

BEST PRACTICES FOR PTA FINANCIAL STANDARDS

The purpose for establishing a series of "Best Practices" for PTA Financial Standards enables the PTA to create a series of checks and balances as a protection not just to the PTA but to those members of the PTA who handle funds.

Income

- *Establish a policy for counting funds-our recommendation is that at least two people count funds and verify the funds with a "Deposit Voucher" before turning funds over to the treasurer. (The treasurer verifies the amount as counted by the event chair and/or committee members)*
- *Deposit vouchers should be completed in duplicate--one copy retained by the chair of the event counting the funds, and one presented to the treasurer with the funds to be deposited.*
- *Deposits should be made immediately and credited to the line item in the budget to which the funds belong. Each PTA is encouraged to work with a bank that provides for a night depository, and that the term "immediately" be defined.*
- *All funds belonging to the PTA must be deposited in the PTA account at a bank approved by the PTA board. PTA funds should never be deposited in a personal or school bank account.*
- *Establish a policy for returned checks (NSF) as part of the "business practices" of the PTA to avoid any "personal issues" that could arise. The maker of a returned check is responsible not only for the original amount of the check, but also for any fees incurred from the bank.*
- *The treasurer should issue a signed receipt to any chairmen who turns over funds after the amount has been verified by the treasurer.*

Disbursements

- *Use an "Expense Voucher" system for all check requests, with it is an invoice from an outside vendor or a request for reimbursement. Any request for reimbursement should be accompanied by a receipt. This should include the line item in the budget to be charged, the payee, the amount and the disposition of the check.*
- *Do not sign a blank check.*
- *Always pay for all items the PTA purchases by check. Using cash from the proceeds of an event creates inaccuracies in the final accounting for the event. (National PTA publication Treasurer's Quick Reference Guide states "all PTA expenses must be paid by check.")*
- *Create a policy on reimbursement of sales tax.*
- *Have a dual signature policy for checks.*