



**North Creek High School  
PTSA 6.10.80  
Financial Procedures  
2021 – 2022**

North Creek High School PTSA shall approve its annual operating budget before July 1st of each year. The board of directors may reallocate funds budgeted for one purpose to another purpose by a majority vote. The budget will be re-approved at the first general membership meeting in the fall of each school year.

Committee budgets will be provided to Committee Chairs at the beginning of the school year. Any spending over the budgeted amount will need to be pre-approved by the Executive Board in order to be reimbursed by the PTSA.

**Revenue:**

Any person receiving cash or checks for the PTSA must be a North Creek High School PTSA member.

All revenue must be counted by two PTSA members and turned into the treasurer within 24 hours of the event with a completed and signed Receipt of Revenue form. For non-events revenue such as membership, a daily or weekly drop off to the treasurer is acceptable.

All checks must be made out to North Creek High School PTSA, NOT North Creek HS. These are two separate entities.

**Reimbursement:**

Reimbursements will only be accepted if they were pre-approved by the North Creek High School PTSA Board of Directors.

To receive a reimbursement, please fill out the reimbursement form and attach receipts, either copies or originals.

Reimbursements must include a receipt and shall be submitted to the treasurer within 30 days of purchase and all by June 25th. If they are submitted after this date they will be considered a donation to the PTSA.

Any checks written from the PTSA bank account must have two signatures. No signer may sign a reimbursement check for themselves.

A non-signer will review all bank statements each month and report any discrepancies at the next board meeting.

Reimbursements may take up to 10 days to process.

### Cash boxes:

Please **request starter cash at least 5 days *prior* to your event**. All starting cash must be counted by two PTSA members and the treasurer.

### Online Banking:

The only funds that can be electronically removed from the PTSA bank account via EFT is by WA PTSA for membership dues. All other outgoing funds are managed via paper checks that are signed by 2 approved Board members - no checks are generated electronically. Incoming electronically transferred revenue from sources such as, but not limited to, PayPal, Square and Benevity is allowed.

### Contracts:

All contracts must be signed by two elected PTA officers. Please don't enter into any contract agreement without the approval of the Executive Board.