MARY LOU COWLISHAW PTA
Treasurer Procedures

To be reimbursed for money spent:

- All receipts must be attached to a PTA Voucher within 30 days of the event or purchase date (whichever is sooner). Reimbursement for receipts submitted past the 30-day deadline will be at the discretion of the Board.
- The 2-part PTA voucher form must be used; photocopies will not be accepted. The form should be completely filled out.
- The Standing Committee Chair must sign the PTA Voucher. Remember to retain the yellow copy.
- We cannot legally reimburse for sales tax. Please use the PTA tax-exempt letter. A copy can be found in the committee folder.
- In order to keep our books current we ask that you cash your check within 14 days of receiving it.
- The completed and signed PTA Vouchers may be placed in the Treasurer’s folder in the PTA file drawer in the school office or given directly to the Treasurer. Please include an envelope addressed to the recipient. The Treasurer will put a stamp on the envelope. Extra envelopes can be found in the PTA file drawer.

To submit money received:

- All money collected by a committee must be turned into the Treasurer within 48 hours of collection. This is based on the Mary Lou Cowlishaw PTA Standing Rules.
- In the case of an event (i.e. carnival) where there is a large amount of cash collected, the Treasurer and one board member must both count the money and have it deposited immediately.
- Money should be counted and amounts verified by the treasurer and another board person and both are to sign the PTA Receipt.
- Retain the yellow copy of the receipt after signature.
- All completed receipts, checks and cash must be personally handed to the Treasurer. Please do not leave money in the PTA file drawer, a mailbox or front door.

To obtain a cash box:

- Please contact the Treasurer at least 72 hours prior to the event to discuss the amount needed and make arrangements to pick up the box.
- The treasurer and the PTA committee member will both count the cash box.
- Within 72 hours of the event the original amount of the cash box will be returned to the Treasurer.
COWLISHAW PTA

COMMITTEE FINAL REPORT

Chairperson: __________________________ School Year: __________

Activity Name: __________________________ Date of Activity: ______

Approved Budget: ______________ Total Spent: ______________

SUMMARY OF ACTIVITY

(If additional space is needed please use the back of this sheet or attach additional sheets)

Did you have sufficient time to prepare for the activity? Should the activity dates remain the same for next year? Please provide explanations:

Was your activity well received? If this activity was a fundraiser, were the funds raised sufficient for the time invested?

Did you deviate from your work plan? If yes, please explain:

Expenses- Please list income and expenses, if applicable (attach separate sheet if needed)

Support- How many volunteers did you use and was the number sufficient? Please list any volunteers interested in helping next year:

Suggestions for next year: How would you improve this activity next year?

Would you be interested in running this committee again next year?

PLEASE RETURN YOUR FINAL REPORT AND FOLDER/BINDER TO YOUR BOARD CHAIRMAN UPON COMPLETION