting.
- If at all possible, please do not make any expenditure prior to budget approval by the general membership.
- Once the budget has been approved, please make every effort to stay within your allotted budget. If circumstances arise that cause you to exceed your budget please contact one of the PTA Co-Presidents. The overage spending must be approved in order for you to be reimbursed.

Financial Reporting

- The Treasurer will present the year to date budget at every PTA Executive Committee meeting. This report will be available in the PTA closet.
- The Treasurer's report will show budget vs. actual amounts for each committee.
- All income and expense items should be submitted to the Treasurer as quickly as possible so her monthly reports will reflect the most accurate figures.

Expense Reimbursements

- When making purchases on behalf of the PTA, committee members may need to pay for supplies out-of-pocket and then submit a request to the PTA Treasurer for reimbursement. Some vendors may be willing to bill the PTA directly. In those cases, the Treasurer may pay the vendor directly.
- Cash advances are strongly discouraged. If you must make a large purchase, please use your credit card. If this is not possible, please contact the PTA Treasurer.
- Bills for payment and requests for reimbursement are detailed below:
 1. Attach bills or receipts to a **completed Expense Voucher**. Expense vouchers may be found in the Yellow Tab hanging file labeled "Expense Vouchers (Blank)". Please do not use the last form; make a copy for your use or wait to submit your expense request until additional forms have been placed in the file.
 2. The **Chairperson** of the PTA Committee **must sign the voucher**. This indicates to the Treasurer that the attached bills and/or receipts are correct, within budget, and should be paid out of your committee's budget.
 3. The completed Expense Voucher should be **attached to the front** of the supporting bills and receipts and then placed in the Yellow Tab hanging file labeled "Expenses/Reimbursements TO BE PAID."

4. The Treasurer will pay any bills in the above file at least once each week. Once of the Co-Presidents will review expenditures and co-sign checks.
 5. Checks made payable to vendors will be mailed directly to the vendors. Reimbursement checks made payable to PTA members will be left in the Yellow Tab hanging file labeled "Reimbursement Checks TO BE PICKED UP". If you would prefer a check be mailed to you, please attach a self-addressed stamped envelope with your Expense Voucher and receipts.
- Reimbursements will not be made once your committee has reached its budget unless the overage has been approved by one of the Co-Presidents.
 - All bills and reimbursement requests should be submitted as soon as possible after the expense incurred. All reimbursement requests must be submitted **prior to the last day of the school year**. If you know of an outstanding expense at the end of the school year, please advise the PTA Treasurer. The PTA books are closed at the end of each school year. Prior year expenses **will NOT** be reimbursed out of the current year's budget.

Deposits

- Always ask that checks be made payable to Vanderlyn PTA rather than Vanderlyn Elementary. We are a separate legal entity and should not accept checks made payable to the school.
- Never deposit PTA money in your own account. Do not use receipts collected to pay PTA expenditures.
- Deposits should be submitted to the PTA Treasurer in a timely manner.
- Deposits should be reconciled to a source document (i.e. membership receipts to membership cards).
- Everything needed to compile a PTA deposit can be found in the Treasurer's Box in the office closet. (Ask Andrea Gillett)
- All deposits must:
 1. Have a completed Deposit Verification Form included. Blank copies of this form can be found in the Treasurer's Box. The committee member responsible for the deposit must sign the Deposit Verification Form.
 2. Have checks stamped "For Deposit Only" in designated place on the back of each check. Pre-inked Vanderlyn stamp is located in the Treasurer's Box.
 3. Have a calculator tape or typed list totaling all checks attached to the Deposit Verification Form.
 4. Have coins rolled in coin wrappers if there are enough. Coin wrappers may be found in Treasurer's Box.
 5. Record your deposit on the Receipts Register located on a clipboard in the Treasurer's Box.
 - 6.
- Deposits made up of entirely checks may be placed in the Treasurer's Box and returned to the PTA closet. Any deposit containing cash must be given to Ms. Gillett for storage in the safe.
- Please contact the Treasurer immediately when you have a deposit ready. She will arrange to pick it up and deliver it to the bank as soon as possible.