

How to Keep Your Treasurer Happy

2020 - 2021 Sharon School PTA

Requesting Checks/Reimbursements (to Treasurer- Laura Brown):

- Blank check request forms can be found online at <http://sharonschoolpta.org> or in the PTA file cabinet in the Parent Center. Please use the **Volunteer Check Request Form** if you are being reimbursed and the **Vendor Payment Form** if we are writing the check directly to the vendor.
- No request will be paid without an attached receipt or invoice, and **TWO signatures**. If you are the Committee Chair the second signature must be your Council Chair. Committee Chairs must be the second signatures on receipts from any of their committee members.
- Put completed check requests in the “Completed Check Requests” folder in the PTA file cabinet.
- In order to save postage, the preferred delivery method is through your PTA file folder.
- If you have items to purchase over \$100, please check to see if we can pay the vendor directly. The vendor sometimes will not charge sales tax if you provide our tax ID # (see below). We will need to provide the vendor open ordering with form 595E (copies in the PTA file cabinet). If they do not honor our tax-exempt status, we can file for a tax refund, but can only do this if the vendor is paid directly.
- Please leave at least one week for turnaround time. Check requests will be picked up on Mondays and checks returned to school by the following Monday. If you need an emergency/rush check, please call Laura Brown at (704) 964-8548.
- Any lost check requiring a stop payment will result in the stop payment fee being subtracted out of the replacement check total amount.
- Call Laura Brown if you need a printout of your expenses or budget status.
- **Any expenses that exceed your budget will need an approval from the Board of Directors.**

Depositing Money (to VP of Finance – Becca Klamfoth):

- Deposits should be given to Becca Klamfoth, VP of Finance, for deposit.
- ****DO NOT LEAVE DEPOSITS IN THE PTA FILE CABINET!!!****
- Please arrange to deliver your deposit to Becca Klamfoth OR leave your deposit in the Financial Secretary’s office. You can leave your deposits in the black box in her office unless it contains cash. Cash deposits must be left in the PTA safe in that office. Be sure to call or email Becca Klamfoth and let her know you have left the deposit so she knows to pick it up.
- All money should be neatly separated by denomination and counted before being submitted to the VP of Finance.
- You do not need to wrap coins. Our bank has a change counting machine. Please count the change beforehand. Please put counted change in a Ziploc or sealed envelope. If a large amount of change is being submitted, please take to the bank and use the change counting machine. You can submit the change receipt instead of coins with your deposit.
- Please remove all staples from the checks. If possible, please arrange to get one of the Sharon PTA “For Deposit Only” stamps prior to your event so that checks can be stamped as received.
- **Report of Money Given to Treasurer** forms can be found online at <http://sharonschoolpta.org> or in the PTA file cabinet in the Parent Center.
- Complete the “Report of Money Given to Treasurer”. Instructions on how to fill out the form are located online or on the back of the forms located in the Parent Center. Have someone else recount and sign the form along with you. Becca Klamfoth will verify your deposit and will contact you with any discrepancies. If the bank for insufficient funds returns a check, we will resubmit it, and let you know if we are then unable to collect.

Laura Brown: PTA Treasurer: (704) 964-8548
Becca Klamfoth: PTA VP of Finance: (803) 622-6549
Sharon PTA Tax ID#: 56-1783660

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