

Groveland PTA Financial Expectations For 2012- 2013

We will continue this year with each committee chair being responsible for keeping track of his or her committee budgets and filling out the respective financial paperwork. The committee heads are also responsible for making sure their committee members do the same. Please be sure receipts and requests for payment have been turned in promptly. Be sure that you have identified the budget or committee that money should be expensed or deposited to. Review the **Accounting Procedure** to be sure you have completed all of the necessary information. If your committee receives a budget, this was sent in a previous email. Please let us know if you need to vary from this budget by more than 10%. If your committee does not have a budget, it may mean that your expenses come out of your profits. If you need anything, please let us know.

Groveland PTA Accounting Procedures

You must get a receipt for every purchase. No receipt—no reimbursement.

Receipts should be turned in to the Treasurer in a timely manner—no more than **two months** from the date on the receipt. This way we will have a more current read on our actual budget.

To Be Reimbursed for a Purchase You Have Personally Made

Fill out the *Groveland Check Request Form*

Attach original receipt to your Check Request Form. **No original receipt, no reimbursement.**

Also, please remember that you cannot be reimbursed for any taxes paid, so remember to use Groveland's tax exempt number. Place the **Check Request Form and receipts** in the Treasurer's basket in the PTA closet. Please keep track of your expenses and those of your committee members. How you work out the details of accomplishing this is up to you. However, make sure everyone understands fully the steps involved. **YOU (as the committee head) will ultimately be held accountable.** While there will be a few exceptions, ***all expenses should be turned in to the Treasurer no later than APRIL 15th.***