

Each committee chairperson is asked to sign this form, indicating that he/she has read the Money Matters document. Please return this form to the treasurer.

_____ I have read the Money Matters for Committee Chairs document and agree to its protocols.

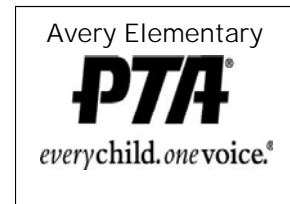
(Name, printed)

(Signature)

(Committee name)

(Date)

Money Matters for Committee Chairs



Contracts:

Only the acting Avery PTA co-presidents may sign contracts on behalf of the PTA. Any contracts signed with another member of the PTA, including members of the executive board, are considered null and void. Committee Chairs should, however, review the contracts for accuracy and other details before submitting them to their Liaison for approval.

Budgets:

Please note your committee's budget line items. Each committee may have a line under "Income" or "Expenses" or both. Income is the amount we hope your committee will raise through your event(s). Expenses is the amount you may spend – for the year – on your programs and events. Any difference between Income and Expenses is either profit or loss.

Budget expense amounts are set and not subject to increases. If your committee goes over budget, without **prior, written approval** of additional expenses, the PTA is not responsible for reimbursing you.

At each PTA meeting, an updated budget will be submitted. Please review your committee's budget after each meeting and report any discrepancies between the treasurer's report and your own records to the treasurer immediately.

If your committee does not have an Expenses line item, your committee has no approved funds.

Collecting Money:

Two counters, not including the PTA Treasurer, should count all receipts (cash and checks) on the same day as received. Record receipts using the Cash Verification Form found online at www.averypta.org. Immediately turn over receipts to the treasurer, who should be the third counter of the funds. Do not keep funds in your car throughout an event, or at your home overnight. You are responsible for the funds until you turn them over to the treasurer.

Reimbursements:

For most events and activities, the event chairperson must secure any items to be purchased, including small amounts of petty cash needed for cash boxes, prior to the event, and then turn in the ORIGINAL receipts with a Check Request Form. The chairperson is then reimbursed. This same procedure is followed for every expense reimbursement written on PTA accounts.

Check Requests:

Check requests should be submitted to Faren Hart. Please submit the Check Request Form – **along with original receipts** – to the Treasurer's file in the PTA Hanging File in the Mailroom. Then, email Faren at fghart99@gmail.com to let her know that a check request is in the file. Requests submitted without original receipts will not be reimbursed. Also note that check requests for amounts above the committee's approved expense budget will not be paid.

Checks will be reviewed, approved and cut within two weeks. Please also let us know where to send the check (mail, child's classroom, etc.).

Special Cash Box Protocol:

For certain large special events, such as Fall Festivals, Movie Night, Bingo, Sock Hop, etc. often require change for tickets or items to be sold. This means that the PTA needs to have a significant supply of small bills or currency available (usually between \$25 – \$100) at the opening of the event. In this situation, there is a special cash box protocol that can be followed:

It is valid only for previously approved budgeted line items for PTA events and appropriate only in rare circumstances.

Please contact the treasurer at least two weeks prior to the event for more information on this protocol. It is YOUR responsibility to request a Cash Box for your event.

Corporate Sponsors/Donors:

Note that any committee that is interested in seeking donations from corporate sponsors should also contact their Board Liaison or a PTA president prior to making contact. There may be prior relationships with businesses that you need to be made aware of.

If your committee is simply seeking a donation from a company, such as donuts from Publix, for example, you should be aware if they're already making other donations to the school and/or PTA.

Vendors

If your event requires a vendor, such as an ice cream supplier, food/restaurant, etc., please be aware of the following:

(1) Avery PTA has dozens of businesses who have become Neighborhood Partners. This means that they paid \$10 to be a part of PTA. In return, we want to offer these vendors first right of refusal for participation in Avery PTA events. If a vendor you want to use is not a Neighborhood Partner, please (1) talk to them and/or our Membership Chair about signing them up as Partners, or (2) choose a vendor who *is* already supporting Avery. The most updated Neighborhood Partners list can be found at our website, www.averypta.org.

Additionally, the school has several Partners in Education. We will provide a list of these to you as soon as possible.

For any questions, please contact Treasurer Faren Hart at fghart99@gmail.com.