

Clairemont Elementary PTA

Financial Guidelines

1. Please use the **Check Request Tab** at the top of clairemontpta.org any time you need money reimbursed to you or if you need a check before an event or expenditure. The link is self-explanatory. You must attach a receipt to the Check Request in order to be reimbursed. This is required by the IRS.

Instructions: Once you click on the jot form link, fill out the form and complete all fields. A copy of the completed form will be sent to you and to the PTA. Use a scanner or digital camera to capture your receipts as a digital file. Convert images to PDF and forward them with the generated reimbursement email to ptaclairemotelementary@gmail.com and cc current co-president Allison Bower at allisonbower78@gmail.com.

For anyone who does not have internet access, hard copies of the check request form will be available at the school.

2. All reimbursement requests with attached receipts will be approved and sent to the Treasurer who will issue a check to the person indicated on the form. If receipts are unavailable please send an explanation to ptaclairemotelementary@gmail.com promptly.
3. The Treasurer will process and mail checks twice per month on the First and Third Friday of each month. To ensure payment, check requests should be submitted at least one week prior to check mail date.
4. It is preferred that PTA purchases not be mixed with personal purchases on a receipt. Try to have separate receipts for PTA purchases to eliminate any confusion.
5. All committees should keep a record of their operating expenses in order to make next year's budget preparation easier. It is recommended that you keep a copy of your completed Check Request forms and Funds Received forms. Copies of these forms are required to be kept in our records by the State and National PTA.
6. Do not exceed your budgeted expenditures. Any overage expenditures must be approved via a budget revision by a quorum vote in a PTA Meeting; a budget revision requires a 30-day notice to the membership. Please notify the PTA President or Treasurer regarding the need for a budget revision for your committee and the rationale. Please DO NOT over-spend your budget before a revision can be voted on or you may be responsible for the overage amount.
7. All money collected should be counted by more than one person for safety purposes. Always count the money twice. Complete a Cash Verification form and submit to Treasurer along with the money. Separate money collected according to denomination. Place any checks in order of value. Roll coins, rubber-band like bills together. All monies and documentation should be turned in within 24 hours. It is recommended that you keep a copy of Cash Verification forms in your folder.

8. The following suggestions will make the Treasurer's job easier and ensure that you get your money promptly.

-Receipts should be for PTA expenses only - please do not include personal purchases.

-In the event that you need a check or reimbursement RIGHT NOW, contact PTA co-president Allison Bower to make arrangements for this. We will make every reasonable effort to accommodate you.

-If you have money to turn in, please remember to put like currency together and all checks together. Be sure to include a Funds Received form with coins, bills, and check totals. Make arrangements with Treasurer, Scott Shelar, to hand-off large sums of money.

-The Clairemont Elementary PTA Fiscal Year ends on June 30th. Absolutely no invoices/receipts will be paid after this date! Committees may not be reimbursed for any expenditures between June 30th and the budget approval for the next fiscal year. After June 30th, the previous year's budget is closed.

Budget planning and development for the next school year is done over the summer. If you have any specific budget requests, please be sure to include them in your Year-End Committee Report.

Co-Presidents:

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Co-Vice Presidents:

Lore Jackson Lee & Jennifer Gregory
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Treasurer:

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Secretary:

Sarah Hales
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Teachers:

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The PTA is a 501(c)(3) tax exempt organization

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