

Executive Board Members,

Please follow the procedures listed below for **reimbursements**. The **Check Reimbursement Form** can be found on the PTA website at www.rowanpta.org. This form is used to request a reimbursement for an expense related to a committee budget.

- Submit receipt(s) with your check reimbursement form. Please **STAPLE** receipts to the form. They are reviewed and needed for our auditing purposes; you will not be reimbursed without a receipt.
- Please fill out all requested information on the form and submit to the PTA Treasurer at a PTA meeting or the PTA mailbox. Each check requires 2 signatures; it may take 2 weeks to receive your reimbursement check.

Please follow the procedures listed below for **deposits**. We are audited every year so we must follow these procedures.

- Checks and Cash must be deposited within two days of receipt. Delaying deposits runs the risk of bounced checks or nonpayment from closed accounts.
- Verify that all checks are made out to "Rowan PTA" or "Rowan Elementary PTA".
- Treasurer will endorse checks with the Rowan PTA "For Deposit Only" stamp.
- For committees that collect a large amount of cash and checks, please tally and run a tape using the adding machines (in PTA closet) to verify that your deposit balances. The Treasurer can assist with this. Please then turn in all cash, checks and the tape to the Treasurer for deposit. As a double check, the Treasurer will also prepare an Excel spreadsheet with the check #, date, last name and amount of check and will also include the cash total to balance the deposit. One copy of the spreadsheet will be kept for PTA records and another submitted to the bank with the deposit. The deposit spreadsheet will also be emailed to the committee head(s) for their files.
- Treasurer will complete a deposit slip. The white copy is for the bank and yellow copy for PTA records. If a non-duplicate deposit slip is used, the original is submitted to the bank and a photocopy is retained for PTA records. A note of the expense category is made somewhere on the deposit slip copy for PTA records, (i.e. "Book Fair" or "SpiritWear") and 2 board members initial it. All detailing tapes and/or spreadsheets will be attached to the deposit slip file copy.
- Treasurer will take the deposit to the bank and retain the appropriate documentation for the accounting files.

If you need assistance with deposits, tallying a large number of checks or cash, help with verifying your accuracy or if you have any questions, please ask the Treasurer. Please also remember that all of the accounting files, books, transaction registers, financial statements, tax returns, audits, etc. are always open for inspection.

Thank you,
Rowan PTA