

## ST. JOSEPH'S PRIMARY SCHOOL PTA FINANCIAL POLICY

### A General Financial Policies

1. All PTA-sponsored events must follow this St. Joseph's Primary School PTA Financial Policy. The purpose is to ensure secure and transparent financial information.
2. Failure to follow the PTA Financial Policies will result in the loss of insurance coverage for the event according to the terms of our policy.
3. Cheques written on the PTA account will require two signatures. Signatories will include and be limited to the Chairman, Vice Chairperson, Treasurer and Secretary.
4. The PTA can make payments via BACs/ Direct payment but must have two bank signatories to authorise before payment is made. (Signatories will include and be limited to the Chairperson, Vice Chairperson, Treasurer and Secretary) to authorise before payment is made. (Email is suitable form of approval or signed payment form).
5. Review of the Bank Statements and Reconciliation will be done quarterly and signed off by the Treasurer.
6. Half yearly verification of bank reconciliation will be carried out by the Chairperson or Secretary.
7. If someone makes a payment to the PTA by cheque and the cheque is returned, because the writer of the cheque (that resulted in being returned) will reimburse the PTA for the original cheque amount plus the amount of the bank's charges. The cheque writer may be asked to pay in cash or the result will be that the PTA will not provide them with the service.
8. The accounts will be audited on an annual basis by an individual not affiliated with the school.

### B PTA MONEY-HANDLING AND SECURITY

#### During the Week at School

1. All money coming in for the PTA may be deposited in a safe in the school office, subject to school policies. The PTA will be responsible to ensure that for any money collected it will be placed in a pot or envelope and a completed, dated and signed form accompany the money stating what it is from and how much there is.
2. Only the School Office Staff and Co-Headteacher will have a copy of the safe key.
3. The PTA Trustees may agree for the money collected to be held off site from school at either the Chairman, Vice Chairperson, Treasurer or Secretary's home. This has to be approved by all four members.
4. Once per fortnight (more often if needed) - a PTA member will arrange for the school to open the safe and arrange for the money to be banked.
5. Detail of deposit will go into Accounts for budget tracking purposes.

#### For Events

**1. Best practice is that all monies should be handled and counted by two PTA members. Subsequently, both counters should each send a separate email to [sja-redhill@hotmail.co.uk](mailto:sja-redhill@hotmail.co.uk) verifying the amount raised.**

2. On evenings or weekend events where a lot of cash is brought in (Disco, Fair, etc) money must be counted by at least one PTA elected representative and one other PTA member.

3. Cash must be taken to the bank as soon as practical following the event but no longer than 5 working days.

#### C REIMBURSEMENT REQUEST PROCESS

1. Reimbursements requests must be highlighted to PTA members that forms should be submitted within 30 days of expenditure. Reimbursement requests older than 30 days will require the signed approval of the PTA Treasurer and may be refused.

2. A request must be made and signed outlining the reason for the expenditure, the costs, attach any receipts to confirm expenditure amount and provide bank details for credit refund.

3. Reimbursement requests will be processed at least once per week (when possible).

4. Reimbursement will usually be made via direct bank transfer credit unless a cheque has been requested.

5. If a cheque is requested when it is available a message will be sent to arrange collection or mailed.

6. The Treasurer will write the BACS/cheque number, amount, and date on the original Reimbursement request.

#### D PTA TREASURY PROCEDURES

1. All deposits and requests for reimbursements must be accompanied by a completed Deposit/Expense Voucher.

2. No money should be removed from the amount raised. Full amount should be deposited.

3. Reimbursements will be made in either direct bank credit/BACs or cheque after completion of Expenses sheet.

#### DEPOSITS

If you have a deposit to make.

👉 Leave the deposit in PTA Box in school office with your contact details

✌️ Send a text or message to the Chairperson and Treasurer or email the PTA mailbox to advise that money has been left.

#### REIMBURSEMENTS

If you are looking to purchase or have purchased an item and need to be reimbursed by the PTA, please follow the steps below:

👉 Ensure the purchase has been agreed in advance by the PTA.

✌️ Complete the expense portion of an expense Vouchers. Vouchers can be obtained from the Treasurer

👉 Attach receipt(s) or purchase order to Voucher.

Leave Voucher and supporting documentation in the PTA Box in the school office and advise the Treasurer or Chairperson or email the PTA.

Please note that no reimbursements will be written unless accompanied by a completed Voucher/ detailed email.

#### ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL SJA

Expenses

Request made by:

Name: \_\_\_\_\_

Tel. \_\_\_\_\_

Event: \_\_\_\_\_

Amount: £ \_\_\_\_\_

Description of Expense:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Make cheque payable to:

\_\_\_\_\_ Cheque will  
be left in the PTA Box in the School office or handed over.

Direct Bank Credit (BACS) to:

Bank \_\_\_\_\_

Sort code \_\_\_\_\_

Account Number: \_\_\_\_\_

Your Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

**IMPORTANT NOTICE**

Please fill out expense column completely and sign/date the form.  
Submit this form, attaching original bills and receipts, within 30 days of the expenditure.