



Lake Tapps Elementary School PTA

5.2.30

Proudly Serving Lake Tapps and Dieringer Heights Elementary Schools

Money Handling Instructions

Reimbursements:

Each committee has been given a budget to work within. Any expenditure above the budgeted amount must be pre-approved by the executive board. Each committee chair is responsible for tracking their expenses to ensure they stay within budget.


To receive reimbursements for expenditures please complete the **Request for Funds** form. The form must be filled out completely, signed and submitted with the receipts to the treasurer. The completed forms should be placed in the treasurers' box in either school. Please include mailing addresses as the checks will be mailed unless requested otherwise. All requests received by the end of day Monday will be mailed no later than Friday of the same week.

If service providers need to be paid please complete the **Statement of Services** form. This includes payments to babysitters. When paying a babysitter please have them sign the form when you pay them. Please include any invoices and/or supporting documents. Please place the completed documented in the treasurers box at either school. All requests requiring payment that are received by end of day Monday will be mailed no later than Friday of the same week. For payments to be brought to an event or meeting please email the treasurer the details to ensure the checks are prepared and ready. Checks will then be turned over when the completed form and invoice is turned in.

Deposits:

Many of the committees will be collecting money either throughout the year or at specific events: The PTA follows the guidelines outlined in the Money Matters manual provided by the WSPTA to ensure we are accurately accounting for all funds.

All money **MUST** be counted by two PTA members (no exceptions), preferably one be the committee chair or the treasurer. Please use the **Counting of Funds** form to turn in money to the treasurer for deposit. The completed form and all of the money must be handed directly to the treasurer who will verify the count and provide a receipt to the person handing over the money. Exceptions to this rule will be made if the form is completed with 5 or fewer checks. Cash must be handed directly to the treasurer and never left in the treasurers' mailbox. Completed forms with 5 or fewer checks may be placed in the lockbox at either school. Please do not leave them in the treasurers' mailbox.



Please email the treasurer when placing a completed counting of funds form with 5 or less checks into the lockbox to ensure the funds are not left at the school for extended periods of time. In these cases a receipt will be written and placed in the committee chairs mailbox. Funds will not be accepted without the completed form and 2 signatures.

When counting funds you may use the Cash Counting Sheet provided. In addition, you may want to use an adding machine and run a tape when adding multiple checks.

The treasurer is NOT responsible for tracking where the money came from only what it is for. Each chair is responsible to track where the money came from i.e. for membership lists, memory book orders, spirit wear orders etc. When collecting money for multiple budgeted line items you must document the dollars associated with each line item.

The committee chair is responsible to ensure receipts are provided to the purchasers for such items as: spiritwear, entertainment books, memberships, memory books ect.

Cashbox

For some events you may need a cashbox to ensure you have cash on hand to make change. Please use the **Request for Cashbox** form for these requests. Please give the treasurer a minimum of 5 business days notices to ensure there is time to go to the bank and pick it up.

FYI any money taken out of the account for a cash box will show up under the income line on the monthly treasurers' report.

Forms:

All forms can be found on the PTA website: <http://www.ltespta.org/>

Blank forms can also be found in the PTA mailbox milk crate at each school as well as in the committee notebooks.

Contact Information:

PTA Treasurer:	Nicole Bridgeman
Phone:	253-333-0608
Email:	the4bridgemans@yahoo.com

Please feel free to contact me with any questions