

Lake Youngs PTSA 9.7.25
Money Handling Policy
2023-2024

Approved on: 10/11/2023

1. Purpose

The purpose of this policy is to protect Lake Youngs PTSA, its board members, and volunteers handling funds. This document reflects the best practices provided by WSPTA published in 2020. Lake Youngs PTSA will revisit best practices annually to ensure that this policy accurately reflects the requirements and recommendations of WSPTA. All members of Lake Youngs PTSA agree to handle funds according to the policy provided.

2. Funds Received

- a. Only paid members of Lake Youngs PTSA over the age of eighteen (18) may handle Lake Youngs PTSA funds.
- b. Receipts will be provided for all money received with the exception of point-of-sale transactions where a product is received immediately. Receipts from POS transactions can be provided upon request.
- c. In the case of payment made by check, the cancelled check shall serve as a receipt unless required by IRS regulations, or in the case a receipt is requested.
- d. In the case of payment made by credit card, the transaction confirmation shall serve as a receipt, unless required by IRS regulations, or in the case a receipt is requested.
- e. Persons submitting NSF checks may be responsible for paying all bank charges related to the NSF check, per the Lake Youngs PTSA Standing Rules. Lake Youngs PTSA will not accept checks from persons who have submitted more than one (1) NSF checks.
- f. Lake Youngs PTSA funds that are not immediately deposited in the bank shall be stored in the Lake Youngs PTSA Safe or Lake Youngs PTSA Drop Box which must remain on campus in a locked permanent fixture. Lake Youngs PTSA funds shall never be stored in the school office or kept at a private residence.

3. Deposits

- a. All deposits must be counted by at least two (2) Lake Youngs PTSA members over the age of eighteen (18) and must be accompanied by a completed Deposit Detail signed by both members and dropped in the Lake Youngs PTSA Drop Box or Safe. Deposit details cannot be filled out by the Treasurer or Cashier.
- b. When counting cash and checks for Deposit Details, the two (2) member counts must match, in the event they do not match, both members must recount until the totals are reconciled using a new Deposit Detail. If the numbers cannot be reconciled, the members will contact the Treasurer or Cashier immediately.
- c. Prepared deposits will be placed in an envelope with the completed and signed Deposit Detail and dropped into the Drop Box located in the Lake Youngs PTSA room. One (1) of the signatories must contact the Lake Youngs PTSA Cashier and notify them that a deposit drop was made as well as filling out the Deposit Log.
- d. Deposits must be placed in the Drop Box by one (1) of the signatories and must not be handled by anyone whose signature is not on the Deposit Detail.
- e. If deposits lack a Deposit Detail or if the included Deposit Detail lacks information, the Cashier will request that it be redone before deposits are taken to the bank.
- f. All deposits will be placed in the Drop Box or Safe at the end of the day. No deposits may leave Lake Youngs Elementary campus unless with the Cashier or another officer filling in for the Cashier.
- g. A list of all paper currency, coins and checks (including check number) in each deposit shall be made on the Deposit Detail and kept with the deposit receipt.

4. Cash Handling

- a. Cash Boxes shall always be counted by at least two (2) Lake Youngs PTSA members over the age of eighteen (18).
- b. When using start-up cash and hosting cash sales, a Cash Box Count form must be used and signed by at least two (2) members, including both a Starting Cash Count and an Ending Cash Count. Cash Box Count forms cannot be filled out by the Treasurer or Cashier. To request start-up cash, one (1) member must contact Lake Youngs PTSA Treasurer at least three (3) days prior to the event.

- c. When counting cash for Cash Box Count forms, the two (2) member counts must match, in the event they do not match, both members must recount until the totals are reconciled using a new Deposit Detail. If the numbers cannot be reconciled, the members will contact the Treasurer or Cashier immediately.
- d. Start-up cash shall be included with the end of day deposit, Deposit Detail and completed Cash Box Count form and placed in the Drop Box. Start-up cash cannot be handled by anyone who's signature is not on the Cash Box Count form.
- e. All cash will be placed in the Drop Box or Safe at the end of the day. No cash may leave Lake Youngs Elementary campus unless with the Cashier or another officer filling in for Cashier.

5. Cash Equivalents

- a. Cash equivalents (e.g.: gift cards, scrip, RaiseRight) shall always be treated as cash and all cash handling rules shall apply to cash equivalents.
- b. An accurate inventory of cash equivalent items on hand will be kept by the Treasurer and accounted for in the monthly financial reports.

