

BRIARCLIFF PTA

PTA FUNDS HANDLING PROCEDURES FOR VOLUNTEERS

Who this is for. These procedures apply whenever a volunteer, committee member, class parent, or event helper collects, counts, holds, transfers, or spends PTA funds. This is a practical funds-handling guide; it is not an acknowledgment that an occasional volunteer has the same governance role or fiduciary responsibilities as a member of the Executive Board. Please note that the BPTA uses forms created and powered by ZOHO.

When Collecting or Counting Money

- Two people should always count the money being turned into the BPTA prior to turn-in.
- One volunteer should submit a **DEPOSIT** form found at <https://briarcliffpta.org/board-chairs/> before turning in the funds. Forms are in an orange box on the right side of the page, and are school-specific.
- Money collected should be turned over to these designated BPTA board member without delay, usually within 24 hours of an event's conclusion.
 - Michele Hulea michele@briarcliffpta.org
 - Chantel Carpentieri chantel@briarcliffpta.org
- The designated PTA board member will count the funds received and verify the amount submitted for deposit before depositing the funds.

Safeguarding and Depositing Funds

- Never deposit PTA money into a personal account, school account, or another organization's account. If a designated PTA board member is not available, please email contact@briarcliffpta.org and another board member will assume responsibility.
- Do not leave PTA money in the school building or in someone's home.
- Reasonable efforts should be made to transfer funds on the day of the event. If that is not possible, the chair should plan, in advance, for a secure transfer.
- Funds should be deposited within 24 hours whenever possible.

Purchases, Receipts, and Reimbursements

- **Keep all receipts** for purchases made with PTA funds, including purchases made with a BPTA debit card, which should be used only in rare circumstances.
- If you use personal funds to make a PTA purchase, complete the appropriate school-specific **Check Request** for reimbursement and submit it with a digital copy of your receipt. Check Request forms are available on the [BPTA Board & Chairs page](#).
- Check Requests must include the date, purpose, amount, applicable budget line, and supporting documentation.
- Once submitted, the request is sent to the Board for approval. After approval, the Treasurer will issue and send the check. Email finance@briarcliffpta.org for status update.
- **Please allow up to four weeks for processing.** Plan accordingly when making purchases or communicating payment timelines to vendors.

- If a check is needed **in advance of an event**, submit the Check Request as early as possible and allow up to **four weeks** for processing. Be sure the vendor is aware of the anticipated payment timeline.
- **Vendor contracts must be reviewed and signed by an authorized BPTA officer** in accordance with BPTA procedures. Volunteers and committee chairs should not sign contracts on behalf of the PTA unless specifically authorized to do so.

Class Dues

- Class dues are **not PTA funds** and therefore do not need to be submitted through the PTA's online expense/receipt process.
- Please **keep a simple record** of how class dues are spent and retain receipts for purchases made with collected funds. You may be asked to provide this documentation to the PTA or to share a summary of class expenses with the following year's class parents to assist with planning.
- Class dues are intended to benefit the class during the school year in which they are collected and should be used by the end of that school year. If **funds remain** as the school year draws to a close, please speak with the classroom teacher in May to determine an appropriate use for the remaining balance.
- **Class dues should not be carried over by class parents from one school year to the next.**

If Something Does Not Match

If the amount counted does not match the expected amount, a receipt is missing, money cannot be transferred as planned, or any other concern arises, contact the BPTA treasurer or president promptly. Do not attempt to correct a discrepancy by using personal funds or by changing a record.

Volunteer acknowledgment.

I have reviewed the BPTA Funds Handling Procedures and agree to follow them if I handle PTA funds.

Full name:

Date: