

# Haggard Middle School PTA

## Procedures for Deposits and Reimbursements

Each Fundraising 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 Haggard PTA.

If you will need cash change at your event, please let the treasurer know at least one week in advance so there is ample time to get a check for petty cash. If you provide petty cash, you need to have a PTA volunteer count and record it on Petty Cash Verification form prior to starting the event to verify beginning cash. At conclusion of event, petty cash should be designated separately on the deposit form and not included in income.

The Haggard PTA accepts payment in the form of checks payable to Haggard PTA or cash. Unless specifically planned for, credit cards are not accepted except for online purchases on Parent Connect. There are cash boxes and bags in the PTA supply room for your use. Please return them.

Haggard PTA is recognized by the IRS as a tax-exempt 501 (c) (3) organization and therefore does not pay sales tax on items **purchased for resale (Resale cert) or used to carry out its purpose (Exempt cert)**. Make sure that any committee member who will be making purchases has a tax exempt or resale cert. It is your responsibility to inform your committee that they will **not** be reimbursed for sales tax if they fail to purchase the items tax exempt. This is an IRS rule, not a PTA rule and unfortunately no exceptions will be allowed. These forms will be available online or request from treasurer. Please inform them that all reimbursements require a receipt be attached to a reimbursement form signed by committee chair.

Being a tax exempt organization does not mean that we do not charge sales tax on items we are selling. There will be instances where we will need to charge sales tax on certain items that we are selling. You **must** check with the treasurer **prior** to the event to get a determination on what items should be taxed. Remember, this may affect your selling price. If an item is taxable and sales tax is not considered in determining the price, your profit will be affected as tax will have to come out of the revenue which can have an adverse affect on our ability to fund programs.

### **Deposits:**

1. Each deposit must be accompanied by deposit form. Two **PTA members** must count each deposit and sign form. The second counter is to count everything again independently and not rely on first count. They are critical for an accurate count! The treasurer can't accept deposits that are not already counted and signed off by two PTA members. You will need to make sure you plan for counters at your event.
2. I prefer to count in the presence of the original two counters in the event there are any discrepancies in the numbers. This is not always possible but please take this into consideration when planning your event/deposit.
3. **Two** PTA members are to be with cash at all times. If you don't have two, then no sales can be made, this includes the school store which would have to remain closed. There are no exceptions to this rule. We are required by our insurance carrier to provide proper safeguards against theft of funds, this is our primary control.
4. When second counter is counting checks, they are to either (1) count directly from the original checks or (2) verify the check log to the original checks before using it to add from to catch instances of checks not being recorded correctly. In other words, don't rely on check log being correct, please count independently.
5. Stamp the back of all checks with the endorsement stamp or write for deposit only. List all checks and currency on the deposit worksheet. Check logs may be used if there are a lot of checks. There should be a stamp available in Treasurer folder, please return there.
6. All cash and checks must be sealed in the bank bag, envelope, etc so that checks or cash are not lost. There are also cash boxes available, but please return them after event.
7. **Do not leave a deposits in the Treasurer mailbox** – contact the Treasurer so that the deposit can be hand delivered. **You are responsible for this cash if left unattended.**
8. Keep a copy of the deposit slip for your records. This is very important to keep a separate copy.

### **Petty Cash:**

1. Chairperson or boardmember approval is needed for a petty cash check.
2. It will be your responsibility to safeguard the petty cash when received.
3. Petty cash is to be counted by two other PTA members when brought to the event. A Petty Cash Verification form is to be completed by individuals counting Petty Cash and turned in with the deposit. This is to verify that the petty cash given is accounted for at the beginning of the event. The verification forms need to be turned in with the deposit.
4. Petty cash should be shown separately on the deposit for the event so that it can be recorded properly.

### **Reimbursements:**

1. Make sure you verify budget available periodically to verify available funds. Reimbursements over approved budget are not allowed.
2. All reimbursements require a receipt. If the purchaser forgot to get a receipt, there can be no reimbursement. If sales tax was paid, it cannot be included in the reimbursement amount. Please do not request a reimbursement until all unused items have been returned for credit. Turn in promptly!
3. Fill out a Check Request Form and attach all receipts. It is a good idea to make a copy of the receipt for you in the event something happens to the original. If the check is to be mailed directly to a vendor or other party; please give explicit instructions, attach the invoice or bill.
4. Place the completed form and receipts in the Treasurer's file in the PTA mail station located in the office. If payment is urgent, call the Treasurer to alert them that the request is waiting. If you want your check mailed, please include self addressed stamped envelope.

If you have any questions, please contact the Haggard PTA Treasurer, **Melissa Rutledge at 214-500-0999** or [mhrutledge@aol.com](mailto:mhrutledge@aol.com).