6. Funds Spent

- a. No Lake Youngs PTSA checks shall be signed without the payee and amount filled in.
- b. All Lake Youngs PTSA checks and contracts shall be signed by two (2) elected officers (not of the same household) as designated in the Lake Youngs PTSA Standing Rules.
- c. All expenditures will align with the approved budget. No reimbursements or payments will be made for expenses that are not part of the approved budget or permitted in the Lake Youngs PTSA Standing Rules.
- d. All committee expenses must be part of a board-approved committee Plan of Action. Submitted committee expenses that were not part of an approved committee Plan of Action are subject to board approval prior to payment or reimbursement.
- e. All expenditures must be documented with a receipt or invoice and submitted to the Treasurer with either a Request for Payment form or Invoice Payment Request form.
- f. Invoices from vendors, businesses or community partners will be paid via check by the Treasurer after an Invoice Payment Request form is submitted.
- g. Cash shall never be used for expenditures of any kind.
- h. Debit cards, credit cards and ATM cards are prohibited by WSPTA bylaws, and shall not be used by Lake Youngs PTSA to pay expenses. In the event a card is provided by the bank, it shall be immediately returned to the bank.

7. Reimbursements

- a. All requests for reimbursements must be submitted to the Treasurer on a Request for Payment form with receipts or invoices attached.
- b. All Request for Payment forms must be approved by the Treasurer, unless the reimbursement is for the Treasurer whereby the request must be approved by another elected officer.
- c. Reimbursement requests outside of the approved budget will be subject to approval in accordance with the Lake Youngs PTSA Standing Rules.
- d. Cash shall never be used for any reimbursements of any kind.
- e. No one can issue a reimbursement to themselves.

8. Banking and Reporting

- a. Lake Youngs PTSA funds shall be deposited in the bank as soon as possible, not exceeding five (5) business days after the end of the event or fund collection. Deposits should be prepared and left for the Cashier the day of the event or fund collection.
- b. Lake Youngs PTSA funds shall only be deposited into authorized Lake Youngs PTSA bank accounts.
- c. A member who is not a signer on the accounts shall be designated by the board of directors to review, sign and date the bank statements before they are sent to the Treasurer each month. Signed statements will be filed with the monthly financial reports.
- d. At least two (2) signers shall be designated by the Executive Committee in accordance with the Lake Youngs PTSA Standing Rules.
- e. Bank accounts shall be reconciled by the last day of the month.

- f. All financial reports shall be generated on reconciled accounts.
- g. The Treasurer will present a financial report monthly. In months where there is no meeting, a report will be distributed to the Board of Directors via email.
- h. An annual financial report will be presented by the Treasurer on reconciled accounts by July 31 (07/31).
- i. A mid-year financial review shall be completed by a financial review committee appointed by the Executive Committee.
- j. A year-end financial review shall be completed by a financial review committee appointed by the Executive Committee by August 31 (08/31).

9. Passwords, Keys and Online Access

- a. All Lake Youngs PTSA banking and other account passwords will be changed at the beginning of the fiscal year and before the first day of school.
- b. Logins and passwords shall be tracked and recorded by the Treasurer and President.
- c. In case of a change in bank account signers, all passwords shall be changed.
- d. All users will have unique logins and passwords whenever feasible and individual logins and passwords will not be shared. In cases where unique login is not possible, the email used for the account will belong to Lake Youngs PTSA and all individuals logging in to the account will also have access to the email account. In case any individual using the account changes, the passwords for both the account and the email associated with that account will be changed immediately.
- e. Online account access will be provided to authorized account signers as designated in the Lake Youngs PTSA Standing Rules.

10. Financial Record Keeping

- a. All record retention guidelines should be reviewed annually, the current protocol is based off of the 2020 Records Retention Timetable produced by WSPTA and in accordance with the Lake Youngs PTSA Records Retention and Destruction Policy.
- b. A current, up to date asset list shall be maintained and stored in the Legal Documents Notebook.
- c. All current contracts shall be stored in the Treasurer's Notebook and a copy must also be stored in the Legal Documents Notebook.
- d. The WA State Reseller Permit must be renewed annually by the Treasurer and stored in the Treasurer's Notebook. A copy must also be stored in the Legal Documents Notebook.
- e. The prior seven (7) years of Treasurer's Notebooks shall be stored and kept in a secure location. These Treasurer's Notebooks shall contain at least the following documents:
 - I. Accounts payable records
 - II. Budgets
 - III. Cancelled Checks
 - IV. Check register
 - V. Monthly financial reports
 - VI. Income records
 - VII. Receipts and invoices
 - VIII. Restricted donation forms
 - IX. Contracts signed
- f. The past five (5) years of Washington State Department of Revenue filings shall be stored in their corresponding Treasurer's Notebooks.
- g. The following financial records shall be maintained and stored permanently, in the prior seven (7) years of Treasurer's Notebooks and the Legal Documents Notebook for documents over seven (7) years old.
 - I. Financial Reviews
 - II. Completed form 1023 or 1024 and all documents submitted as support
 - III. Forms 990/990EZ/990N and 990-T (if applicable)
 - IV. Any and all correspondence with the IRS
 - V. Letter assigning EIN
 - VI. Letter of determination of Tax-Exempt Status from IRS