

# GUIDELINES FROM THE TREASURER

## 2011 – 2012

### **GENERAL INFORMATION:**

1. *Budget* – It is critical that you stay within your committee's budget. You may not be reimbursed otherwise.
2. *Receipts* – In order to be reimbursed, you will need to attach ALL your receipts to your check request form.
3. *Sales Tax* – The PTA will not reimburse you for sales tax if you could have used the Tax Exempt/Resale Form. Committee Chairs should remind all committee members of this policy.
4. *Required Forms* – Forms can be found in the PTA mail slots located in the office or on the Wilchester PTA website at [www.wilchesterpta.com](http://www.wilchesterpta.com). PLEASE FILL OUT ALL FORMS COMPLETELY AND SPECIFICALLY. This will help make the financial records more accurate for both tax and budget purposes. If you are about to take the last copy of a form from the folder, please let me know.
  - Check Request Forms are used for requesting any reimbursement from the treasurer or payment of an invoice.
  - Deposit Forms are for transferring PTA funds to the treasurer for deposit.
  - Tax Exemption/Resale Form is used at a store when making PTA purchases to exempt us from paying sales tax.

### **CHECK REQUESTS:**

1. When completing the Check Request form, please be complete and specific, especially in the "Budget/Account" section.
2. Attach the receipts/invoices to the form. If you want the invoice mailed with the check to the vendor, attach an extra copy of the invoice so I can keep one for my records. I will mail the other copy with the check.
3. Place it in the "PTA Treasurer" mail slot in the office or drop it by my home.
4. Checks will be issued once a week. Plan accordingly so you can receive your check or pay an invoice in a timely manner.

### **DEPOSITS:**

1. Be timely in turning in deposits.
2. Please remove all staples and paperclips and place all items and attachments in a sealed envelope before turning in a deposit.
3. Small deposits (5 or less) can be made by filling out the Deposit Form and leaving it in the Treasurer mail slot in the office.
4. Large deposits (6 or more ) also need to attach a written record that includes the last name of the payer on the check, the check amount, check number, the grand total of the deposit, and the number of checks included in the deposit. If a single check is written for multiple purposes (i.e. Three Part Form), the amount for each category will need to be broken out and totaled separately. Also show a grand total of the amount of checks deposited and the number of items in the deposit. It is preferable that large deposits be delivered to my house. If you would prefer to deliver them to school, please let me know you are leaving them so I can check my box in a timely manner. Please limit the number of checks on a deposit slip to 75.
5. DO NOT LEAVE CASH IN THE MAIL SLOT at school! If your deposit includes cash, please arrange to hand it to me.
6. If you are depositing cash of more than \$250, it will need to be counted by two different people to verify the total. Be sure and complete this information on the Deposit Form.

### **TAX EXEMPTION/TAX RESALE FORM:**

Items purchased on behalf of the PTA are considered exempt from sales tax only in the following cases:

1. The items being purchased are for *actual PTA use*, not a gift for students or teachers. If your purchase meets these criteria, fill out the Tax Exemption Certificate side of the two-sided form. Give it to the vendor when making your purchase.
2. The items being purchased are for *resale* by the PTA (i.e. T-shirts). In this case, you should complete the Tax Resale Certificate side of the form. Our Tax ID number is already filled out.

Although the PTA is exempt from paying sales tax, we are required to collect sales tax on all items we sell. You should be aware that this is a cost we incur. Therefore, when pricing your items, be sure to include an additional 8.25% to cover this expense. There are a few rare exceptions to this rule including items sold on "Tax Free Days" which are designated by the PTA Board at the beginning of each fiscal year. Please contact me for an online copy of the tax exempt form or if you have any questions.

### **DEADLINES:**

All check requests and deposits for the 2011-2012 school year *must* be turned in to me no later than June 30, 2012. The books for the fiscal year must be closed and audited in July or early August. Any remaining funds in your budget are rolled into the surplus for next year. The new books will not open until the first General PTA meeting, usually the following September.

If you have any questions or need to contact me, please email me at [rsash@earthlink.net](mailto:rsash@earthlink.net) or call me at 713-461-5551. Thank you for your cooperation.

*Renee Ash*

Treasurer 2011-2012

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