

**Prairie Creek Elementary PTA  
2010-2011**

**Date: August 24, 2010**

**To: All Officers and Chairmen**

**From: Tammie Toynbee, Treasurer**

**Just a few reminders to begin the year:**

. **Check Request Form** This form is available on the PCE PTA web site. You can also make copies on the PTA copier as needed. If you want a copy of the request for your records, please print or copy 2 forms, fill out each form and keep one for yourself. All requests must be accompanied by a receipt or receipts. Please **STAPLE** all receipts to the request! Paper clipped receipts often detach and are lost. This year, I prefer copies of receipts so that you can keep the originals for your records. Also, remember to sign each check request. Upon completion, requests should be put in the Treasurer's PTA folder.

**Copies** Please do not include copy expense with your other expenses. There is a separate budget account for copies so this expense should not be taken out of your budget. However, you can include it on a check request with a budgeted item as long as you itemize it.

. **Funds Deposit Form** This form is also available on the PCE PTA web site. You can either print or copy using the PTA copier. Attached to each form their **MUST** be a spreadsheet which lists all checks by name, number, date, amount, & total. There **MUST** also be a listing of all cash on the spreadsheet (amount in pennies, amount in nickels, amount in dimes, etc.) and total. At the bottom there should be a total of cash and checks. **IMPORTANT:** There should be 2 copies of the spreadsheet attached to the deposit form. Please staple the spreadsheets to the deposit form and make sure to put a title on the spreadsheet in case it becomes detached. (The bank requires that I give them one and I need one for the books.) Remember to sign the form and if there is cash, have another person count and sign the form as well. If there are not two signatures, the form and deposit will be returned to you so that you can get another person to verify. The forms, checks and cash corresponding to the deposit should be sealed in an envelope and given to Margaret or Karen in the office to be put into a safe until I pick it up. Please put your name, your board position and the dollar amount on the front of the envelope. Please do not put the form in the Treasurer's folder. The form must be placed in the envelope with the checks and cash. You do not need to notify me when you drop it off as I will check the safe every few days. I will send an email with a format for a spreadsheet. You can use it or one of your own as long as it has all the information required.

. **Sales Tax** We **DO NOT REIMBURSE SALES TAX!** A sales tax exemption form is included in your folder. There is not a number associated with this form.

- . I will include a budget vs actual report with the financial report at each executive meeting in case you need to verify how much of your budget has been used. That way, you will always know your balance.**
- . I cannot make payments that will exceed your budget. If you need to amend your budget, please remember that budget amendments must be approved by the Executive Board and General Membership. For your convenience, I will email the 2010-2011 budget once it has been approved.**
- . Please do not drop anything in my mail slot unless I specifically ask you to do so. That way, I will know to look for it.**
- . I will email the procedures so that you have them for reference.**

**Thanks for your help in following these procedures!**