



# Rachel Carson Middle School (RCMS) PTA



## Rachel Carson Middle School PTA REIMBURSEMENT PROCEDURES

### 1. Direct Payments

Whenever possible, avoid using personal funds for PTA activities, events, or goods. Third-party vendors (such as for SpiritWear expenses or entertainment for the 8th Grade Party) may be paid directly by submitting an invoice to the PTA Treasurer via email, or with a hard copy left in the RCMS PTA Mailbox.

### 2. Timing

Reimbursement requests must be submitted within 30 days of the expense and within the same fiscal year (July 1 - June 30).

When this will not be possible due to an expense being close to the end of the fiscal year or other extenuating circumstances, reimbursement pre-approval must be received via email or in writing by the RCMS PTA Executive Board.

The Treasurer shall include the expense estimate and approval documentation in the Treasurer Records. If the reimbursement occurs in the following fiscal year, the expense can be tracked as "Carryover from prior year."

### 3. Pre-Approvals

We encourage all expenses above \$100 to be pre-approved for reimbursement to avoid the chance of denial after a purchase is made.

To be pre-approved for reimbursement, email the PTA Treasurer with what is being purchased, for what reason, budget category (if known), and an estimate of cost. The PTA Treasurer will send the request to the PTA Board for approval. Please allow up to 3 days to receive a final decision.

- 3.1. If approved, you may make the purchase and expect reimbursement from RCMS PTA after receipt of your completed RCMS Reimbursement Request Form.
- 3.2. If denied, please refer to the *Denial of Reimbursement* section. The PTA Treasurer will also indicate the reason for denial.

## 4. RCMS Reimbursement Request Form

### 4.1. Complete the form

- 4.1.1. Attach Invoices and/or receipts. These may be originals or scans/legible copies (originals preferred).
- 4.1.2. Keep a copy of all required documentation for your own records, and for the unlikely event that the originals are lost or damaged.
- 4.1.3. The “Check Payable To” field **must** indicate a person’s name or business name. Blank checks or checks to generic committees are not permitted.

### 4.2. Submit the form

- 4.2.1. In the PTA Treasurer Mailbox in the RCMS Front Office, which is checked weekly, typically on Fridays.
- 4.2.2. Contact the PTA Treasurer for drop off at his/her home.
- 4.2.3. Electronically-completed or scanned forms and scanned receipts may be submitted via email with all required documentation attached to [rcmspta.treasurer@gmail.com](mailto:rcmspta.treasurer@gmail.com).

## 5. Reimbursement Review

After the PTA Treasurer receives the form and all required documentation, you will receive an email confirmation, indicating receipt of your reimbursement request. Please allow up to 1 week to receive email confirmation.

### 5.1. Approvals

- 5.1.1. If your reimbursement is approved, you will receive an approval email.
- 5.1.2. If a mailing address is indicated on the form, a check will be mailed to the address specified on the RCMS Reimbursement Request Form.
- 5.1.3. If an RCMS Mailbox is indicated on the form, a check will be placed in an envelope, addressed to the name indicated in the “Check Payable To” field, in the specified mailbox.

### 5.2. Denials

- 5.2.1. If your reimbursement is denied, you will received a “denied” email. Please refer to the *Denial of Reimbursement* section. The PTA Treasurer will also indicate the reason for denial.

## **6. Special Circumstances**

### **6.1. Signatories**

If the person requesting reimbursement is an RCMS PTA Bank Signatory, he or she must follow the same reimbursement procedures above. In addition, the check must be signed by the two other bank signatories, and the reimbursement request form must be signed by an executive member who is not being reimbursed.

## **7. Potential Issues**

### **7.1. Denial of Reimbursement**

Denial can be avoided by contacting the PTA Treasurer to obtain advance approval prior to incurring the cost, and by completing the RCMS Reimbursement Request Form correctly and on time. If your reimbursement request has been denied, it may be because:

- 7.1.1. The request is greater than the allocated budget for your request or will drive budget higher than can be supported.
- 7.1.2. The request does not fit within the Guidelines of PTA Expenditures (see below).
- 7.1.3. The RCMS Reimbursement Request Form was incomplete or completed incorrectly.
- 7.1.4. The request was submitted more than 30 days after the expense was incurred.
- 7.1.5. The reimbursement request was for a prior-year expense that was not pre-approved.

