

Rooster Springs Elementary PTA **COLLECTION OF FUNDS POLICY**

All Event Chairs/Coordinators are responsible for the collection of cash and checks for approved services and fundraisers, including but not limited to Membership Dues, Memory Books, Spirit Items Sales, and Tiger Books. Funds may not be collected through the PTA for an individual, no matter how worthy the cause.

Prior to collecting funds, clearly record the amount of “change” to be used to facilitate the event. Change on hand before the event does not get recorded as fundraising income. Those requiring a change drawer advance should contact the RSE Treasurer for assistance in filling out an RSE PTA Check Request.

As funds are received, a record of each transaction should be kept by using a receipt book, making photocopies or maintaining an itemized list (such as an excel spreadsheet). Some suggested fields for the transaction records include: date received, received from, dollar amount, by cash or by check, check number, reason, and person collecting.

Do not leave cash drawers or transaction records unattended at any time during the event. Do not store funds in a car or leave them in an open/accessible area at home.

Funds are **not to be held** until the end of the fundraiser. Funds are to be turned in at least once a week for deposit with an RSE PTA Itemized Receipt Form per the deposit procedures below. In addition to reducing the potential for loss or theft, frequent deposits will ensure that checks will clear the PTA account in a timely manner. As a result, the PTA will earn higher interest income and avoid costly fees and lost revenue associated with bounced checks due to closed accounts.

Sales Tax Considerations The PTA is required to collect and remit sales tax on the tangible items it sells when acting as seller and except when sold during one of two declared tax-free days. Additional exceptions are food items, admission fees (when all of the proceeds go to PTA) or any writing or publications of the PTA (such as Memory Books). Sales tax, where applicable, must be collected from the end user (customer) on the retail price charged, not the wholesale price that the PTA paid. Therefore, **please include sales tax of 7.0% when pricing items for sale.**

Deposit Procedures

Step One: Event Chairs/Coordinators complete an **RSE PTA Itemized Receipt Form** (a copy of which is included in the CCC folder), and sign as “Counter 1.” Select another RSE PTA member to count the funds and sign as “Counter 2.” When counting money, be aware of the surroundings and count the funds in a secure area whenever possible.

Step Two: Event Chairs/Coordinators compare the completed form to the transaction records from the sales event (receipt book, photocopies, or itemized list from above) to ensure they match. If not, stop and research the discrepancy.

Step Three: Event Chairs/Coordinators make a copy of the form and keep it with the event’s records. Staple the transaction records to the copy of the form.

Step Four: Deposit with the Treasurer. Whenever possible, arrange to personally deliver funds to the Treasurer. Small check-only deposits may be placed in the Treasurer’s PTA mailbox. Do NOT place deposits in the mailbox after 9am on Fridays to avoid deposits sitting in the mailbox over the weekend. Per Texas PTA, if the total deposit exceeds \$1,000 (cash and/or checks), fill out the form and have verification take place at the event/on site in a secure area by both the RSE PTA President and RSE PTA Treasurer.

Step Five: Treasurer’s Responsibilities: Treasurer will receive deposits from chairs, verify funds received and sign off on the RSE PTA Itemized Receipt Form. In the event of a discrepancy on the form, Counter 1 and the RSE PTA President will be notified immediately to research, at which time backup transaction records may be requested from the event chair/coordinator. Once verified by the Treasurer, the accurate form and backup will be filed per the Records Retention Policy, the transaction will be recorded in the PTA’s general ledger in the appropriate category or categories, and the funds will be deposited in a timely manner in the RSE PTA bank account. Books may be inspected at any time.

Your cooperation in adhering to this policy is appreciated.