



Northern Guilford High PTSA Treasurer Guidelines

Need Reimbursement or Check payment issued?

Fill out “REQUEST FOR CHECK OR REIMBURSEMENT” form.

- Fill out form entirely; incomplete forms will be returned.
- Please include email **and** any other way you wish to be contacted.
- The purpose of the check needs to be specific. (Ex. spiritwear for Open House on 8/23)
- Include the committee or budget line if known.
- Submit a separate request for separate budget lines if possible. If this is not possible (i.e. all items on the same receipt for teacher appreciation and student recognition) please indicate the separate dollar amounts for each budget line/ committee.
- Attach the **original** invoice or **original** receipt. Scanned or photographed receipts will be accepted during school Covid-19 closure period.
- The committee chairs are responsible for ensuring their committee stays on budget, signatures from committee chair person are required if the requestor is NOT the chairperson for the committee the reimbursement is for.
- All expenses should be submitted within 45 days of the expense, purchases made toward the end of the school year must be submitted before the books are “closed” for the year on June 30th.
- Make all PTA purchases **separate** from personal purchases.

Need Cash Box/Change for PTA Event?

Fill out “CASH BOX REQUEST” form.

- 7 days notice is required.
- As soon as you receive the cash box, have a volunteer verify the amount inside is the correct amount. Have volunteer sign the form.
- At the end of the event, complete funds received statement (see instructions below) and submit money and form to a PTA officer.

Have Money to Deposit?

Fill out “FUNDS RECEIVED STATEMENT” form.

- Use this form when money is turned in to treasurer. (Ex. dues from membership, fan wear sales, senior events, etc)
- Include budget line, activity, event and/or committee
- **Two people** should always count the money, and both sign the “FUNDS RECEIVED STATEMENT” verifying the total amount.
- Fill out form entirely. Add checks, coins and cash for subtotal. Subtract cash box amount if there was a cash box for the event. All monies collected should be counted immediately after event. Monies should be given to treasurer or executive board member without delay.
- If you utilized the credit card scanner for your event, fill out the credit card section. Total Sales of items sold (Ex. \$200 in fanwear sales). Minus Credit Card fees (this will be on the statement or broken out in the app). Total Amount to be direct deposited is Sales- Fees.

Have Money Direct Deposited?

Fill out “FUNDS RECEIVED STATEMENT- DIRECT DEPOSIT” form.

- Use this form when money is direct deposited into our checking account from a credit card vendor or other partner (Ex. MemberHub dues from membership, fan wear sales, Amazon Smile, etc)
- Include budget line, activity, event and/or committee
- **Only One Signature Is Required for Direct Deposit statements.**
- Fill out form entirely. Total Sales of items sold (Ex. \$200 in fanwear sales). Minus Credit Card fees (this will be on the statement or broken out in the app). Total Amount to be direct deposited is Sales-Fees. Other direct deposit should be used when credit cards are not involved (Ex. Amazon Smile, Box Tops)

ADDITIONAL NOTES:

- PTA calendar year is July 1st - June 30th.
- Please follow NGHS PTSA tax exemption form rules. It is crucial that we abide by state and federal requirements in order to maintain our 501(c)3 tax-exempt status.
- If you need a tax exempt letter for donors please email me, I will send you a copy. If donors require a receipt for donation please email all requests for receipts to me and I will send a receipt to the donor.
- The PTA will only pay/reimburse for items which are consistent with the approved budget.
- Cash box, Reimbursement Request & Funds Received forms will be sent to board members electronically and copies will be available in the Memberhub PTSA Board Hub.
- During the Covid-19 school closure period. You may submit all form except “Funds Received statements” for Cash & Check electronically. Scanned or photographed receipts will temporarily be acceptable. Please be sure to sign all forms, if your access allows you may use the electronic submission form to fill out/ sign & email form to me. If you cannot edit and submit online please use the printable form. You may submit the printable form via scanning/ photo or contact me for drop off. If you do not have printer please contact me to pick up forms if needed.
- During the Covid-19 school closure period, deposits and cash box delivery will need to be arranged, please call, text or email me to arrange.
- If you drop something off for me at the school please call or email to let me know.
- Reimbursement checks should be cashed as soon as possible, but no later than 60 days from the date on the check.
- The electronic submission version of forms may not allow mouse or touch controlled signing with some versions of Microsoft. If you encounter this, please use the printable form.
- **RETURNED CHECK POLICY:** I will contact individual by phone or email and will redeposit check within 5 business days of receiving returned check. Returned checks must be paid by cash if not accepted on second deposit.
- If you should have any questions about these guidelines or how to utilize forms, please contact me.

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Thank you for your help in keeping accurate records of the PTA’s funds.