

Treasurer Helpful Hints

2014/2015

Treasurer Information: *Jill Boland*
5204 Coneflower Drive
Naperville, Illinois 60564
(630) 533-0532 (cell)
jillkboland@yahoo.com

Deposits into PTSA Account:

- Complete a Crone PTSA Receipt Form
- Assemble checks from largest to smallest
- 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:

- Complete a Crone PTSA Voucher Form.
- 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 must be signed by the Committee Chair before being submitted for reimbursement.
- After Committee Chair signature, Vouchers should then be given to Jill Boland, PTSA Treasurer. Please leave the Voucher in PTSA cabinet located in Crone Middle School mailroom or drop off at Jill's house (call/text first).
- Checks will be mailed according to the completed Voucher information.
- Allow up to 7 days for check requests. In the event of an emergency, contact Jill Boland (630-533-0532)
- Budget variances will be presented monthly at our regular PTSA meetings.
- Final 2014-2015 budget approval will be made at the September 2014 meeting. No expenses may be reimbursed until that time.
- Use PTSA Tax Exempt Letter to avoid paying sales tax. Sales tax cannot be reimbursed.