**TREASURERS NOTES & POLICIES**

Thank you for volunteering in a leadership role for the Oakland PTA! Please find below a few very important notes for handling money on behalf of the PTA. Upon review, we request that you sign and return a copy to the Treasurer prior to any monies being released to you.

**BUDGET**

* Each committee is responsible for staying within their allotted budget. If you anticipate that the budget is not sufficient for an event, the chairperson may request PTA approval to increase the budget in **advance** of making the additional expenditures.  This is done by making a motion at a PTA meeting.
* The Chairperson can choose to generate additional funds at an event (ie-charging for snacks) to increase their allotted budget. However, the PTA will ONLY reimburse the original budget amount plus additional raised funds. Any expenses above that amount will NOT be reimbursed.
* You do not have to spend your entire allotted budget. Savings are always welcome.

**CHECK REQUESTS**

* To be reimbursed for committee expenses, submit a ***Request for Reimbursement form*** along with original receipts (credit card statements will not be accepted).
* **Sales tax will NOT be reimbursed**. Please keep a copy of the ***Tax Free form*** and use when making committee purchases tax-free.
* Keep a copy of receipts and vouchers for your records.
* Receipts need to be turned in within 30 days, from date of receipt, to be reimbursed.
* Our fiscal year ends on June 30. Receipts not turned in by June 30 will be considered a donation.
* If payment is required in advance, you must submit a ***Request for Reimbursement form*** complete with invoice/documentation at least one week prior to the date you need the check.  Advance payment is limited to $200 or less. The only exception is if the check is made payable to a vendor, in which case a PO or invoice statement must be submitted.  Any receipts you receive after payment need to be given to the treasurer immediately.

**HANDLING MONEY**

* If requesting the PTA Petty Cash Box you must read and sign the Cash Box Policy which is returned to the treasurer at least one week prior to the event.
* All money collected needs to be placed in the PTA Petty Cash Box, which is kept secured with the Treasurer. The committee chairperson will need to meet with the treasurer to check out the cash box for the time agreed upon for the event.  The cash box needs to be returned to the Treasurer as soon as possible following the event.  The Chairperson is responsible for the cash box during the event and while it’s in their possession.
* All funds collected need to be tallied using the ***Deposit/Itemized Receipt form* on the day of the event**.
* Money must be counted at the school.  **You may not take money home with you to count.**  Fundraising chairperson(s) may be the only exception as long as arrangements are made with the treasurer and/or president in advance.
* The ***Deposit/Itemized Receipt form*** requires the committee chair and one other individual (must be PTA member and not a family member) to verify the deposit amount and sign the form. (You can keep a copy for your records.)
* Any checks submitted with deposits need to follow the check policy (see below).

**CHECK POLICY**

* All checks for deposit should be made payable to “Oakland PTA”.  The bank will not accept checks made out to “Cash”.
* Checks will only be accepted from a parent of current Oakland Elementary students.
* The following must be recorded on all checks: Oakland Elementary students name and teacher.
* PTA may charge up to $35 for returned checks.

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**I have read and understand the Treasurers Notes and Policies. I will follow and fully enforce them as indicated**

**Committee(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Committee Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**