

STEWART PTA MONEY MANAGEMENT GUIDELINES

All PTA Committee Chairpersons who collect funds from any PTA event and/or sale must adhere to the following guidelines:

1. All cash and checks collected from PTA-sponsored events and/or sales must be turned in to the PTA Treasurer within **10 days** of the event/sale.
 - In certain instances exceptions will be made, such as with committees that are collecting money over an extended period of time (i.e. Membership, Fundraising). Please check with the PTA Treasurer or President for exceptions and subsequent instructions.
2. DO NOT leave any pending deposits in the PTA Mailbox at Stewart Elementary. If you are dropping off a deposit at the school, please ask one of the school secretaries to put the deposit in a secure location until the PTA Treasurer is available.
 - If there is a reason that you do not feel comfortable leaving the deposit at the school, please contact the PTA Treasurer (or PTA President if the Treasurer is unavailable) to arrange a meeting as soon as possible.
3. Keep track of all dollar amounts that you are depositing utilizing the **STEWART PTA DEPOSIT FORM**. This will help us avoid any discrepancies.
 - The STEWART PTA DEPOSIT FORM can be found on Edline under the PTA tab.
 - Two signatures are **required** when completing the deposit form. Contact the PTA Treasurer or PTA President if you need an additional signature prior to turning in your deposit/deposit form and you will be instructed on how to proceed.
4. At NO time should PTA funds be deposited into a personal account. There is absolutely NO EXCEPTION to this guideline.
 - Making a PTA deposit into a personal account may result in the revocation of your PTA membership.
5. Do not send any PTA deposits to school with your child.
 - It is not the responsibility of our students to deliver funds for deposit to the school and it is not the responsibility of our teachers to be accountable for PTA deposits transported by students.
6. If you feel the need to deposit funds immediately, please contact the PTA Treasurer or PTA President. One of the officers will be happy to arrange a place to meet.

If you have any questions about the aforementioned procedures, please contact the PTA Treasurer or any PTA officer.

Thank you for you adherence to these guidelines.