

Kenmore Elementary PTA Committee Chairs and Volunteers
Money Handling Guidelines

Events:

Any change that is needed for your event must be requested at least one week prior to the event via email to the Treasurer (treasurer@kenmorepta.org). Not providing adequate notification may require you to provide cash/change for your event. If change is provided, the Cash Box must be counted by two PTA members before and after the event. Complete and sign an Event Cash Box Count Form (available on website).

At the conclusion of your event, all money must be counted by two PTA members and both must complete and sign a Deposit Detail Form (available on website). The completed Deposit Detail must be turned into the PTA box or emailed to the Treasurer within one week.

All money must be deposited the day of the event. The Treasurer will provide night drop deposit bags if needed. Staple the deposit slip to the Deposit Detail report. **Never take money home.**

Other PTA Receipts:

Checks must be deposited within one week. Committees with ongoing collections such as Membership and Yearbook need to arrange for the Treasurer to make weekly deposits.

Expense Reimbursements:

All reimbursement requests for authorized expenses must include an original receipt and be submitted to the treasurer within 60 days of purchase. All requests for reimbursement must be received by June 1 or they will be considered a donation to the PTA. Reimbursement Form is available on the website.

It is your responsibility to stay within your budget, overspending may not be reimbursed by the PTA.

Please contact the Treasurer with any questions or concerns regarding budget or money handling policies.

Thank you!

Maria Cone, Treasurer

treasurer@kenmorepta.org

(Updated October 2020)