



Rachel Carson Middle School (RCMS) PTA



Rachel Carson Middle School PTA MONEY HANDLING & DEPOSIT PROCEDURES FOR PTA FUNDS

Money Handling Procedures

1. All prices and contracts for PTA activities/events and goods must be approved by the PTA Board. The Committee Chairperson is responsible for contacting the PTA President to review/approve all committee documentation including, but not limited to, the following items:
 - a. Prices, Order Forms, and Registration Forms
 - b. Flyers and advertisements (including those submitted for posting on the PTA Website)
 - c. Contracts and Agreements

Note: The Committee Chairperson should allow two (2) weeks at minimum for approval of all committee documentation. Committee documentation may not be published or distributed without PTA Board approval.

2. **The Committee Chairperson is responsible for all PTA money collected prior to the deposit or transfer of funds to the PTA Financial Assistant or a PTA Board member.** The Committee Chairperson is responsible for:
 - a. Implementing a secure process for collecting and managing money during committee sales periods or events.
 - b. Ensuring all committee volunteers handle money using the practices instructed.
 - c. Picking up money collected in the front office on a regular basis. Money is not permitted to be left in the school office over 5 days or over a weekend or holiday.
 - d. NEVER leaving money unattended on school grounds or at event sites, except in the school front office.
3. Only the Committee Chairperson (not committee volunteers) may take PTA money from the school or event for the purpose of counting and reconciling funds.
4. Money collected for an activity/event must NEVER be used to pay any committee or activity/event expenses. All funds must be turnover to the PTA Financial Assistant for deposit. All expenses must be submitted for reimbursement by the PTA Treasurer.
5. If start-up cash for change during an activity/event is needed, the Committee Chairperson should contact the PTA Treasurer for instructions on how to request and receive start-up cash. If personal cash is used, the Committee Chairperson must clearly document this transaction.

6. The Committee Chairperson is responsible for contacting the PTA Financial Assistant prior to the event to review money handling procedures and coordinate money transfers.

Deposit Procedures

1. **The Committee Chairperson is responsible for completing the “Deposit of PTA Funds” to submit money to the PTA Financial Assistant as follows:**
 - a. The “Deposit of PTA Funds” form can be obtained on the PTA Website at www.rcmspta.org or the PTA Mailboxes in the school office.
 - b. A completed “Deposit of PTA Funds” form must be included with all deposits.
 - c. Paper currency must be sorted by denomination and bundled appropriately.
 - d. Coins must be placed in plastic baggies or envelopes.
 - e. The number of checks submitted must be indicated on the “Deposit of PTA Funds” form and prepared as follows:
 - Verify each check is complete with: Date (no post dated checks are allowed), Payable to **RCMS PTA**, Numeric amount and written amount must match, Signature.
 - If the student’s last name is different from the payee’s name, write the student’s name in the Memo Line for reference.
 - Remove all staples and/or tape.
 - If more than 10 checks are included in the deposit, a separate spreadsheet must all be included to itemize each check. Spreadsheets must include: Payer name, Check number, Check Amount, and Total Dollar Amount. A paper copy of the spreadsheets must be included with the deposit. An electronic copy of the spreadsheet must be emailed to the Financial Assistant at rcmspta@gmail.com.
 - The Committee Chairperson is responsible for all committee recordkeeping on sales/orders unless prearranged with the PTA Financial Assistant.
2. PTA money must be deposited to the PTA Financial Assistant by the following “Deposit Due Dates”:
 - a. For Pre-ordered Purchases: Money due within 5 working days after the close of the pre-order deadline date.
 - b. For Event Sales: Money due within 5 working days after event was held.
 - c. For Other Events: Money due as determined by the PTA Financial Assistant or PTA Board.

The Committee Chairperson is responsible for contacting the PTA Financial Assistant if the due date cannot be met for any reason. If the PTA Financial Assistant is not available to receive a deposit, the Committee Chairperson should contact the PTA President for assistance.

3. The Committee Chairperson and PTA Financial Assistant will coordinate the date/time for transferring money. The PTA Financial Assistant will either meet the Committee Chairperson in person, arrange for the money to be given to a PTA Board Member, or request the money to be left at the school office using the following guidelines:
 - a. Cash Deposits over \$20.00 or large sums of money (Deposits over \$50.00) should NEVER be left in the PTA mailboxes or school office.
 - b. Money may be left in the school safe for pick-up by the PTA Financial Assistant.

4. To leave money in the school safe for pick-up by the PTA Financial Assistant, the Committee Chair must:
 - a. Bundle the money together in a sealed envelope with a completed "Deposit of PTA Funds" form and itemized check spreadsheet (if over 10 checks are included).
 - b. Mark the sealed envelope: PTA – Renee Williams**
 - c. Turnover the sealed envelope to an authorized school administrator in the front office (Elaine Clubb or Jen Taweel)
 - d. Email Renee Williams at rcmspta@gmail.com to notify that the money is located in the school safe for pick-up.

5. The PTA Financial Assistant is responsible for verifying the funds submitted for deposit and depositing the funds in the PTA Bank. Funds submitted must match the number of items and cost of goods sold or collected. Funds may be rebundled by the PTA Financial Assistant if necessary to meet bank deposit requirements. The PTA Financial Assistant will contact the Committee Chairperson by email as follows:
 - a. Provide notification that the deposit is accurate and deposited in the PTA Bank.
 - b. List discrepancies or errors and how the deposit was corrected.
 - c. Request an explanation for unexplained discrepancies or questions related to the deposit. Coordinate corrections as necessary.

PTA Contacts for Financial Matters

The Committee Chairperson is responsible for contacting the PTA for questions or information regarding PTA operating procedures or financial matters. ***Please Ask!***

PTA CONTACTS FOR FINANCIAL MATTERS

PTA Financial Assistant
Renee Williams

Email: rcmspta@gmail.com

Cell: 703-625-2764

PTA CONTACTS FOR FINANCIAL MATTERS

PTA Treasurer
Jen Lieberman

Email: rcmspta.treasurer@gmail.com

PTA CONTACTS FOR FINANCIAL MATTERS

PTA President
Nancy Linton

Email: rcmspta.pres@gmail.com