

GIFT CARDS & GIFT CERTIFICATES – NEW 2020 GUIDELINES

After further review and consultation with National PTA and several CPA's, Florida PTA will approve local units and County Council PTAs to purchase gift cards and gift certificates with PTA funds for the purpose of appreciation, incentives, awards, etc., to benefit teachers, students, and members using the following specific limits and guidelines.

An individual is eligible to receive only two gift cards per fiscal year with the maximum value of \$25 for each gift card (Total value of \$50 per fiscal year, per individual.)

- Remember that gift cards and certificates are the same as having CASH on hand, and controls must be in place to protect the PTA funds. PTAs must create a clear, written, process for handling gift cards. Include the process for receiving and logging a gift card, where gift cards are stored, who has access to the cards, and the process for distributing cards or checking out a card and submitting receipts. Please read these guidelines and limits carefully.
- Prior to purchasing gift cards, a log should be set up to monitor the purchase and distribution
- The Treasurer must keep all gift cards in a secure area just as you would with the PTA cash box.
- The value cannot exceed \$25 per gift card, certificate, or pre-paid card purchased.
- An individual is eligible to receive only two gift cards per fiscal year with the maximum value of \$25 for each gift card (Total value of \$50 per fiscal year, per individual.)
- While it's preferred that PTAs show appreciation in other ways, gift cards for staff or teacher appreciation are generally allowed if the amount is insubstantial (\$25 or less) and the funds are part of a member-approved budget line item such as teacher/staff appreciation or Reflections awards.
- Remember that all gift cards or certificates purchased utilizing PTA funds that come with "bonus" cards belong to the PTA and must be logged and distributed through the same process.
- Treasurer should provide a separate report of the gift card log at the board of directors meeting along with the Treasurer's Report. The gift card log is to be entered into the meeting minutes for purposes of the audit at the end of the fiscal year.

Gift Card Log

We included an example Gift Card Log with the Section 3 -Dollars & Sense Form. It is also available on our website. The gift card log should include the following information:

- 1. Date of Purchase or Donation**
- 2. Name of Person who made the purchase or donation**
- 3. Certificate or Gift Card Number**
- 4. Value of the of Card - Dollar Amount**
- 5. Recipient's Name**
- 6. Date Distributed to the Recipient**
- 7. Name of person who distributed the card?**
- 8. Budget line item to apply expense too**

Additional Suggested Controls for Gift Cards:

When purchased or when a donated card is received, copy the back of each gift card which reflects its number. You can copy more than one gift card on a page. Write on the copy the date when it was distributed and who the card or certificate was distributed to. Write the budget line item that the expense was applied to.

Donated Gift Cards – New 2020 Guidelines

Gift card donations should be handled like cash donations. The PTA should give the donor a cash receipt, must keep a record of each donation, and track the funds as donation income in bookkeeping. Best practice would be to track donated gift cards as a separate, restricted fund, and to include this report in the monthly financial report. Following are recommended controls and procedures for the distribution and use of gift cards, gift certificates, and pre-paid cards:

- **Keep a separate log for donated gift cards, gift certificates and prepaid cards.** Include the same information on the donation log as your do for the log of purchased gift cards as shown above.
- The Treasurer must keep all donated gift cards in a secure area just as you would with the PTA cash box.
- When gift cards are used/distributed, make note of it in the log. A disbursement voucher, with the expense budget line item shown, should be completed with receipt(s) attached if the gift card is used by the PTA for supplies or for hospitality for a PTA program, etc.
- If a donated gift card is distributed to an individual, complete the gift card log stating the date, the amount of the gift card, and the name of the individual the gift card was given to.
- **Remember, when distributing gift cards to individuals, they may receive only two gift cards per fiscal year, with a maximum value of \$25 each, for a total value of \$50 per year.**