**PTG FINANCIAL POLICIES AND PROCEDURES (Revised 08/15)**

*Sauder PTG funds are intended to benefit the students through the enhancement of school programs and activities. The PTG Officers are guardians of these funds and have an obligation to see that they are protected and used wisely. It is very important that everyone follow these procedures.*

*NOTE: Based on our liability insurance, only PTG Officers are allowed to leave school grounds with funds or items belonging to the PTG. Therefore, all donations must remain locked in either the PTG box or the PTG closet.*

**Before  Event:**

€ If  a cashbox/money  is needed for your  event complete the PTG  CASH BOX REQUEST form at  least 1

week  before  your event  and return to  the Treasurer.  Make arrangements to  have the cash boxes picked  up or dropped off before the  event. € For all purchases, use  a Blanket Exemption Certificate with  our Tax ID# 34-­‐1414183 so that tax  is

not  paid as  we are a  tax exempt organization.    (NOTE: Please refer to list  of tax exempt vendors.) € The Chairperson  of the event is responsible for collecting and  submitting all receipts and must

complete  and/or approve  all PTG CHECK REQUESTS.   € If payment is needed prior  to your event, please contact the  PTG Treasurer as early as possible to

schedule  payment.  Please have  the PTG CHECK  REQUEST completed  with proper approval   signatures. During Event:

€ Count  the money  in the cashbox  at the start of  the event to ensure  the total is correct.   € Keep the cashbox with you  or an assigned committee member  at all times. End of Event:

€ A  deposit  kit is available  in the PTG cabinet  in the school office.    The brown box consists of  deposit

slips,  an endorsement  stamp, and coin  and bill wrappers.    The PTG BANK DEPOSIT forms  are located in the grey file  box in the PTG cabinet. € Have  two separate people count the cash,  coins, and checks. Record the totals  and have both

people  sign the  PTG BANK DEPOSIT  form. € Bundle the  cash with wrappers and  roll coins, if possible.    The bank will not accept large  quantities

of  unrolled  coins.   € Stamp the back  of checks with the  endorsement stamp. If  you have a large quantity  of checks, add

the  checks  using a  calculator  with tape, then  wrap the tape around  the checks. € Fill out  a Deposit Slip. € Make  a copy of the PTG Bank Deposit  form, Deposit Slip, and Tape for your  file. € In an envelope labeled as a deposit  for your event, include the PTG Bank Deposit form,  Deposit Slip, and Tape with your Funds to be deposited,  and put the envelope in the locked PTG box. € Within 24 hours,  contact the Treasurer or any Executive Board Member by email to advise  them a

deposit  is ready  for their attention.        After Event:

€ Return  empty cash  boxes to the  PTG closet. € Submit  any PTG Reimbursement Requests  with receipts for expenses as soon  as possible to the

treasurer.      PTG Treasurer Contact  Information: Kelsey Evans      e mail: kelsey.welsh@gmail.com     (c)330.705.1479