

To: All PTA Committee Chairpersons
 From: Diana Smith, Treasurer
 Nancy Reiter, Assistant Treasurer
 Date: August 6, 2007
 Subject: Procedures for depositing money received

The following is a summary of procedures for depositing cash and checks received:

1. **All cash and checks must first go to the appropriate committee.** They will record the amount received by person. A copy of this summary should be made and attached to the Receipt Form (discussed below).

The summary should contain the following details:

Name	Check # or Cash	Date of Check	Amount	Received For	Child's Name (if applicable)	Child's Grade Level & Teacher
					Note (1)	Note (1)

Note 1. Child's Name and Grade Level are necessary for purchases of items specific to the child. Say for example, Spanish Tuition or school supplies.

2. Then **the committee completes a 2-part Receipt Form.** These forms are located in the Assistant Treasurer's mailbox. The committee retains the yellow copy for their records and attaches the white copy with the money to be deposited. Please remember to stamp the back of each check before deposit. The stamp is located in the Assistant Treasurer's mailbox.

When complete, the form, the summary and the money should be put in the Treasurer's Lockbox. This is located on the wall to the left of the door in the PTA workroom. If you have a large cash deposit, please call Nancy to arrange a 'handoff'. Please DO NOT put any money in the treasurer or assistant treasurer's mailboxes.

3. The **PTA must acknowledge donations for \$250 or more.** The committee chair receiving these donations is responsible for sending out the letters and maintaining copies in the committee binder. Each letter should be signed by the committee chair and a PTA executive officer. Attached is a draft letter for your use.

4. ****NEW** PTA must acknowledge donations less than \$250.** Due to the new tax law, the committee chair is responsible for ensuring that each donation is acknowledged on a form or letter that states "Your cancelled check is your receipt." Checkout procedures that include purchases as well as donations in one payment must be stamped as "HP PTA Receipt", date, and amount on the purchaser's itemized list or receipt. This enables the donor to have a record of their donation. The PTA will not be issuing a separate receipt.

Thank you for your help. We think these procedures help with internal controls as well as help the committees track their receipts.

Please call either one of us if you have any questions.

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