

# Beaumont PTA

4043 NE Fremont St; Portland, OR 97212

Dear Beaumont PTA Volunteer,

Thank you for volunteering! Your gift to us and our children of your time is very precious. We, the PTA Board, would like to use your gift wisely and carefully. We also are entrusted with using and safeguarding the PTA funds with wisdom and care. As such, we have created some procedures and documentation for those procedures that will help us ensure that we are effective in our use of resources.

Please read this, and the documents it refers to carefully, to ensure understanding. It is important that we follow the procedures as closely as possible.

1. If you have not already done so for this school year, please read and sign the form called "Addendum to Beaumont PTA Standing Rules; Safeguarding PTA Funds." It outlines some of our best-practice money handling-procedures, such as having two volunteers available to count all funds (cash and checks) with accuracy. In the line for Program/Event, you may simply write the most current event for which you are volunteering, with an "etc." to cover future events. **If you are not a BEAUMONT PTA MEMBER**, please write that on the form.
2. If you are a volunteer scheduled to "close up," you may be asked to be one of the "Cash counters" on a Cash Counting Worksheet. This worksheet helps us itemize the exact denomination of currency and checks in preparation for a deposit. If a deposit slip and check endorsement stamp are available, checks should be endorsed with the stamp and the deposit slip should be filled out. The cash counting sheet, once filled, should be left in the PTA mailbox in the office, or otherwise delivered to the PTA Treasurer. (It should be kept separate from the deposit.)
3. We bank with Albina Bank (right across the street), and any PTA member can make the deposit for us. If during banking hours, please retain the deposit receipt for delivery to the PTA Treasurer. (If using the Night Deposit box, the bank will mail us the receipt.) If possible, make a note on the cash counting sheet of where the funds are/who took responsibility for deposit. If you do try to make a Night Deposit, it is advisable to seal the money in a Ziploc bag, with its deposit slip, and two signers should note the amount on the bag/seal it with a label. It is important that funds are deposited as soon as possible. Thank you for helping us with this extra step! (P.S. Our account number is on pre-printed Deposit Slips and on the endorsement stamp.)
4. If you helped with an event by bringing petty cash, purchasing a necessary item at a store, etc., please fill out a Reimbursement Request Form. All reimbursements **must** be pre-approved by a PTA Board Member and in accordance with the working PTA Budget. It is also necessary for a form of written documentation (receipt, email from event coordinator, online receipt, etc.) in order to reimburse.

If you have any questions, please do not hesitate to call or email me!

*Chris Wiegand*

Beaumont PTA Treasurer, 2011-12

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503-284-7069

**ADDENDUM TO  
BEAUMONT PTA STANDING RULES**

**SAFEGUARDING PTA FUNDS**

It is the responsibility of the PTA Executive Board to ensure that PTA assets are safeguarded and handled responsibly. In addition, it has a responsibility to ensure that the PTA is operating in a fiscally, financially and legally sound manner.

Those handling monies on behalf of the PTA shall be required to sign a document acknowledging and agreeing to abide by these policies.

- PTA funds shall be kept separate from school funds. School funds are public monies and PTA funds are private monies.
- Those collecting monies for events and other fundraisers shall keep a record of all payments including names, amounts tendered, and method of payment. The Board will make exceptions on an individual event basis for certain cash purchases (e.g. refreshments sold at the Grant basketball scrimmage, candy grams, Student Store purchases, etc.).
- Unless the Board makes an exception, a minimum of two people shall always count monies received, and both should sign a receipt or document verifying the amount.
- Those collecting monies for events and other fundraisers shall ensure that funds are safeguarded at all times. Funds must not be left in an unsecured area, which includes a locked area accessible by multiple parties.
- PTA members handling monies, such as dues from membership enrollment or returns from a fund-raising project or activity, shall deliver the monies to the PTA Treasurer without undue delay. Funds awaiting delivery shall be kept in a locked, secured area, such as a cabinet in the school office.
- The PTA Treasurer shall promptly make deposits in the PTA bank account. Monies shall never be deposited in a personal bank account or in the school bank account.
- The PTA shall not retain petty cash. Special arrangements to retain petty cash for a specified number of days for specific events can be made on a case-by-case basis, but all monies must be counted daily by two people who sign a document verifying the amount, and the monies shall be kept in a locked, secured area, such as the school office. Petty cash for use in the Student Store may be retained on a year-long basis and is the single exception to this rule. Unless an exception is made by the Board, all previous policies must be followed promptly at the end of the specified period.
- All PTA checks require two signatures. This is an insurance requirement.

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Email** \_\_\_\_\_

**Program Name** \_\_\_\_\_

**or**

**Event Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_