

# Brunner PTA Budget Guidelines

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## ***Before you spend PTA Money...***

- ✓ ***Know the budget for your committee.*** We cannot spend more than a budgeted amount in any category without a vote of our membership to amend the budget. Committee Chairs should keep track of spending of all members of their committee.
- ✓ ***Save your receipts!!*** All requests for reimbursement must be accompanied by a Check Request form and original receipts.
- ✓ ***We are Tax Exempt!*** Please remember to bring the Tax Exempt form when you are buying for the PTA.
- ✓ ***Don't forget the forms!*** Check Request Forms must accompany any request for reimbursement. Cash or Check deposit forms must accompany all deposits. These forms as well as Tax Exempt forms can be found on the website, or in the PTA box in the office (in the blue treasurer folder).
- ✓ ***Turn in Money Promptly!*** When collecting cash or checks, please turn in all money within two weeks of collecting it. People have asked that we cash checks more quickly, and PTA regulations require us to deposit any money collected as soon as possible. You may have to make several deposits for each event or fundraiser.
- ✓ ***Plan ahead!*** We cannot disburse cash for any reason and we cannot write checks to "cash." Therefore, purchases should be paid for and then we will reimburse you with a check. If this is not possible, you can request a check to cover your anticipated expenses but you will be expected to provide all receipts and any unused money immediately after the event. We can also pay for items by check if the vendor allows. Please allow a week for checks to be processed.
- ✓ ***Get reimbursed!*** Once you fill out the forms, put them in the Green Treasurer folder in the PTA box in the office. You will be reimbursed within a week. ***You may not be reimbursed for requests over \$25.00 without proper receipt or documentation.***
- ✓ ***Questions?*** Contact Janice Koleowo, Treasurer at [Brunnerptreasurer@gmail.com](mailto:Brunnerptreasurer@gmail.com).

