

## **Frances Hazel Reid Elementary School PTA Procedures for Deposits, Reimbursements and Cashbox**

Each Fundraising/Activity Committee Chairperson is responsible for overseeing funds received and disbursed for their event. These procedures are to ensure the safety of all money and to protect you and your committee from any questions that may arise concerning funds being raised for the FHR PTA. Please verify with the treasurer what the budget is for the PTA fundraiser or activity.

If you will need cash at your event, please let the treasurer know at least one week in advance. Please ensure you verify if janitors need to be paid for the event. You will need cash to pay them at the end of the event. The Cashbox form is located on the FHR website. We are now able to accept credit card payments for PTA events. Please indicate on the form if you need a credit card reader and how many for your event on the Cashbox form.

### **Reimbursement/Check Request Procedures**

1. All expenses must be approved in advance by the PTA. This will ensure funds have been budgeted. Please verify with the Treasurer what the budget is for your fundraiser or activity.
2. To receive reimbursement for the PTA-related expenditure, please complete a check request/reimbursement form. Copies of this form can be found on the FHR PTA website.
3. Circle, underline or highlight amounts on each receipt or invoice for which you are seeking reimbursement.
4. Securely attach all receipts and/or invoices to the completed reimbursement form and place it in the PTA mailbox in the FHR office in an envelope addressed to the PTA Treasurer.
5. Reimbursements will be made as soon as possible, within one week of request. Unless otherwise indicated, reimbursement checks will be sent home with your child.

### **Deposit Procedures**

1. All funds should be collected by the chairperson handling the fundraiser or activity (not the Treasurer).
2. The chairperson should total the receipts and complete a deposit form. Copies of this form can be found on the FHR PTA website.
3. The chairperson should then contact the PTA Treasurer to arrange a time & place to exchange the deposit. Please do not leave funds unattended.

### **Cashbox Procedures**

1. Please notify the PTA Treasurer, at least one week in advance if cashboxes are needed for an activity.
2. Complete the Cashbox form (Part 1) to request funds for the cashbox. Place completed forms in the Treasurer's folder in the FHR office.
3. The treasurer will provide the funds and coordinate with you on the delivery of the cash and cashboxes. You will complete Part 2 of the form once you receive funds.
4. When returning cashboxes, please complete and sign Part 3 of the Cashbox form and include it in the cashbox with the collected funds.
5. The chairperson should then turn the cashbox in to the treasurer. Please make arrangements ahead of time as to when you will return the cashboxes to me.

***Copies of all forms are available in the PTA box in the FHR office and can be printed from the website.***

**If you have any questions, please contact the FHR PTA Treasurer, Kim Hart at 703-244-9654 or [kimkoetz@hotmail.com](mailto:kimkoetz@hotmail.com).**