

Hornsby PTSA Financial Procedures for Committees 2019 – 2020 School Year

Treasurer contact information:

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- **Check Requests & Invoice Payments** – For reimbursement or payment of an invoice, fill out the Reimbursement/Check Request form. You may list expenses for multiple categories on one form. Put the completed form along with the receipt or invoice in the lock box and notify me that it is there.
- **Petty Cash** – if you need petty cash (change for an event), please fill out a Hornsby PTSA Request for Petty Cash form. Information needed:

- o The amount of money needed

- o The bill denominations (1's, 5's, 10's) – with enough notice, I can check the forms from previous years to suggest the best combination of denominations

- o Your name, committee name and your phone number

- o The location and date of your event

Text a picture of the form to me at least two days in advance, and then bring the form with you to the event. I will have you sign the form when I deliver the funds to you. Petty cash should be included on deposits at the end of your event. (i.e. Merchandise \$1080, Petty Cash \$100) Three cash boxes are available for use at your event and are located in the PTSA drawer.

- **Deposits** – When you have cash or checks to be deposited, two PTSA Board members need to count the money and complete a Hornsby PTSA Deposit form. Both Board members need to sign the form. Please arrange for me to pick up the money for deposit immediately after counting or put it in the PTSA lock box and notify me when it is ready for deposit.
- **Tax Exempt** – Our PTSA is Federal Income Tax Exempt and Virginia Sales Tax Exempt. We are a non-profit organization 501(c)3, as stated by the Virginia PTA. If you are paying an invoice with PTSA funds (by check), please remember to use the Sales Tax Exemption certificate. This may be used for any purchases made directly with PTSA funds. Some vendors accept this when you use a personal payment and get reimbursed, but many do not. Please email me if you need a copy.
- **Budget Compliance** – Please check the balance for your committee's budget every month and be sure not to exceed it. If you feel you need additional funds, please contact your respective VP. Please contact me if you are not sure how much money is left in your budget.