

**WOLFTRAP ELEMENTARY PTA
2011-2012 CLASS TREASURER GUIDELINES**

Background

While the PTA is in no way responsible for the collection, disbursement or management of class funds, it has developed some guidelines to help class treasurers manage funds on a consistent, organized and financially responsible basis. This will help minimize the risk of misappropriation of cash and any unintentional error regarding class funds. As class treasurer, we strongly encourage you to review and adhere to these guidelines.

Role of the Class Treasurer

At the start of each school year, each class typically asks parents to voluntarily donate a minimal amount of money to fund the various class activities throughout the course of the year. A room parent volunteers to act as “class treasurer” by collecting the donations, and funding expense reimbursement requests.

Guidelines

- When requesting funds at the beginning of each year, send a letter/email to parents indicating the purpose of the donated funds. Be as specific as possible. Let parents know what will be done with any remaining funds (i.e., teacher gift, classroom purchase, etc.). Indicate that left over funds cannot be carried over to the next academic year and must be spent or refunded.
- Recommend that funds be collected via check only, in order to have a record of who contributed and a record of deposit into a bank account. These checks should not be made to the PTA, however, but to the class treasurer.
- Use the attached Excel spreadsheet to track receipts (budget) and disbursement of funds.
- At the end of the year, hard copies of the Excel spreadsheets need to be submitted to the Room Parent Coordinator. These hard copies should be signed and dated by the class treasurer and lead room parent.

Reimbursements:

- All requests for reimbursement should be submitted within 10 days of the event. If a reimbursement is not submitted within 30 days of event, the money spent on the event will be considered a donation.
- Reimbursement requests should include the following:
 - Date of reimbursement request
 - Person submitting the reimbursement request
 - Amount of reimbursement request
 - Purpose of reimbursement request
 - Attached to original receipts
 - Date reimbursement paid (completed by Class Treasurer)