

Maria Hastings PTA Reimbursement and Deposit Policies and Procedures 9/9/09

1. Please monitor your committee income and expenses on a regular basis and DO NOT exceed the approved budget without prior approval from the Executive Committee.
 2. A tax-exempt certificate (available from the Treasurer) should be used when purchasing to avoid paying sales tax .The PTA is a non-profit organization and is therefore exempt from paying taxes on allowable expenses.
 3. Submit for your reimbursement of expense by completing the “Maria Hastings PTA Check Request”. Please include the backup documentation and receipts for the expense and attach/staple all documents and receipts to the Check Request Form.
 4. The request for reimbursement must be received 14 days from the date the expense was incurred. For events occurring at the end of the school year, you must submit these prior to June 30th, 2010, prior to the year-end close.
 5. These forms are located on the table outside of Ms. Trippi’s office or available by download through the Hastings Website.
 6. Upon completion of this form, please mail to: Michelle Greenberg, PTA Treasurer, 36 Ward Street, Lexington MA 02421
 7. If the deposit from an event contains a large sum of money, please make arrangements to hand deliver to the Treasurer at a mutually agreeable time in person to prevent loss and include the PTA Check Deposit Form.
 8. When requesting the deposit of more than 2 checks, include an Excel spreadsheet detailing the 1) Payer last name 2) Amount of check 3) Total \$ amount of all checks submitted for processing 4) Event checks are to be deposited to. (See Hastings Website for template).
 9. When making a deposit of cash, please sort and bundle the cash. No coins will be accepted. Please also include a tally of the number of bills by denomination (i.e. \$1 (5), \$5 (10) and \$20 (2) for a total of \$95).
 10. Cash boxes (with change) can be obtained from the Treasurer. Please be sure to remind volunteers at an event to never leave the PTA money cash boxes unattended at any time even for a second.
 11. Reimbursement checks will be mailed within approximately 2 weeks from date submitted and received.
- *Thank you for your help and cooperation. Following these procedures will help expedite processing and will improve our documentation. If you have any questions, feel free to contact Michelle Greenberg, PTA Treasurer, 36 Ward Street, Lexington MA 02421.*