Guidelines for Cash Boxes, Bill Payments/Reimbursements, and Deposits

Cash Boxes

- Determine at least 7-10 days before your event if you need a cash box to make change.
- If you require a cash box, notify Treasurer (see Contact below) at least 7 days prior to your event.
- Discuss with Treasurer the amount needed for cash box. A check will be written payable to Cash and given to you for you (written to “cash”) to cash. After your event, the exact amount must be given back to Treasurer.
- When completing the HMS PTA Deposit Forms, all collected cash/checks must be listed separately from the “starter” cash box money.
- Arrange with Treasurer for cash box delivery and pick up.

Bill Payments/Reimbursements

- For bill payment or expense reimbursement, submit invoice or receipt and completed HMS PTA Check Request Form to Treasurer at least 7 days before payment is needed. All checks require a completed form and back up receipts, invoices, and/or contracts.
- Completed Check Request Forms and invoices/receipts may be submitted by email (fastest and preferred); through the HMS PTA Treasurer’s Folder in the PTA mailbox, which is located in HMS mailroom; or in person. If using the PTA mailbox, please submit at least 14 days before payment is needed and send Treasurer email/text that request is in mailbox. Treasurer will follow up indicating when it was received.
- Treasurer will contact you regarding delivery of checks for reimbursements. Checks will not be given to children to bring home.
- All vendors must be paid via check. Please do not use cash collected from an event to pay expenses. A check made out to Cash can also be requested.
- Always Use Tax Exempt document whenever purchasing.

Deposits

- For events where cash/checks are collected, submit counted cash/checks and completed HMS PTA Deposit Form to the Treasurer within 1 week after event.
- For deposits from the School Store, use the HMS PTA School Store Deposit Form showing an itemized breakdown of school store items, Spiritwear, and KidStuff books.
- Per audit requirements, the Treasurer cannot be the only person who counts the cash/checks. When handing cash/checks over to the Treasurer, you will need to sign the Deposit Form when you see the Treasurer indicating the total deposit. The Deposit Form will then be confirmed/countersigned by the Treasurer.
- For events where it is important to keep track of who paid (e.g., Membership, pre-ordered Spiritwear), the HMS PTA Itemized Deposit Form (or similar spreadsheet) must be completed.
- If event spans multiple weeks, submit cash/checks and completed Deposit Forms on a weekly basis to the Treasurer.
- Arrange with Treasurer for delivery of cash and checks in person. Please avoid putting cash or checks in the Treasurer’s Folder.

Contact

- Dana Bernstein (HMS PTA Treasurer)
- email: danahornstein@yahoo.com
- phone: 732-331-3303 (cell) – 732-353-6464 (home)

Forms

- All forms and guidelines are on the PTA website (http://teacherweb.com/NJ/HammarskjoldMiddleSchool/PTA under Forms).