Treasurer’s Procedures:

**BUDGET:** If you are the chairperson for an event, it is your responsibility to manage your budget. Prior to your event, please contact the VP of Programs you are working with to determine your budget. When plans change which may impact the budget, approval must be obtained to spend funds not included in the original budget. **Expenses incurred without prior approval may become a personal expense and not reimbursed by the PTA.**

**CONTRACTS:** No committee chair or committee member can obligate the PTA to a program, project, activity, or financial obligation without approval of the board of directors. If there are contracts to be signed, only elected officers may sign them.

**REIMBURSEMENT:** Fill out a *Request for Check or Reimbursement* form (which can be found on our website, or in the Treasurer’s Box in the school workroom), attach receipts, and submit to the Treasurer in person, by email, or placing it in the Treasurer’s box in the school workroom. Reimbursements will **not** be issued without the proper paperwork. Turnaround time will be within a week or the treasurer receiving the paperwork.

**CASH ADVANCE:** If you need cash/change for an event, the treasurer must be informed **at least one week in advance.** Submit a *Cash Advance Request* (which can be found on our website, or in the Treasurer’s Box in the school workroom). When taking possession of the cash, the chairperson needs to count the money immediately and sign off on the bottom of the form.

**SUBMITTING CASH TO THE TREASURER:** Money must be counted by two people (the chairperson and one other PTA member) before turning the money in to the treasurer. Please complete the *Money to Treasurer* form (which can be found on our website, or in the Treasurer’s Box in the school workroom) and have both people who counted the money sign the bottom of the form. Money must be turned in the same day as the event into the treasurer’s locked mailbox in the school workroom or given directly to the treasurer. Please make arrangements with the treasurer prior to the event to agree on the money collection process. **PTA policies state that under no circumstances can money be taken home or placed in the school safe.**

If you have any questions, please contact the current treasurer.