

SHS PTSA Bookkeeping/Accounting Instructions for Booster Club Chairperson/Manager

The Board of Directors of SHS PTSA is responsible for its legal and fiscal well being. These procedures are in place to ensure our compliance with WA state and federal laws.

1. All checks must be made out to SHS PTSA. Memo line should have name of your Booster club.
2. Only PTSA members may handle PTSA Booster funds.
3. PTSA funds must always be kept separate from personal, school/district and ASB funds. All funds should be turned into PTSA Treasurer as soon as possible.

Deposits

1. Deposits should be counted by two Booster club representatives who must be PTSA members. The SHS PTSA Deposit Form (found on the Booster page on the Sehome PTSA website) should be used.
 - Verify the check is made out to SHS PTSA.
 - Verify that the written amount and the number amount on the check are the same.
 - Verify that each check has been signed.
2. Smaller deposits under \$300 can be placed in the locked PTSA box in the main office.
3. When a larger deposit needs to be made, please contact the PTSA Treasurer by text, email, or phone. The best communication method can be determined through initial communication with the treasurer.
4. Large event/fundraiser deposits should be given to Treasurer on same day of the event. Please coordinate with Treasurer to set up time/place to transfer funds. Funds will be re-counted between Booster rep and PTSA Treasurer to verify deposit totals.
5. Please include a completed SHS PTSA Deposit Form with deposit.
6. PTSA treasurer will deposit your Booster club funds into PTSA WECU account.

NSF items

1. Payments that are returned to PTSA as NSF will be returned to Booster Club for collection follow-up. No credit will be received for payment amount until payment is successfully collected.
2. If PTSA receives a NSF check, the Booster club will be charged the PTSA's bank service fee and any other expenses related to NSF check. The PTSA reserves the right to refuse to accept any future checks from an individual who has submitted an NSF check.

Voided and Cancelled Checks

1. If a check is written to a merchant and needs to be voided, please ask for check to be returned so it can properly be voided.
2. If a check needs to be cancelled after it's been submitted to the bank, your Booster club will be charged the cancelled check fee.

Check Requests

1. Please complete the SHS PTSA Check Reimbursement form (found on sehomeptsa.weebly.com on the Booster page) for vendor payments or expense reimbursements. This form will need to be completed with approval signatures and receipt or purchase order attached.
2. Please include phone number and email on requests in case we have questions.
3. The check will be written within 5-7 business days

Booster Chair Signature/date _____ / _____

Booster Financial Manager Signature/date _____ / _____