

Corrales International School PTA
GUIDELINES FOR PTA REIMBURSEMENTS

Please use the Check Request Forms any time you need money refunded to you or if you need a check before an event or expenditure. You **must** attach a receipt or purchase order to the Check Request Form in order to be reimbursed. This is required by the IRS.

The Treasure will write checks at each PTA Meeting and any scheduled PTA Board Meeting, as well as once a week. Please be sure to total all receipts before submitting them with the Check Request Form. It is preferred that PTA purchases not be mixed with personal purchases on a receipt. Try to have separate receipts for PTA purchases to eliminate any confusion.

If you prefer your reimbursement check **mailed** to you, please attach a self-addressed, stamped envelope to your check request. Otherwise, you may pick up your check at the next PTA meeting or in the PTA box with your "Name"

All committees should keep a record of their operating expenses in order to make next year's budget preparation easier. It is recommended that you keep as copy of your completed Check Request Forms and to use the Budget Data Sheet to keep a running total of your committee's expenditures. Also, please complete a committee report for our records at the end of the school year. These records are due by the board meeting held in May. Committee reports are required to be kept in our records by the State and National PTA. The report should include all receipts, all expenditure (treasure will keep) and your budget recommendations for the next school year.

Do not exceed your budgeted expenditures. Any overage expenditures must be approved via a budget revision by a quorum vote in a PTA meeting, a budget revision requires 30-day notice to the membership. Please notify the PTA President or Treasure regarding the need for a budget revision for your committee and the rationale. Please **DO NOT** over-spend your budget before a revision can be voted on or **you may be responsible for the overage amount.**

All monies collected should be counted by more than one person for safety purposes. Always count the money twice. Complete a Funds Received Form and submit to the Treasure along with the money. Separate the money collected according to denomination. Place counted money and checks into separate zip-lock bag, marked with the amount of the contents on the outside. Deliver money receipts to PTA Treasure daily or arrange for Treasure to pick it up. It is recommended that you keep a copy of all your Funds Received Forms and record the total on your committee report.

There is a file in the PTA file drawer entitled "Check Requests". Please leave your Check Request Form in the file and your check will either be a) mailed to you in your self-addressed, stamped envelope, b) taken to the next PTA meeting, or c) left in the PTA file entitled "Reimbursements". Please note on the Check Request Form your preference.

The following suggestions will make the Treasurer's job easier and insure that you get your

money promptly.

Receipts should be for PTA expenses only -please do not include personal purchases

Your name and committee should be written on your receipt as well as on the Check Request Form

In the event that you need a check or reimbursement **RIGHT NOW**, call the PTA Treasure to make arrangements for this. We will make every reasonable effort to accommodate you.

Remember, **DO NOT** spend money for your committee until **after** the budget has been approved by the membership (usually at the first PTA meeting).

Receipts/invoices must be turned in to the Treasure by the April PTA meeting, unless activity ends after such date. Any expenditures anticipated after April 15th must be communicated and approved by the PTA President and Treasure.

The PTA Fiscal Year ends June 30th. All invoices/receipts need to be paid prior to the date. Committees may not be reimbursed for any expenditures between June 30th and the budget approval for the next fiscal year. After June 30th the previous year's budget is closed.

Budget planning and development for the next school year is done over the summer. If you have any specific budget requests, please be sure to include them in your Year-End Committee Report