



Lake Tapps Elementary School PTA

Proudly serving Lake Tapps and Dieringer Heights Elementary Schools

Money Handling Instructions

Reimbursements:

Each committee has been given a budget to work within. Any expenditures more than 10% above the budgeted amount must be pre-approved by the executive board. Each Committee Chair is responsible for tracking their expenses to ensure they stay within budget.

To receive reimbursements for expenditures, please complete the **Reimbursement Request** form. The form must be filled out completely, signed, and submitted with the receipts to the Treasurer. The completed forms should be placed in the Treasurers' box at either school. Please include mailing addresses as the checks will be mailed unless requested otherwise.

If service providers need to be paid please complete the **Statement of Services** form. This includes payments to babysitters. Please include any invoices and/or supporting documents. Please place the completed documents in the Treasurer's box at either school. If payments need to be brought to an event or meeting, please email the Treasurer with the details to ensure the checks are prepared and ready. Checks will then be turned over when the completed form and invoice are turned in.

All requests requiring payment received by end of day Monday will be mailed no later than Friday of the same week.

Deposits

Many of the committees will be collecting money either throughout the year or at specific events. The Treasurer is NOT responsible for tracking where the money came from only what it is for. Each chair is responsible to track where the money came from (i.e. Membership, Yearbook, Donation, etc.). When collecting money for multiple budget line items, please document the amounts associated with each line item. The Committee Chair is responsible to ensure receipts are provided to the purchasers if needed.

Cash & Coins:

All cash and/or coins MUST be counted by two PTA members (no exceptions), preferably one being the Committee Chair. Please use the **Counting of Funds** form to turn in cash and coins to the Treasurer for deposit. The completed form and all of the cash and coins must be handed directly to the Treasurer who will verify the count. Please do not leave cash and/or coins in the Treasurer's mailbox.

Checks:

Checks may be either handed directly to the Treasurer or placed in the Treasurer's mailbox at either school. If you leave checks in the Treasurer's mailbox, please place them in an envelope and write the committee / budget line item the money is for on the outside (for example: Membership). Please email the Treasurer at Treasurer.LTESPTA@gmail.com when leaving checks in the Treasurer's mailbox so that they can be retrieved in a timely manner.

Cashbox

If you require a cashbox for an event, please fill out the **Cash Box Request** form and email it to the Treasurer at Treasurer.LTESPTA@gmail.com or place the form in the Treasurers box at either school. Please give the Treasurer a minimum of 5 business days to ensure there is time to go to the bank and pick it up. The Treasurer will have the person accepting the money sign the Cash Box Request form at the time the money is handed over.



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Credit Cards

If your committee would like to accept credit cards at your event, please email the Treasurer at Treasurer.LTESPTA@gmail.com with the details. The PTA uses a PayPal mobile card/chip reader and is able to accept Visa, MasterCard, American Express, Discover, Apple Pay and PayPal. This form of payment requires no extra close out procedures for the chair. Simply return the iPod and card/chip reader to the Treasurer. The Treasurer will pull the daily report and transfer the funds from PayPal to the appropriate line item.

Office Depot

If you make copies or purchase supplies on the PTA Office Depot account, please email the Treasurer at Treasurer.LTESPTA@gmail.com with the details of your purchase including the order # and total cost. The Treasurer can see all charges online, but matching them to the appropriate committee can be difficult. The more information given, the easier it is to match to the appropriate Office Depot invoice for payment.

Donations

All donations need to be tracked for IRS purposes. If your committee receives any donations please send an email to the President, the VP of Fundraising, and the Treasurer with the following information:

- Donor Name
- Donor Address
- Donor Phone #
- Type of Donation (monetary, in-kind, Service, etc.)
- Date Given
- Event / Committee
- Dollar Value

The VP of Fundraising will send a thank you note to each donor with a copy of our Non-profit Tax ID# for their records. The Treasurer will compile a list of donations for the PTA Tax Accountant per IRS rules. Be sure to include all of the above information when sending a donation deposit to the Treasurer. Please note if the donation is to be used for a specific reason or committee. The Washington State PTA and IRS have specific rules on how funds can be utilized if earmarked for a specific program, project or event.

Forms

All forms referenced in the document can be found in the Resources/Handbooks section off the LTES PTA website: <http://www.ltespta.org/handbooks/>. Blank forms can also be found in the PTA mailbox milk crate at each school.

Please feel free to contact me with any questions!

Justin Kent

LTES PTA Treasurer

T: 206-290-8303

E: Treasurer.LTESPTA@gmail.com