

Irwin Academic Center
PTA[®]
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BUDGET PROCEDURES

PTA Officers, Board of Director members and Committee Chairs should be aware of their annual budget and keep a record of all money received or spent by yourself & PTA volunteers. Please request feedback from the Treasurer if you need assistance tracking your budget.

REIMBURSEMENT OF EXPENSES

- Communicate with your Committee Chair, VP and/or PTA Officer prior to spending PTA money to verify that the expense is within the PTA Budget.
- To be reimbursed for a PTA expenditure, you must submit a completed *Request for Payment* form.
- **ORIGINAL RECEIPTS or INVOICE** must be attached.
- The *Request for Payment* form can be obtained from the Treasurer's PTA mailbox in the Parent Room, the website irwinpta.org, or it can be emailed to you.
- Completed forms and corresponding receipts should be placed in the Treasurer Box, PTA mailbox or given directly to the Treasurer.
- ***Reimbursements cannot be made unless original receipts and a completed form are submitted.***

HANDLING OF FUNDS

- ***ALL cash and checks*** collected by PTA volunteers are required to physically remain on Irwin's campus.
- Cash and checks need to be locked in the Treasurer Box. The Treasurer and Ms. Lisa Hall-Anthony are the only people with a key to the Treasurer Box.
- When funds are collected, please coordinate their transfer to the PTA Treasurer so that the money can be deposited as soon as possible.

DEPOSIT OF FUNDS

- Committees collecting cash and checks must complete a *Deposit Information Form* before the funds can be deposited.
- The *Deposit Information Form* can be obtained from the Treasurer's PTA mailbox in the Parent Room, the website irwinpta.org, or emailed to you.
- **All deposits are required to be submitted ASAP** to ensure accurate record keeping.
- All deposits should be given immediately to the Treasurer or placed in the Treasurer Box for safekeeping.

Of note:

- Please keep a copy of all completed forms in your committee notebook. This will help to serve several purposes:
 - (1) Determine the committee income and expenses;
 - (2) Assist in forecasting budget requests for next school year;
 - (3) Provides useful information to the next committee chairperson.

BUDGET AMENDMENTS

- If, during the course of the year, you find you are approaching your budgeted expense limit, and you anticipate exceeding that amount, **you MUST obtain PTA Board of Directors approval to increase your budget prior to exceeding your budget.**
- **You must remain within your current budget limit until an increase is authorized.**

The procedure for obtaining approval is as follows:

1. Speak with the Treasurer about the situation and the request for increased funds.
2. The PTA President will be notified and will discuss the request at the next Board of Directors meeting.
3. A vote will be taken on the request and you will be notified of the outcome.

Thank you for your willingness to serve as a PTA Officer, Committee Chair and PTA Volunteer. We hope this helps explain how the PTA budget process works. It is very important for all of us to work together to provide the best school experience possible for our children. If you have any questions regarding these procedures, please contact the Treasurer.

Beth Collins Himes
PTA Treasurer 2014-2015
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