



## **Notes from the Treasurer**

### ***Committee Budget***

Please track your expenses and work within your budget. If you anticipate that your expenses will exceed your budget, please contact the Treasurer. If you are unsure of the budget for your committee/activity, please ask.

### ***Cash and Reimbursement Requests***

- PTSA is a tax exempt organization. Please use the PTSA tax exempt form for purchases (copies available upon request) so that we don't incur sales tax.
- Submit all original receipts.
- If you submit multiple receipts, total the amount for reimbursement.
- If you submit invoices to be paid directly by PTSA, check the invoice to make sure it is accurate and include a note explaining what the invoice is for.
- Please ensure reimbursement requests are submitted in a timely fashion so PTSA can track where it stands against the budget, and in any event submit all reimbursement requests no later than the last day of school.
- Remember to get small bills and coins ahead of your event if you are going to need to make change. The front office has a cash box for use at events.

### ***Submitting money***

- Please - no staples in checks.
- Include the total amount for both checks and cash (separate totals).
- Coins should be rolled if possible (not applicable to small number of coins).
- Include a summary report with your money:

All money in  
Less total of expenses =  
Net (profit or loss, as applicable)

**Thank you for volunteering for the Allen Creek Elementary PTSA!**