

MEMO

TO: All York Elementary PTA Board Members
And Chairpersons

FROM: PTA Executive Committee

SUBJECT: Budget Tracking Worksheets and Forms

Attached is a worksheet to assist you in keeping track of expenses and funds received for your committee. The "Total Left" column represents the balance in your committee's account as you record your expenditures. The line item Budget Amount for the year is listed at the top of the page. If there is a revised budget at some point during the school year, you will receive the new budget amount for your committee, if any. As you work with this form, please let the PTA President or Treasurer know of any improvements that we could make to help you with its use. Please be sure that you receive a receipt for **ALL expenditures**, regardless of the amount of the expenditure. These receipts must be submitted along with a completed Check Request form before a reimbursement can be made. This is required by law to maintain our non-profit status.

Attached also are copies of revised Check Request and Funds Received forms. Please note that the Total Reimbursement Amount **must** include the sales tax; note the sales tax only amount in the space indicated. This makes it easier for the Treasurer to record the sales tax amounts each month. The Funds Received form has changed in that it now includes a co-counter/witness signature. A York PTA Money Management Policy has been included for your information. If your committee is responsible for collecting money, please pay special attention to this policy. It has been developed for your protection as well as the PTA organization.

Additional copies of the Check Request Form or the Funds Received Form can be found in the designated boxes to the far right of the Teacher's Mailboxes in the workroom of the school office.

Finally, please turn in your Check Requests by the end of every month. Please do not hold onto them because they are for small amounts. This will better enable us to anticipate our budget needs and possible revisions, as well as funds for additional activities. If you have any questions, please feel free to contact:

PTA President:

PTA Treasurer:

Phone/Email:

Phone/Email: