

## Burr Elementary School PTA Financial Policies & Procedures

### Expenses – Contact Treasurer: Erin Morris ([burrptatreasurer@gmail.com](mailto:burrptatreasurer@gmail.com))

#### **Reimbursements and Direct Payments**

- ✓ For expenses incurred, complete all lines on a “Expense Payment Voucher Form” in the Treasurer’s box by the front office at school, and at [www.burrpta.org/Virtual\\_Green\\_Folder.html](http://www.burrpta.org/Virtual_Green_Folder.html) - “Step 4 - Financial Information” and attach the appropriate supporting documentation (receipts, contracts, emails, etc.) within 30 days after the expense is incurred.
- ✓ Use the same Expense Payment Voucher, above, for Check Requests to Vendors/Merchants. For large expenses, it is possible to have the Treasurer issue payment directly to the vendor if you know the exact amount required. Please follow the same guidelines, attaching contracts or letters of commitment from vendor, to Treasurer - please allow one week for processing.
- ✓ A pre-approval form must be completed for any voucher amount over \$500 prior to committing to the amount with the vendor. This form must be signed by the PTA President (Charlotte Vinci).
- ✓ Forms must be signed by the Committee Chairperson responsible for that committee; if voucher is for more than \$200, the PTA President (Charlotte Vinci) or PTA President Elect (TBD) must also sign.
- ✓ Call or email the Treasurer to let her know the amount of the expense and that a Expense Payment Voucher Form is being submitted. Please allow at least one week for check to be issued and mailed.
- ✓ Completed forms go in the PTA Treasurer’s box by the front desk.
- ✓ The Treasurer will mail you a check as a reimbursement (or vendor, payment).

#### **Sales Tax**

- ✓ Purchases for the PTA are exempt from sales tax. Please try to avoid paying it, as the PTA is not able to reimburse for sales tax.
- ✓ Some retailers may let you purchase items with a copy of our tax exempt certificate, which can be found in the Treasurer’s box by the front desk. If you require a BES PTA check in order to be exempt from paying sales tax, please contact the Treasurer.
- ✓ If you are purchasing item(s) that will generate a substantial amount of sales tax, please contact the Treasurer so that we can issue a Burr PTA check to ensure no sales tax is applied.

### Income – Contact Assistant Treasurer: Sharon Henkel ([mountie1989@comcast.net](mailto:mountie1989@comcast.net))

#### **Cash and Checks from PTA events**

- ✓ Cash boxes, as well as change, can be obtained from the Assistant Treasurer, Erin Jones. Please give her notice at least **1 week in advance** of the event of the cash box needs. Include amount of money needed (i.e. \$250) and in what denominations you would like the money (i.e. 25-\$10 bills). Also include how many physical cash boxes are required. Arrange to pick up cash boxes from Sharon.
- ✓ All checks written should be payable to **Burr Elementary School PTA**.
- ✓ Count and record amounts of all monies received after your event on the Burr PTA Deposit Form. Have 2 people count all cash and sign off on Deposit Form.
- ✓ Tally all cash and checks and attach a listing using the “Burr PTA Deposit Form” or “Burr PTA Event Cash” form located on the website at [www.burrpta.org/Virtual\\_Green\\_Folder.html](http://www.burrpta.org/Virtual_Green_Folder.html) - “Step 4 - Financial Information” and reconcile it against any other documents you have (reservations, receipts, etc.).
- ✓ Within 24 hours of the close of the event, arrange with Assistant Treasurer, Sharon Henkel, the timing and logistics for turning checks and cash over to her.
- ✓ **Never leave cash in the Treasurer’s mailbox by the office!**

Commented [1]: change to Sharon Henkel

#### **Sourcing**

In the event that a good/service is required from an outside vendor, and a Burr parent is interested in providing that good/service, the Chairperson(s) must perform due diligence by researching at least two other vendors before determining which vendor will be used.

#### **Contracts**

Only the PTA President (Charlotte Vinci) has the authority to sign contracts for any PTA event/program.