

Rock Creek PTC Monetary Policies and Procedures

Rock Creek PTC funds are intended to benefit Rock Creek Elementary School through the enhancement of school programs and activities. The PTC Board of Directors are the guardians of these funds and have an obligation to see that they are protected and used wisely. These policies are to ensure this.

1. REIMBURSEMENT FOR EXPENSES:

- a. All reimbursements require a receipt.
- b. Please submit all expenses for reimbursement. Budgets and activities are based on prior years experiences.
- c. The Committee Chairpersons and Account Coordinators are responsible for approving all expenses and for signing the reimbursement forms. The Chairpersons/Coordinators are responsible for ensuring that all volunteer expenses are submitted for reimbursement in a timely manner.
- d. Reimbursement Request/Check Request forms are located by the volunteer computer and on the Rock Creek PTC website.
- e. If a volunteer is making a large purchase, a request can be made to have the PTC pay for the purchase directly.
- f. If a large or expensive item is being purchased directly for the school from the PTC, the item should either be paid directly by the PTC or the money should be paid to Rock Creek with the purpose that the school makes the purchase. All attempts should be made so that large and expensive items that will be owned by the school should not be purchased by volunteers and then reimbursed.
- g. Reimbursement checks can be collected at the school. If a volunteer is unable to collect their check at the school, a self addressed and stamped envelope should be included with the reimbursement request and the treasurer will mail the check to the volunteer. Sending checks home with students is strongly discouraged.

2. COLLECTION OF FUNDS

- a. If cash is needed for an event, all requests must be given to the treasurer at least one week before an event.
- b. Never leave cash alone.
- c. At least two adults must be with the money at all time.
- d. At any event that has cash/checks, money should be kept in as few places as possible. All money should be kept in a cash box and should be kept at a table or something similar. Volunteers should not be walking around with PTC money.
- e. All funds received from events must be counted by at least two people, preferably with one of the two being a PTC Board member.

- f. Totals from event funds must be entered on a Verification of Funds for Deposit and signed by the two people who counted the funds.
 - g. Cash and checks should be deposited immediately. If it is not being deposited immediately, it should be stored in the PTC safe.

- 3. CHECK ACCEPTANCE POLICY
 - a. All checks should be made payable to 'Rock Creek PTC'.

- 4. SOLICITING AND RECEIVING DONATIONS
 - a. Donation requests should be submitted to potential donors on letterhead.
 - b. Prior to making requests, care must be taken to coordinate asks so that the PTC does not request donations from the same company on a repeated/excessive basis during the school year. A detailed record should be kept of all requests made and all donations received.
 - c. Donations should be sent and kept at the school.
 - d. Committees who solicit donations are also responsible for producing thank you notes to donors when appropriate.

- 5. COLLECTION OF OTHER FUNDS
 - a. The PTC may assist with the collection of funds with other Rock Creek Elementary School fundraisers, such as bookfair and classroom projects, when appropriate.
 - b. There must be clear language about the collection of funds.
 - c. All money must be counted by Rock Creek staff and teachers before turning the funds over to the Treasurer.