

Financial Procedures

Do you need to request a check? Please follow these procedures:

- If your expense is large (over \$100), please get a quote and request a check in advance or ask the vendor to direct bill Dilworth PTA (not Dilworth Elementary). We can re-coup sales tax if we pay a vendor directly.
- If your expense is small, you may request a check in advance per the above or make the purchase yourself and request reimbursement.
- Complete a pink check request form. They are available in the parent room or you can print one from our Dilworth PTA website.
- Review all invoices for accuracy.
- Attach the invoice or receipt to the pink check request form. Please note that check requests cannot be processed without appropriate documentation
- Place the completed check request in the Treasurer's mailbox in the mail room at school or mail to my home. Please understand that all our checks require two signatures so allow 2 weeks for processing.
- Finally, please remember that all expenses over budget must be approved in advance by the Executive Board.

Cash spending without receipt:

On rare occasions, your committee may also need use cash for payments. Whenever, cash is used for tips or other purposes, you must have a "witness" write and sign a simple note for the files. No special form needed, just something like "I, Sue Smith, confirm that Jane Doe gave the pizza delivery man \$20 tip. SIGNED: _____."

This note will serve as the receipt to be reimbursed.

Are you collecting money? Are you ready to make a deposit? Please follow these procedures.

For Collecting Checks/Cash:

If your committee collects money, there are several policies that must be followed.

- All payments should come to school in an envelope clearly labeled with the committee name, child's name and teacher on the front. Please consider sending an envelope home when you request payment.
- All flyers should say "Sender assumes risk for cash sent through back packs."
- All flyers should say "Checks should be made payable to Dilworth PTA."
- Someone on the committee should come to school each day during the return period to collect envelopes and count funds. Cash cannot be left unsecured overnight at school. Make sure you come after noon to be sure that all envelopes have arrived from the teachers.
- Please be aware that we do not record every check, only the total deposit. The committee is responsible for tracking who has paid and who has not paid.

For Depositing Checks/Cash (blue form):

Money should be deposited the same day it is collected. Funds should never be taken home for future deposit. To deposit money, please follow these procedures:

- The committee name should be in the memo field of each check. If this has not been done by the check writer, the committee should do it.
- Complete a blue deposit form. The forms are available in the parent room or you can print one from our Dilworth PTA website.
- Securely attach the form and checks/cash together.
- Deposits should be placed in the SAFE (in the parent room bolted to the floor).
- Cash must NOT be left in mailboxes overnight! It must be secured in the safe.

Do you use the CASH BOX? Are you ready to make a deposit? Please follow these procedures.

Start Up Cash:

Your committee has two options for getting some start up cash to make change at your event. You can either fill out a Check Request (pink form) made payable to yourself or you can put cash in the box from your “pocket”. Either way, please fill out the top portion of the Cash Box Deposit Slip (yellow form) and have it witnessed. If someone provides start up cash “out of pocket,” this amount should be returned to this person from the proceeds and subtracted from the total deposit (see form). If the start up cash is provided by the PTA, leave this amount in the total deposit.

Collecting/Depositing checks and cash (yellow form):

There are several policies that must be followed when collecting money. Please use the Cash Box Deposit Slip (yellow form) to process the money you have collected.

FOR CHECKS:

- Request checks be made payable to Dilworth PTA.
- The committee name should be in the memo field. If this is not done by the check writer, the committee should do it.

FOR CASH:

- Coins must be rolled unless they are less than a full roll. Extra sleeves are in the parent room or you may get some from any bank.
- Cash will be counted by two people immediately (same day) using a Cash Box Deposit Slip (yellow form) sheet which is available in the parent room or on the PTA website.
- Cash must be deposited into the safe immediately (same day) or given to the financial secretary if school is locked. Funds should never be taken home for future deposit. Please be sure your deposit is secure in an envelope or rubber band (some can be found in the drawers) so they do not get mixed up in the safe.

