

# Ridgewood PTA Voucher Procedures

**To: PTA Board & Members**  
**From: Nancy Wing, Treasurer**  
**Subject: Check Requests, Deposit Vouchers, Cash box requests**

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Check Request and Deposit Voucher forms can be found in the PTA Mailbox area in the workroom. A copy of each of these forms is also available on the website; <http://www.ridgewoodpta.org>

## CHECK REQUESTS

### General

Check requests should be submitted as the expenditure occurs. **Do not hold them until year-end.** Check requests need to be filled out completely - with the receipt, invoice, or a copy of the related contract (e.g. foreign language, art teachers) attached. **Bills cannot be paid without a receipt;** this is an audit requirement. If your receipt is printed on paper that fades, please take a photocopy. **A Board Member must sign all check requests they control their budgets.** If you are the Board Member over that committee, you can sign your own check request form.

In an effort to cut postage costs, all checks will be put in the applicable PTA mailbox unless otherwise requested on the check request form (i.e. if it is a check reimbursement for Science Fair, it will be placed in the Science Fair mailbox). If you have asked that a check be mailed to an outside vendor, a copy of the check will be placed in the related committee box.

### Budget issues

If the expenditure exceeds your budget, the excess has to be approved by the Executive Committee and/or the Board of Directors, depending on the amount the expenditure is over budget. Money in your budget not spent by year-end (June) does not carry over to the next year. The budget will be reviewed and reset every May for the next term.

### Schedule

Check Requests will be processed weekly on Wednesdays and returned by Friday of the same week. Check requests received after school ends on Wednesday will be processed the next week. Please look at your needs and plan accordingly. Special requests will be handled on a per item basis and will need to be discussed with the Treasurer personally.

## CASH BOX REQUESTS

Check Request forms for cash boxes should be completed no later than one week prior to the date the cash is needed. Checks cannot be made out to CASH. A check will be issued in your name for the total needed. It is your responsibility to break it into the coin/currency needed for your event. Cash boxes are located in the PTA workroom for your use. Please return the cash box with your deposits to the Treasurer after the event. **No expenses from an event can be paid from the cash box – all receipts must be submitted for reimbursements.**

## DEPOSIT VOUCHERS

### General

Deposit Vouchers should be turned in within one week after the receipt of funds. **TWO** PTA members must count all deposits before they are given to the treasurer. This is an audit requirement. Foreign funds, such as Canadian coin, cannot be accepted. Be sure to fill out the deposit voucher completely and have both members sign it. You will receive a receipt for each deposit voucher delivered to the Treasurer. Please keep all receipts in your committee file. They can be used to insure that all funds received for your event have been credited to the correct line item on the Treasurer's report.

### Large Deposits

Bank bags are available to hold large deposits. Coins must be rolled. Coin rolls are available in the PTA workroom. If you have more than 6 checks, please prepare a computer printout listing check numbers and check amounts and attach to the Deposit Voucher. If you anticipate receiving a large number of checks (e.g. Book Fair and Fall Fundraiser) please arrange to get a check stamp from the Treasurer.

### Deposit Delivery

Deposits should not be left at the school overnight; they become property of Ridgewood. I plan to check the Treasurer's box daily, but sometimes I may be unable to. If you are unsure if I will pick up a deposit that day, please call me so we can arrange for the deposit to be delivered or picked up. If you are unable to contact me and you cannot hold onto the deposit for some reason, it can be left with another member of the executive board (i.e. president, vice-president, secretary).

Thank you,  
Nancy Wing

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