

LONDON TOWNE ELEMENTARY PTA

**ACCOUNTING PROCEDURES FOR CHAIRPERSONS**

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**Purpose:** This document explains the accounting procedures to following for your event.

**Before your event:**

1. Contact the Treasurer or your Assigned PTA Officer to obtain the approved budget amounts for your event.
2. If your event involves selling items and you will be accepting cash, complete the CHANGE FUND REQUEST FORM. Be sure to submit this at least three days prior to your event.
3. If you are buying items for your event, you may either:
  - a. Purchase items with your own funds, or
  - b. request a cash advance using the CASH ADVANCE REQUEST FORM.
4. If you are signing any contracts for your event, please note that only the President has the authority to sign contracts.
5. If you are asking any vendors for donations (services, goods, gift cards, etc), you must complete an IN-KIND DONATION FORM for each vendor and submit it to the Treasurer.
6. Contact the Treasurer to verify insurance coverage for your event.

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**After your event:**

1. If you collected any funds and used a change fund, complete the bottom section of the CHANGE FUND REQUEST FORM and return your change fund amount and the form to the Treasurer.
2. If you collected any funds during your event, complete the FUNDS SUBMISSION FORM.
3. If you need to pay a vendor, complete a CHECK REQUEST FORM and attach a copy of the vendor invoice or contract.
4. If you need reimbursement for items that you purchased using your own funds, complete a CHECK REQUEST FORM and attach your itemized receipt(s) with relevant items circled. Items for different events must be put on separate forms.

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