

J R Briggs PTA Money Handling Procedures

- If you need start-up money for an event, fill out a CASH BOX REQUEST* and give to the PTA President, Vice-President, or Treasurer. Return the cash box with the deposit, including start-up money, in it after the event.
- Counting the money. For you own safety, PLEASE do not let money leave the school if at all possible.
 - Separate cash from checks.
 - All bills facing the same direction.
 - No staples in checks (or bills).
 - Two people count the money and fill out a DEPOSIT NOTICE*.
 - Count checks and do a check listing. The check listing needs to be in order with the stack of checks it pertains to. A check listing can be done with an adding machine tape or if it helps you to keep track you may use a spreadsheet, as long as the total matches the deposit amount and the checks and cash are totaled separately.
 - Checks should be verified by the legal line (longhand written amount). This is what the bank takes the check for. Checks also must be signed and made out to FOB/PTO or they can't be accepted.
 - **ALL MONEY SHOULD BE TURNED IN TO THE TREASURER WITHIN 1 WEEK OF THE END OF THE FUNDRAISER.**
- We do not reimburse sales tax, we are tax exempt. Exemption Certificates are available through board members.
- If you incur an expense that falls within the approved budget, fill out a REIMBURSEMENT FORM* and put in the PTA Box in the school office or give to the Treasurer.
- If you have a vendor that needs to be paid, fill out a CHECK REQUEST* and put in the PTA Box in the school office or give to the Treasurer.
- When making purchases on behalf of the PTO and the expense amount seems expensive or unreasonable, PLEASE check with an Officer to see if we may have a resource that gives us a better price, or is free!

* All forms will be available on the J.R. Briggs website, www.awrsd.org/jrb click on Friends of Briggs/PTA.

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I, _____, agree to follow the above stated procedures (specifically timely remittance of monies collected).

Chairman of _____ Fundraiser.

THANK YOU for your cooperation!!!

Your Friendly JRB PTA