

Treasurer Helpful Hints 2018/2019

Treasurer Information: Donna Tipton
1620 Vincent Ct
Naperville, IL 60564
847-714-3079
croneptsatreasurer@yahoo.com

Deposits into PTSA Account:

- Complete a Crone PTSA Receipt Form
- Verify that all information on check is correct
 - Payable to Crone PTSA
 - Check is signed
 - Written dollar amount matches number amount
 - Date on check is correct
- Make sure staples have been removed from any checks
- When submitting a large amount of checks, attach spreadsheet listing check name, check number and check amount. Please also include total number of checks and total amount of checks.
- Make sure checks are in same order as listed on spreadsheet
- If cash is being deposited, list cash amount on Receipt Form. All cash-only deposits should be counted and verified by two people and both names should be indicated on Receipt Form.
- Deposits must be taken directly to the Treasurer's home and should not be left at Crone (please call/text first to arrange).
- Deposits must be delivered to the treasurer within 4 days of the closure of an event.

Reimbursement for Expenses/Check Requests:

- Use PTSA Tax Exempt Letter for all purchases to avoid paying sales tax. **Sales tax cannot be reimbursed.**
- Complete/submit a Crone PTSA Voucher Form **within 2 weeks of the event.**
- Staple original receipts/documentation to the Voucher Form.
- If description of items on receipts is not obvious, please give a brief description on the Voucher Form.
- All Vouchers should be signed and/or reviewed by the Committee Board Member before being submitted for reimbursement to ensure that expenses are within budget.
- After Board Member signature/review, Vouchers should then be given to Donna Tipton, PTSA Treasurer. Please leave the Voucher in PTSA cabinet located in Crone Middle School mailroom or drop off at Donna's house (text first).
- Checks will be mailed according to the completed Voucher information.
- Allow up to 7 days for check requests. In the event a check is needed sooner, please text Donna
- Budget variances will be presented monthly at our regular PTSA meetings.