

TRILLIUM CREEK PTA

COMMITTEE CHAIR FINANCE CHEAT SHEET

SPENDING MONEY

1. **Only budgeted expenses will be approved for payment. So, please submit a "Committee Budget Worksheet" for each event or program ASAP.**
2. All expenses require a completed and approved "Trillium Creek PTA Voucher/Check Request" form.
 - a. Please use the Voucher/Check Request form for all expenses that can be paid in advance from the PTA Checking Account. Provide a copy of the invoice including any additional signed contract information. Receive all approvals prior to submitting the form to the Treasurer. You can expect your check to be sent to the vendor within 7-10 business days.
 - b. Please use the Voucher/Check form for reimbursements. Receive all approvals prior to submitting the form to the Treasurer. The original receipt must be provided with the form. Make a copy for your own records. Make sure:
 - i. The receipt is itemized and contains only PTA related expenses
 - ii. The vendor/supplier information is clearly legible on the receipt
 - iii. You will receive your reimbursement within 14 days.
3. Place all requests in the Treasurer's inbox at school.

RECEIVING MONEY

1. PTA members and Committee Chairs should **only receive money for approved fundraisers**. Only PTA funds will be deposited into the PTA checking account.
2. Cash Request: If you need cash to seed a cash box for an event or program, please complete the Cash Request form and provide to the Treasurer at least 7 business days before your event/program. The Treasurer will contact you to determine cash/cashbox/credit card swiper machine exchange.
3. After any fundraising event, deliver the funds and the completed two forms (Funds Detail and the Funds Delivered) to the Treasurer as soon as possible after the conclusion of the event/project. The Treasurer will confirm the monies received.
 - a. The Funds Detail Report must be signed by the committee chair and a PTA board member (excluding the Treasurer). Please ensure that you and a board member are available to count receipts and sign the report immediately following your event/program.
 - b. Complete the "Trillium Creek PTA Funds Delivered" form with your Committee, Event/Program, and the total Amount. Check off that the detail report is attached. The "Delivered By" will be signed by who delivers the funds at the same time the Treasurer re-counts and signs.
 - c. Please arrange for hand-off to the Treasurer.