

How to Keep Your Treasurer & VP Finance Happy

2021 - 2022 Sharon School PTA

Requesting Checks/Reimbursements (to Treasurer – Lauren Thurmond):

- Blank check request forms can be found online at <http://sharonschoolpta.org>. 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.
- Requests and approvals are currently being completed over email. Please submit to treasurer@sharonschoolpta.org and copy the Committee or Council Chair whose approval you require on your email to Lauren Thurmond.
- 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. 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. If you need an emergency/rush check, please call or text Lauren Thurmond at (704) 807-4255.
- Any lost check requiring a stop payment will result in the stop payment fee being subtracted out of the replacement check total amount.
- Call Lauren Thurmond 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 – Katie Sarjeant):

- Deposits should be given to Katie Sarjeant, VP of Finance, for deposit.
- ****DO NOT LEAVE DEPOSITS IN THE PTA FILE CABINET!!!****
- Please arrange to deliver your deposit to **Katie Sarjeant**.
- 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>.
- Complete the “Report of Money Given to Treasurer”. Instructions on how to fill out the form are located online. Have someone else recount and sign the form along with you. Katie Sarjeant 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.

Lauren Thurmond: PTA Treasurer
Katie Sarjeant: PTA VP of Finance
Sharon PTA Tax ID#: 56-1783660

(704) 807-4255
(704) 778-2925

Email: treasurer@sharonschoolpta.org
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