

Davidsen PTSA Money Procedures

Cash Boxes - All cash boxes will be held by the Treasurer. If any chairperson needs a cash box to start an event, please contact Treasurer at least 2 days prior to event. This will allow Treasurer to get enough change for the event. Change banks will be counted each time a bank is turned over.

Deposits - All monies and profits from each event will be counted immediately following the event. **All monies must be counted by *two people***, who will fill out a Statement of Receipts sheet. (See attached) All deposits, cash boxes, and Statement of Receipts must be turned over to the Treasurer (or President in the Treasurer's absence), immediately following the event. No one should bring PTSA monies to their home!

Reimbursements - Anyone using their own money for a PTSA event or project can be reimbursed for approved expenditures. If a chairperson has money in their budget to cover items purchased for PTSA events and projects they will be reimbursed with proper receipts and documentation. If the expenditures are going over the approved budgeted amount, that person needs board approval before spending the money. All requests for reimbursements must be on the Request for Payment/Reimbursement form. (See Attached). Proper receipts or documentation must be attached to this sheet. Forms can be found in the black file box in the Davidsen office mailroom, under Treasurer. Checks will be written weekly, and placed in everyone's folder in the black file box, (unless other arrangements are asked for).

DAVIDSEN MIDDLE SCHOOL PTSA STATEMENT OF RECEIPTS

EVENT/FUNDRAISER _____

DATE: _____

COUNTED BY: (MONIES SHOULD ALWAYS BE COUNTED BY TWO PEOPLE)

Signature: _____

Initials: _____

Signature: _____

Initials: _____

CURRENCY				CHECKS							
Denomination	# Counted	Amount of Deposit	√	Check #	Name	Amount	√	Check #	Name	Amount	√
\$	0.01										
\$	0.05										
\$	0.10										
\$	0.25										
\$	1.00										
\$	2.00										
\$	5.00										
\$	10.00										
\$	20.00										
\$	50.00										
\$	100.00										
	TOTAL				TOTAL				TOTAL		

√ : 2nd counter to verify with a check next to each line

Indicate funds to which receipts are to be credited:

Account	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Coin: \$ _____
 Total Bills: \$ _____
 Total Checks: \$ _____
Total Deposit: \$ _____

For Treasurer Use Only

Treasurer's Signature _____ Date Recounted _____

Date Deposited _____

Date recorded in ledger _____

*Is this part of a larger deposit? Yes No

If yes, total of deposit to bank _____

THE ORIGINAL STATEMENT OF RECEIPTS MUST ALWAYS ACCOMPANY THE MONIES
TURNED OVER TO THE TREASURER FOR DEPOSIT AND IS TO BE RETAINED FOR AUDIT PURPOSES

A COPY OF THIS STATEMENT OF RECEIPTS IS TO BE RETAINED IN THE CHAIRPERSON'S BOOKS

**DAVIDSEN MIDDLE SCHOOL PTSA
Request For Payment/Reimbursement**

To: Treasurer, Davidsen Middle School PTSA

Please prepare a check in the amount of : \$ _____

Payable To: _____

- | | |
|---|---|
| <input type="checkbox"/> Mail check to address on invoice | <input type="checkbox"/> ACH Debit (Treasurer Only) |
| <input type="checkbox"/> Return check to me | <input type="checkbox"/> Transfer |

Charge To: _____
(Budget Category)

Attach ALL receipts, and include explanation in space below. If more than one category is being reimbursed in a single receipt please explain below. Requests without BOTH explanation and receipts will be returned for resubmission:

Submitted by: _____ Date: _____

Approved by: _____ Date: _____

Please keep a copy for your records.

For Treasurer Use:

Budget Category 1: _____	Amount: _____
Budget Category 2: _____	Amount: _____
Budget Category 2: _____	Amount: _____
	Total: _____

Check Number: _____ Date Paid: _____ Date Posted: _____