



## Apollo Elementary PTA Procedures for Handling Committee Funds

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Each committee has an assigned budget. Please refer to the PTA Budget for your committee. You will need to stay within your budgeted amount. If it is necessary to go over the budgeted expense amount, you must obtain your Vice President's approval prior to the expenditure. Plan your committee's expenses before beginning the committee's work.

### Procedures for Committee **EXPENSES**:

1. Check the current PTA Monthly Summary report. This report details the budget for the year and the committee's income and expenses to date. This report is posted in the PTA room and distributed monthly at PTA Board of Directors meetings. Identify the funds available for your committee.
2. Use the Check Request Form for repayment of expenses. This form must be filled out completely. Please obtain the written approval from your Vice President prior to turning in the form to the Treasurer. A separate Check Request Form is required for each check written.
3. Most of the time, committee chairs and/or members will make purchases for the committee. To be reimbursed for these expenses, a receipt must accompany the Check Request Form.
4. The Treasurer can also write a check directly to a vendor for a purchase. An exact amount is required. To request a payment to a vendor, submit a completed Check Request Form. In this case, a receipt or invoice is usually not available when the check is needed. Submit any available documentation (for example, a copy of an order or registration form) with the Check Request Form. When the receipt or invoice is received, forward it to the Treasurer.
5. Be aware of upcoming activities for your committee. Checks will be written weekly and require two signatures. If you need a check for an upcoming event or purchase, submit the Check Request Form at least a week in advance.

### Procedures for Committee **INCOME**:

1. All requests for change for a cash box must have a complete Check Request Form submitted and needs to be turned in at least a week in advance.
2. When a committee receives money, **TWO** people must count any cash collected. All cash must be counted before the money leaves the site where it is collected. Those two people must complete and sign a Deposit Record and attach documentation that reconciles the items sold to the amount of money collected. Arrangements must be made to turn the Deposit Record and money over to the Treasurer.
3. Anyone collecting money at an event must be a PTA member.

Contact the Treasurer if you have any questions at [treasurer@apollopta.org](mailto:treasurer@apollopta.org)