



Wakefield Forest Elementary PTA

4011 Iva Lane

Fairfax, Virginia 22032

703-503-2300

Financial Reporting Procedures

(effective 09-01-2009)

Thank you for contributing your valuable time and talents to coordinate a WFES PTA event! Following are some basic guidelines you will need to follow in order to complete your project efficiently and responsibly. While you don't have to be an accountant to run a successful event, you must follow some basic accounting principles to ensure your accounts are managed appropriately.

Revenue Report All monies collected **MUST** be counted and amounts reported in either a financial spreadsheet (Excel reports are preferred) or on the appropriate forms. Following is the information you need to provide (if you are running your own spreadsheet):

Revenue Reports must include:

1. **Who** the check or cash was collected from
2. The **amount** of the check or cash collected
3. Designate each payment w/**check # or "cash"**
4. Student and teacher (when available)

A *Revenue Report* (as listed above) will be submitted to the Treasurer with **each** deposit. Be sure to include **all** of the information requested above. Contact the PTA Treasurer to arrange for a hand-off of deposits and he/she will count the deposit with you and give you a receipt.

Please turn in all collected money (cash & checks) to the PTA Treasurer within one week of the end of your event. If your event involves collection over a several week period, your collections should be turned in to the Treasurer once a week. Each deposit must include your Revenue Report and be turned into the Treasurer in the **Fundraiser Collection Envelope**.

Never separate checks and cash from order forms until you have created a spreadsheet!

Expense Report Some events have limited expenses and can use the **Check Request Form** for reimbursements. However, we do have other events which require a larger number of purchases, extended over a longer period of time. In that case, the following guidelines apply:

Please ask that all volunteers submit their reimbursement requests to you as soon as possible. Working on a PTA event should not put an undue burden on our volunteers. As event chairperson, if you then have several requests at a time, please use the **Expense Report Form** to submit these reimbursements.

Receipts for expenses already incurred, or invoices for upcoming expenses, must be submitted to the Treasurer in order for the PTA to cut a check for any reimbursement or payment.

All forms can be found in the PTA Forms mailbox, in the WFES mailroom. Please contact the Treasurer if you need additional forms and envelopes, or if the supply has been depleted.

Most of these procedures are commons. However, our goal is to help make each PTA event chairperson's job as easy as possible by providing basic "how-to's" for any of you money management questions. If you have additional questions, please contact:

Vicki Hurlebaus, PTA Treasurer hurlebaus@cox.net
Alison Wright, PTA President awright10@cox.net

703-425-6456
703-425-3787