### **7.2. Missing Form or Documentation**

If after contacting the above PTA contacts, they are unable to confirm that a completed form was received, please resubmit copies of the form and other required documentation above. Email attachments will be accepted in this case.

If originals are still available and simply were not included with the completed form, please work with the PTA Treasurer to hand off the documentation.

### **7.3. Reimbursement Not Received**

#### **7.3.1. No Receipt Confirmation**

If you do not receive confirmation and/or reimbursement within the given timeline indicated, please email, call or text the PTA Treasurer to request confirmation or update on the status of your reimbursement request.

7.3.2. Receipt Confirmation Received, No Mailing Confirmation

If payment has not been sent, the PTA Treasurer will send a status update and reason for the delay.

7.3.3. Mailing Confirmation Received

If it has been at least 7 days since the PTA Treasurer has mailed a check, a claim will be filed with the USPS. New checks will be issued on a case by case basis, and a stop payment will be placed on the original check.

**PTA Contacts for Financial Matters**

<p><b>PTA Financial Assistant</b> Renee Williams <a href="mailto:rcmspta@gmail.com">rcmspta@gmail.com</a> Cell: 703-625-2764</p>	<p><b>PTA Treasurer</b> Jennifer Lieberman <a href="mailto:rcmspta.treasurer@gmail.com">rcmspta.treasurer@gmail.com</a> Cell: 703-989-7660</p>	<p><b>PTA President</b> Nancy Linton <a href="mailto:rcmspta.pres@gmail.com">rcmspta.pres@gmail.com</a></p>
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## Guidelines of PTA Expenditures

Expense categories have been identified for the annual budget. This section clarifies the intent of these categories.

1. 20<sup>th</sup> Anniversary Event. Allocated for a school-wide celebration of the RCMS 20<sup>th</sup> Anniversary.
2. 8<sup>th</sup> Grade Celebration. Income received from parents is directly applied to the 8<sup>th</sup> grade celebration.
3. Principal's Request. Allocated to pay for an expenditure requested by the RCMS Principal, Gordon Stokes. **Must be pre-approved by the Executive Board.**
4. PTA Admin/Other. Other operational costs for the PTA, such as bank fees, envelopes, stamps, and materials.
5. PTA Dues. Dues paid to the National PTA and Virginia PTA. For the 2017-2018 year, National PTA dues are \$2.25 per member, and Virginia PTA dues are \$1.50 per member (a total of \$3.75 per member). The PTA Board estimated 500 members of the Rachel Carson Middle School PTA for the school year.
6. PTA Insurance. PTA Liability Insurance, paid annually.
7. PTA Software. PTA Website annual fee, Domain Name Registration, QuickBooks for NonProfits, and any other software needed for PTA operations.
8. School Directory. Allocated to pay for the school directory for PTA members.
9. School Project. One-time large expenditure, benefiting the school, to be determined by PTA Members.
10. Speaker. Speakers may be invited to PTA meetings to talk about special topics.
11. Staff Appreciation. The PTA Board will recognize RCMS staff throughout the year. This may not be initiated by anyone not on the PTA Board.
12. Student Daily Planners. Allocated for the expense of Student Daily Planners.
13. Student Extended Learning. Allocated for extenuating circumstances in which students need home or online instruction.
14. Student School Spirit Wear. Pays for the student spirit wear ordered by parents.
15. Student Team Building. Allocated for \$200 per team for student team building throughout the year. For the 2017-2018 school year, there are 12 teams.
16. Student Wellness & Enrichment. Wellness expenses, student morale, and field trip subsidies.
17. Teacher Continuing Education. Ten (10) \$100 scholarships for teachers who are PTA Members to take continuing education classes.
18. Technology. Allocated for computer or tablet device purchases.
19. Volunteer Appreciation. The PTA Board will recognize volunteers for their contributions to RCMS. Any reimbursements must be pre-approved by the PTA Board.