Dilworth Elementary School PTA
Check Request (pink form)

***** Proper documentation must be attached (invoice, receipt, quote, etc.) *****

Date: _____

Pay To: _____ Amount: _____

Please check one of the following (allow one week for check preparation):

Mail to vendor at address on attached invoice

Mail to this address: _____

Leave in my mail box at school

Committee Funding this Expense: _____

Requested by: _____

Description or Purpose: _____

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**Dilworth Elementary School PTA**  
**Check Request (pink form)**

\*\*\*\*\* Proper documentation must be attached (invoice, receipt, quote, etc.) \*\*\*\*\*

Date: \_\_\_\_\_

Pay To: \_\_\_\_\_ Amount: \_\_\_\_\_

Please check one of the following (allow one week for check preparation):

Mail to vendor at address on attached invoice

Mail to this address: \_\_\_\_\_

Leave in my mail box at school

Committee Funding this Expense: \_\_\_\_\_

Requested by: \_\_\_\_\_

Description or Purpose: \_\_\_\_\_

**Dilworth Elementary School PTA  
Check Deposit (blue form)**

Date: \_\_\_\_\_

Committee: \_\_\_\_\_ (please write on memo field of each check)

Total Number of Checks: \_\_\_\_\_

Total Amount of Checks \$ \_\_\_\_\_

Total Amount of Cash \$ \_\_\_\_\_

Total Deposit: \_\_\_\_\_

Deposit Prepared by: \_\_\_\_\_



**Dilworth Elementary School PTA  
Check Deposit (blue form)**

Date: \_\_\_\_\_

Committee: \_\_\_\_\_ (please write on memo field of each check)

Total Number of Checks: \_\_\_\_\_

Total Amount of Checks \$ \_\_\_\_\_

Total Amount of Cash \$ \_\_\_\_\_

Total Deposit: \_\_\_\_\_

Deposit Prepared by: \_\_\_\_\_

**Dilworth Elementary School PTA  
Cash Box Deposit Slip (yellow form)**

Date: \_\_\_\_\_

Committee: \_\_\_\_\_

Provided By: \_\_\_\_\_  
(initial)      Verified By:  
(initial)

Starting Cash (for making change)      \$ \_\_\_\_\_

Source of starting cash (please circle one)      Personal      PTA

If provided by individual, return in cash to that person; if provided by PTA, leave in this deposit.



Counted By: \_\_\_\_\_  
(initial)      Verified By:  
(initial)

|               |  |                |                 |  |  |
|---------------|--|----------------|-----------------|--|--|
| <b>Checks</b> |  | <b>#</b> _____ | <b>\$</b> _____ |  |  |
|---------------|--|----------------|-----------------|--|--|

|       |      |         |          |  |  |
|-------|------|---------|----------|--|--|
| Bills | \$50 | # _____ | \$ _____ |  |  |
|       | \$20 | # _____ | \$ _____ |  |  |
|       | \$10 | # _____ | \$ _____ |  |  |
|       | \$5  | # _____ | \$ _____ |  |  |
|       | \$1  | # _____ | \$ _____ |  |  |

|                    |                 |  |  |  |
|--------------------|-----------------|--|--|--|
| <b>Total Bills</b> | <b>\$</b> _____ |  |  |  |
|--------------------|-----------------|--|--|--|

|       |        |         |          |  |  |
|-------|--------|---------|----------|--|--|
| Coins | \$1    | # _____ | \$ _____ |  |  |
|       | \$0.25 | # _____ | \$ _____ |  |  |
|       | \$0.10 | # _____ | \$ _____ |  |  |
|       | \$0.05 | # _____ | \$ _____ |  |  |
|       | \$0.01 | # _____ | \$ _____ |  |  |

|                    |                 |  |  |  |
|--------------------|-----------------|--|--|--|
| <b>Total Coins</b> | <b>\$</b> _____ |  |  |  |
|--------------------|-----------------|--|--|--|

|                      |                 |  |  |  |
|----------------------|-----------------|--|--|--|
| <b>TOTAL DEPOSIT</b> | <b>\$</b> _____ |  |  |  |
|----------------------|-----------------|--|--|--|

Print Names of People who have initialed above.

Counted by: \_\_\_\_\_

Verified By: \_\_\_\_\_