

BAUCOM PTA

General Financial Information & Policies

Included in your committee folder are several forms for your use. These forms may all be found online at www.baucompta.org.

The Requisitions for Payment form: This form is to be used when either you are seeking reimbursement for expenses or when you are seeking payment for someone else who provided the PTA products or services. Please fill this out, attach receipts and leave it for Shannon Leahy in the PTA drawer in the school office. Expenses will not be reimbursed without a receipt. All receipts must be turned in in a timely manner.

The Funds Received form: This form is to be used when collecting money at any Baucom PTA event. A minimum of 2 people must be present during the counting of money. The counters may not be in the same family and both counters must sign the funds received form before it is turned in. The money plus the form must be given to the PTA Treasurer, Shannon Leahy, immediately. If the Treasurer is not available, the deposit is to be left in the file cabinet in Mr. Payne's office which will be locked for the night. The treasurer will pick up the deposit at the earliest convenience.

Budget Tracking Worksheet: This worksheet has been provided to you for your convenience to track all of your incoming and outgoing expenditures.

Record of Deposit form: This form may be used by you to track all of the deposits that you have made. This is important so that you know how much money you deposited and signed off on so that if there is ever a question you can refer back to your work.