

COUGARS

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Handling of PTA Funds

as of September 21, 2022

Cash/Check Collection

Certain PTA events result in small amounts of cash and checks to be collected in classrooms and delivered to the PTA. The following procedures outline how to handle Cash/Check Collection.

1. If Committee Chair(s) is collecting large amounts of cash over a period of time, the Chair(s) will be assigned a lockbox code by the Treasurer for each campus by completing a [BCE PTA Lock Box Code Request Form](#) prior to each cash/check collection event (per form instructions, further below).
2. Committee Chair(s) are responsible for counting and recording cash and checks on a weekly basis during the duration of the collection period and filling out a [BCE PTA Funds Received](#) form per the instructions:
 - a. No one person should handle all aspects of any financial transaction.
 - b. All cash received should be counted by TWO UNRELATED adults. Coins should be rolled and bills sorted by denomination. A supply of wrappers may be found in the Parent/PTA room.
 - c. When collecting checks, also complete the [BCE PTA Funds Received - Check Detail](#) form. Use as many as are needed and attach to the [BCE PTA Funds Received](#) form.
 - d. Once counted, the funds should be placed in a lockbox envelope, sealed and placed back in the lockbox, along with the [BCE PTA Funds Received](#) form for collection by the Treasurer or EVPs weekly. Envelopes and Funds Received forms are available near the lockboxes at each campus.
 - e. If volunteers are not allowed to be on campus and unable to use the lockbox, the Committee Chair should coordinate with the Treasurer to transfer any Funds Received for deposit.
 - f. The Treasurer is responsible for depositing funds into the PTA account as soon as possible.
3. At the end of the collection period, the lockbox code will be deactivated by the Treasurer.

Lockbox Code Requests

1. To request a lockbox code, the Committee Chair(s) must submit a [BCE PTA Lock Box Code Request Form](#) to be executed by the Treasurer.
2. The Treasurer will activate a lockbox code for the cash/check collection event. This lockbox code is to be used only by the Committee Chair(s) and is not to be shared with anyone else.
3. At the completion of the cash/check collection event, the Treasurer will deactivate the lockbox code.
4. The Treasurer will, at all times, maintain a master lockbox code for both lockboxes. The President & Executive Vice President(s) will also have access to the master lockbox codes.

ParentSquare Collection

Certain PTA events / fundraising activities collect cash through ParentSquare in connection with Stripe. The following procedures outline how to handle Parent Square Collection.

1. The Committee Chair or VP will work with the Marketing & Communications Team to create a ParentSquare Post for the income producing event.
2. The VP of the income-producing event uses ParentSquare to run a report for the event (for the period as determined between chair and Treasurer - for example, this could be weekly or at the end of collection period)). To do this, the VP should:
 - a. Log onto ParentSquare, and go to the Post collecting payment.
 - b. On the bottom right side panel of the Post page, click "View Reports."

- c. On the top right of the report, click "Export to CSV"
 - d. Adjust all report columns to "Fit Width to Content"
 - e. Print or Download the final Report and include the total collected for that week.
 - f. Submit Report, along with a Funds Received Forms, to the Treasurer.
3. Once the Funds Received and Report are received from the VP, the Treasurer or President will log into the BCE PTA Stripe Account and transfer the appropriate funds into the BCE PTA Bank Account.

Cash Bank Procedures



Certain PTA events require an initial amount of cash in the cash box in order to have appropriate change for event participants. The following procedures outline how to establish a Cash Bank.

1. Complete a [BCE PTA Check Request](#) form listing the event and indicating "Cash Bank" as the reason for the check. This will be one of the rare exceptions where a receipt is not necessary at the beginning of the Check Request process.
2. As noted below, Check Requests must be approved by the PTA President or EVP.
3. Checks for the Cash Bank will be available the day of or a day or so before the event. Once the PTA check has been cashed, **it is your responsibility** to make sure the Cash Bank arrives at the PTA event.
4. A [BCE PTA Cash Bank Form](#) will be provided with the check. Upon arrival at the PTA event and BEFORE any event transactions occur, TWO UNRELATED Adults must complete Section 1 of the [BCE PTA Cash Bank Form](#) .
5. The Cash Bank must be locked in the PTA safe when not in use.
6. At the end of the event, segregate the initial Cash Bank amount from event receipts. Note that the total cash must agree with the initial Cash Bank; the split between coins and currency does not have to match the original coin and currency amounts. TWO UNRELATED Adults must Complete Section 2 of the [BCE PTA Cash Bank Form](#) .
7. A sealed envelope with the Cash Bank and the [BCE PTA Cash Bank Form](#) should be placed into the Lock Box at each campus for pickup by the Treasurer and re-deposit into the PTA account.
8. The Treasurer will attach the completed [BCE PTA Cash Bank Form](#) along with the validated deposit slip from the bank to the original [BCE PTA Check Request Form](#) as supporting documentation for the entire transaction. This will adequately document for the PTA records that the original amount requested for the Cash Bank was re-deposited back into the PTA account.
9. Follow the above Funds Received procedures for all additional cash/checks received during the event.

Check Requests

1. A completed [BCE PTA Check Request](#) should be submitted to the PTA President or EVP for approval, either by placing the form in the appropriate PTA Mailbox or attached as an email to treasurer@cougarpta.com and president@cougarpta.com.
2. Receipts or invoices must be attached to the [BCE PTA Check Request](#) .
3. If items have been billed via invoice, it is important to submit the invoice for PTA processing instead of paying the invoice yourself. The PTA must pay vendors directly to be eligible to file for a sales tax refund on applicable purchases.
4. Please allow 5-7 school days for check requests to be processed. If alternative arrangements are needed, please contact the Treasurer in advance.
5. Each check requires two signatures from authorized users of the account, which includes the Treasurer, President and EVPs.
6. Once issued, checks may be delivered via various options:
 - a. Mailed directly to the vendor address noted on the invoice.
 - b. Sent in care of your child (please note grade and class).
 - c. Placed in a Staff mailbox.
 - d. Placed in a PTA committee mailbox.
 - e. Other - i.e. hand deliver to vendor on day of event, etc.
7. The Treasurer, President or EVPs will not sign a blank check or issue a check to a vendor with a blank amount.

Debit Card Use

1. For large purchases, Chairs & VPs may request to use the BCE PTA Debit Card.
2. Complete a  PTADebitCardPreApprovalForm.pdf prior to the date the Debit Card will be needed, along with invoice if available.
3. Once submitted, arrange with an Authorized User (President, EVP(s) or Treasurer) to obtain the Debit Card or set up time for payment for an Authorized User to pay directly.
4. If invoices aren't available at time of purchase, a receipt or invoice must be attached to the  PTADebitCardPreApprovalForm.pdf within 24 hours of purchase.