

2024-25 OGS PTA TREASURY GUIDELINES

HOW TO REQUEST FUNDS FROM OGS PTA – “MONEY OUT”

Please contact:

- PTA Treasurer 2024-25: Yan Zhu c:413-244-9757 Email: OGSTreasuryMaster@gmail.com
- PTA Assistant Treasurer 2024-25: Liz Saxe c:617-935-1330 Email: OGSAssistantTreasurer@gmail.com

To request reimbursements, payments to a vendor and/or cash advances (to prepare cash boxes for events):

1. **Submit a [Request for Funds Form \(RFF\)](#) to Treasury** *Required for any funds to be released from the PTA*
 - This form tells the PTA who to pay, how to pay them (check or PTA debit card), where to send the money (to you, to the vendor/service provider, or arrange for check pick up) what we are paying for, and which budget/committee you are spending under.
 - Use link above -or- go to the OGS PTA website under “Who We Are”, on MTK under “Parent Resources” -or- ask your committee chair or Treasurer.
2. **Submit Paid Receipts or Invoice to Treasury** *Required for any funds to be released from the PTA*
 - Paid Receipts must be itemized, show the name of the vendor/service provider, the cost of each item, the total paid amount and method of payment.
 - Invoices must include payment instructions.
 - Copies of Paid Receipts and/or Invoices can be uploaded in the RFF form -or- emailed to Treasurer.
3. **Submit a copy of the Vendor’s W9 Form to Treasury** *Required for any payment of \$600 or more*
 - A copy of the vendor’s W9 form is required for any payment of \$600 or more for a service.
 - Vendors should not have an issue with providing a copy of their W9 form. Any issues contact Treasurer.
 - Copies of Vendo W9 Forms can be uploaded in the RFF form -or- emailed to Treasurer.
 - Note: *If you are paying for a service (such as a speaker or entertainer) from an individual or organization that is not a corporation, then the PTA may have to report that payment for tax purposes, so you **MUST** provide the tax ID number or social security number, and a signed copy of a W9 for any service provider you are paying (or confirm with the Treasurer that we already have that tax information on file and that it is still correct). There is space on the RFF to include this information. Checks will not be issued for payment unless we have tax ID information for service providers. This doesn’t apply to tangible goods you purchase (like supplies).*
4. **Approval Required for RFFs of \$600 or more** *Chairs/VPs approval required for any payment of \$600 or more*
 - For any RFF request of \$600 or more provide an approval from the Chair/VP overseeing the PTA activity/event you are submitting the request for – (for example a Pumpkin Patch RFF over \$600 would require approval from the Pumpkin Patch Chair or Fundraising VP)
 - Approval can be emailed directly to Treasurer -or- a copy can be uploaded in the RFF form.

Ways to submit:

- Submit via the online RFF google form – upload with copies of receipts, approvals & W9s
- Email all of the above to the PTA Treasury Email or Treasurer, as a scanned pdf or photo.
- Drop-off hard copies to the treasurer's home mailbox AND email or text to let Treasurer know you are dropping off.

Please note:

- Requests will not be processed without **ALL** of the above information.
- All requests should be submitted at least **7-10 days** in advance of the need-by date. **Text Treasurer if urgent.**
- Submit **reimbursement request within 60 days of the expenditure** or it will be considered a donation to OGPTA.
- Please **do not pay vendors directly**, PTA pays vendors directly, this is for tax, insurance and accounting purposes.
- Please **do not use Venmo, AppleCash, Zelle, etc.** as payment methods, this is for accounting purposes.

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HOW TO COLLECT FUNDS FOR OGS PTA – “MONEY IN”

Please contact:

- **PTA Treasurer 2024-25:** Yan Zhu c:413-244-9757 Email: OGSTreasuryMaster@gmail.com
- **PTA Assistant Treasurer 2024-25:** Liz Saxe c:617-935-1330 Email: OGSAssistantTreasurer@gmail.com

To collect funds for OGS PTA:

- This applies to cash/checks/Square payments that you collect on behalf of the PTA, for example if you are selling t-shirts on the plaza. This applies to physical/in person collection only (not for payments collected online through Membership Toolkit).
- Please **do not accept Venmo, AppleCash, Zelle, etc.** as payment methods, this is for tax & accounting purposes.

At least **ONE WEEK** in advance of your event:

1. Contact **PTA Assistant Treasurer 2024-25:** Liz Saxe c:617-935-1330
2. Arrange for cashbox, cash collection sheet and/or Square credit card reader(s) pick-up from Assistant Treasurer.
3. Review cash collection procedures, and Square reader(s) instructions & login details with Assistant Treasurer.
4. Test Square reader(s) prior to first use.
5. If you need a cash advance to stock the cash box with change: Contact the Assistant Treasurer and fill out an RFF (see above “Money Out”). The PTA will cut a check issued in your name to take to your bank to cash and get the currency denominations you need. This money will be accounted for on the Cash Count Sheet and by the Assistant Treasurer after the collection is complete (see below).

During activity/event:

1. Log in to OGS wifi and confirm you have service for Square readers. If not, try relocating for better service.
2. Count in cash advance money and note amount on Cash Collection Sheet provided in Cash Box(es).
3. Keep a close eye on cash box(es), Square readers and cash/checks being collected throughout activity/event.
4. Double-count cash, check and change amounts for each in-person transaction.
5. Confirm Square reader has approved transaction before customer (OGS family member) leaves with purchase.
6. Any issues contact the Assistant Treasurer immediately.

After all cash/checks/Square payments have been collected and activity/event is complete:

1. Complete the Cash Collection Sheet: **Note cash advance amount** on the Cash Collection Sheet (see above). Tally all cash, coins and checks and record on the Cash Collection Sheet (included inside each cash box). Initial your tally. **Do not hand in uncounted money.** Record each check # and amount individually, and tally that total. Take time to double-check each amount on the tally.
2. As soon as activity/event is complete contact the Assistant Treasurer to arrange collection/return cash boxes and Square reader(s).
3. Deliver cash box(es) and Square reader(s) to Assistant Treasurer **IN PERSON**. At this point the Assistant Treasurer will double-count cash & checks, confirm amounts on Cash Collection Sheet, sign & date Cash Collection Sheet and collect any Square reader(s).
4. Please hand off cash/checks **ONLY IN PERSON**. NEVER leave money in the treasurer's mailbox or anywhere else unattended.

**** Thank you for your help! ****