

## Cornerstone Academy PTA – Financial Instructions

### Budget

- Each Board Member and Committee Chair is responsible for understanding and meeting their budget.
- Changes to the PTA Budget must be approved at a General Meeting.

### Expenses

- Payment can be made directly to a vendor or to reimburse a PTA member.
- A Check Request Form must be completed and approved for any expense.
- The Check Request must be approved by the Director (teacher and staff expenses) or the PTA Committee Chair **before** the request is submitted to the Treasurer.
- Itemized receipts or invoices must be attached to all Check Requests.
- Sales Tax is **NOT** reimbursable. Be sure to use the Tax Exempt Certificate when making purchases on behalf of PTA.
- Check Requests can be given to Maria Galvan in the office or sent directly to Betsy LeaRussa via mail, email, or dropped off at her home. Instructions are on the form.
- It will take some time to return the check so please note any deadlines on the form.

### Collecting Money

- The best approach is to have the Treasurer or Assistant Treasurer attend any fundraising events and collect the money directly.
- All deposits must be counted by two PTA members who sign the Deposit Form. Checks must be listed individually on the back of the form. The Deposit Form and all money should be put in a sealed envelope and placed either in the locked PTA file cabinet or school safe.
- Order forms and money that is sent to school is put in the locked PTA file cabinet. The Assistant Treasurer will make a deposit once a week. Forms will be placed in the Committee Chair's file folder unless other instructions have been given.

### Record Keeping

- The Treasurer is responsible for keeping track of all financial information. She will need details from various committees in order to correctly allocate revenue and expense.
- The Committee Chair is responsible for keeping track of all details related to their activity.

Please do not hesitate to contact Betsy LeaRussa with any questions you may have:

[learussafamily@att.net](mailto:learussafamily@att.net)

281-531-7971 (home)    713-345-2260 (work)    713-261-7995 (cell)