PTFA FINANCIAL PROCEDURES

Firstly, many thanks to all those who help with the PTFA fundraising initiatives! We have recently looked through the various PTFA financial procedures in the hope of clarifying them. A longer note detailing them is available on the PTFA website. A quick overview is set out below. As always, if you have any questions, please do not hesitate to ask either of the Co-Chairs or the Treasurer.

EXPENSES

- Expenses over £150 must be pre-approved by one of the PTFA Co Chairs.
- Wherever possible, invoices should be directed to Honeywell Schools PTFA. Invoices should be given to the PTFA Treasurer who will organise a cheque. The event organiser is responsible for sending the cheque to the supplier.
- The event organizer is responsible for ensuring that the goods/services are delivered/provided prior to remitting the payment to the supplier.
- If a supplier has to be paid in cash the Treasurer should be emailed at least 1 week in advance, giving notice of how much is needed, for whom and by when. An invoice must be provided. The Treasurer will give the cash to the event organiser, who is responsible for giving the cash to the supplier.
- Expenses must not be taken out of cash takings.
- Expenses incurred by the event organiser will be reimbursed upon provision of receipts and a completed expense claim form (available on the PTFA website). These should be given to the Treasurer who will organise a reimbursement cheque. Expenses can be reimbursed before the fundraising event takes place.

FLOATS

- At least 1 week in advance the Treasurer should be emailed with a request for the float, stating the prices and size of the event.
- The Treasurer will hand over the float to the event organiser who must count the float and sign a float sheet.
- At the end of the event, the monies must be counted in the presence of 2 people and the takings sheet (available on the PTFA website) must be completed and signed.
- The monies and the takings sheet must be handed to the Treasurer or placed in the school safe
- Treasurer Karine_sapin@yahoo.com and bookkeeper Benabel@btinternet.com must be emailed with details

MISCELLANEOUS

- If entrance tickets are sold, the event organisers must ensure that the tickets are pre-numbered and details are kept of the number of tickets sold. There should be a reconciliation of the tickets sold with the cash and cheques received. This should be forwarded to the Treasurer.
- Details of any sponsorship received should be emailed to the Treasurer and the bookkeeper.
- Any leftover goods/prizes should be counted and an inventory taken. They should be put in the basement (clearly marked) and the inventory emailed to the Treasurer and Co-Chairs.

Jennifer Bath and Claire Nicholls
PTFA Co-Chairs
November 2011