

Financial Guidelines for PTA Program Leaders

I. PTA BUDGET

Know the amount of your program's budget and please stay within those limits. This is especially important if your program is an expense-only line item. If your committee needs to increase its budget, submit your request to the president or treasurer. For expense-only items, PTA approval must be obtained prior to making any expenditure which would make your committee exceed its budget.

The PTA has more flexibility if your program generates revenue. Although the budgeted amount should serve as a rough guide, the constraint for expenses will be determined by the revenue and resulting profit that you expect to earn on your event. Please contact the president or treasurer if you have any questions about your expense budget.

II. SALES TAX EXEMPTION

The PTA is a nonprofit, tax-exempt organization and, as such, is not required to pay sales tax on purchases for official PTA use. A New York Exempt Purchase Certificate may be required to avoid sales tax on your purchase. You can obtain an electronic copy of this certificate from the treasurer and a paper copy from the treasurer's mailbox in the Staff Lounge. Although the PTA can reimburse you for sales tax, we encourage everyone to use the exempt form to make the best use of our PTA dollars.

III. REIMBURSEMENT PROCEDURES

Please keep receipts for all PTA purchases. To obtain a reimbursement, attach your receipts to a completed NE PTA reimbursement form and leave it in the treasurer's mailbox in the Staff Lounge. Please also note the best way to get the check to you. Reimbursement forms can be found in the treasurer's mailbox or downloaded from the PTA website.

If you require advance payment or would like the PTA to be billed directly, please contact the treasurer.

Note, that all PTA checks require two signatures, so it will usually take *at least 2-3 school days* issue a reimbursement check.

IV. DONATIONS FROM BUSINESSES

Sometimes businesses may require proof of the PTA's charitable status before making a donation. Commonly requested documents are the PTA's W9, 990EZ, and 501(c)(3) determination letter, and can be obtained from the treasurer. Businesses may also need

to know Northeast PTA's EIN (employer identification number) or TIN (tax identification number): 16-6058897.

V. STOCKING THE CASH BOX FOR YOUR EVENT

Please request cash for your committee at least one week prior to the event. The request should include:

- the total amount of money needed
- the particular number of each denomination needed
- the number of cash boxes needed
- when you need the cash box(es)
- when and how you will get the money and box(es) back to the treasurer

NOTE: When your committee receives the cashbox, someone in your committee will need to sign a form confirming the amount of money received.

VI. DEPOSITS

If you need to make a deposit to the PTA account, please contact the treasurer to make arrangements to either (1) give it to the treasurer in person or (2) leave the money at the front office for the treasurer to collect.

We ask that you process payments in a timely fashion (please get them to the Treasurer within 10 days of receiving them).

Your deposit should include the following information:

- committee name
- total number of checks (please make sure that checks are written to the correct entity and for the correct amount before handing them in)
- the total value of the checks
- the total value of cash
- names/payment/payment form

VII. NO PAYMENTS SHOULD BE MADE FROM CASH BOX OR FROM CASH DONATIONS

Please do NOT to take cash from the cash box or use cash donations to make purchases for the PTA. Committee members should make purchases using their own money and request a reimbursement OR request a check be made directly to the vendor. If a reimbursement is needed quickly, the treasurer can issue a check within 24-48 hours if asked. Following this procedure will permit more accurate budgeting for the future.