COUGAR PTA 🐾
BILLINGSVILLE · COTSWOLD

Handling of PTA Funds
as of August 22, 2023

CHECK REQUESTS (Request for bill pay or for reimbursement of expenses incurred via check)

1. A completed [Check Request Form](#) should be submitted to the PTA President and Treasurer, preferably via email if electronic receipt(s): treasurer@cougarpta.com and president@cougarpta.com. Alternatively you can place the completed form with hard copy receipt(s) in the President or Treasurer mailbox located in the PTA Room located on each campus.
2. Receipts or invoices must be included.
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 mail, sent home with your child, placed in a PTA mailbox at school or hand delivered. Please work with the President and Treasurer to fit your needs.
7. The Treasurer, President or EVPs will not sign a blank check or issue a check to a vendor with a blank amount.

CASH OR CHECK COLLECTION (Example - P4P, Book Fair)

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. Committee Chair(s) will be assigned a lockbox code by the Treasurer for each campus by completing a [Lockbox 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 daily basis during the duration of the collection period and filling out a Funds Received form (per form instructions, further below). All monies received must be counted by TWO UNRELATED adults.
3. Once counted, the funds should be placed in a lockbox envelope, sealed and placed back in the lockbox, along with the Funds Received form, for collection by the Treasurer or EVPs daily. Envelopes and Funds Received forms are available near the lockboxes at each campus.
4. If volunteers are not allowed to be on campus and unable to use the lockbox, the Committee Chair should coordinate with the Treasurer and Financial Secretary at each campus to collect any funds and to transfer any Funds Received to the Treasurer for deposit.
5. At the end of the collection period, the lockbox code will be deactivated by the Treasurer.

FUNDS RECEIVED (Cash or Check)

1. Complete the Funds Received Form for all PTA funds received.
2. No one person should handle all aspects of any financial transaction.
3. 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.
4. When collecting checks, also complete the Funds Received - Check Detail Form. Use as many as are needed and attach to the Funds Received form.
5. Once counted, the funds should be placed in a lockbox envelope, sealed and placed back in the lockbox, along with the Funds Received form, for collection by the Treasurer or EVPs daily. Envelopes and Funds Received forms are available near the lockboxes at each campus.
6. 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.
7. The Treasurer is responsible for depositing funds into the PTA account as soon as possible.

FUNDS RECEIVED (Online Payments via ParentSquare)

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 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 Form, to treasurer@cougarpta.com and president@cougarpta.com.

2. 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 PROCEDURE (For example, cash for registers/ to make change)

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 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. Email the request to treasurer@cougarpta.com and president@cougarpta.com.

2. As noted above, 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 before the event. You will cash the check and figure out what increments of cash you need. Use one of the cash boxes located in the PTA Room on both campuses. Make sure the lock and key work.
4. A 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 Cash Bank form. The Cash Bank must be locked when not in use.
5. 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 Cash Bank form.
6. A sealed envelope with the Cash Bank and the 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.
7. The Treasurer will attach the completed Cash Bank Form along with the validated deposit slip from the bank to the original 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.

CASH TIPS

Sometimes you will need to tip vendors in cash.

1. Complete the Tip Form and submit to treasurer@cougarpta.com and president@cougarpta.com like you would a check request form. Using this format, you will take the cash out of your own account and then be reimbursed from PTA via check.
2. Alternatively you can follow the Cash Bank instructions to get the check from PTA first.

DEBIT CARD USAGE

For large purchases, Chairs & VPs may request to use the BCE PTA Debit Card

1. Complete a Debit Card Approval Form prior to the date the Debit Card will be needed, along with an invoice if available.
2. Once submitted, arrange with an Authorized User (President or Treasurer) to obtain the Debit Card or set up time for payment for an Authorized User to pay directly.
3. If invoices aren't available at time of purchase, a receipt or invoice must be sent to treasurer@cougarpta.com within 24 hours of purchase.

Contacts for questions:

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