

WAKEFIELD MIDDLE SCHOOL PTSA

PROCEDURE MANUAL INDEX

I. OFFICERS AND BOARD POSITIONS (SEE ATTACHMENT 1)

II. COMMITTEE REPORTS (SEE ATTACHMENT 2)

- Must be filled out every month
- Report must be given to VP of Committee by 1st day of every month
- Each Committee must keep a running total of their budget on their monthly report.
- A copy of all Committee Reports should be given to Secretary at each Executive Board Meeting.
- Every Committee Chair must submit a report. If there is no activity during a particular month, report should show N/A.
- Reports should have VP's signature before submitted to Secretary.

III. CHECK REQUESTS (SEE ATTACHMENT 3)

- All check requests submitted by Wednesday afternoon, will be cut and signed on Thursday of that week.
- Check requests must have original receipts attached. Keep a copy for self, until check is received.
- Requests must be signed by VP of that committee, before payment can be made.

IV. PRINTING

- With the exception of an occasional copy or two, the school copiers are not available for PTSA use.
- The PTSA has an account at A Place To Copy, which is located at:
2900 Spring Forest Road, Phone #876-2300. This is the only location where copies can be made.
- Remember to sign the invoice so that PTSA can be billed later.
- Fill out a **Printing Notification Form** so that the Treasurer knows what category needs to be charged for copying.
(SEE ATTACHMENT 4)

**V. DEPOSIT TICKET
(SEE ATTACHMENT 5)**

- A Deposit Ticket must accompany any cash or check transactions by a committee for the Treasurer to deposit.
- Any time money is being submitted for deposit, it must be counted by two people.
- Two signatures must appear on the Deposit Ticket at all times, before being turned over to the Treasurer for deposit.
- No money should ever be left unattended and should be made ready for deposit upon receipt.

VI. CORRESPONDENCE

- Any correspondence being sent out must be reviewed by VP and then signed by President and Ms. Wright. Please allow extra time for this procedure as Ms. Wright will not sign any material not having the President's signature on it.

**VII. PETTY CASH BOX REQUEST FORM
(ATTACHMENT 6)**

- Notify Treasurer as far ahead of time as possible.
- The box will contain \$25 in the form of two \$5 bills and ten \$1 bills.
- Money must be counted by two volunteers and turned over to Treasurer at end of event.
- No cash boxes should be left at school overnight.
- Remember to account for the original \$25 in your final total.
- Fill out a Deposit Slip form and return form with box to Treasurer for bank deposit.

VIII. MEETINGS

- Executive Board Meetings are the 1st Wednesday of every month, @ 9:30AM, in the Office Conference Room.
- Board Meetings are held the 2nd Thursday of every month, @ 7:00PM, in the Media Center.
- General Meetings are as selected by the Board, 4 times during the year.
(SEE ATTACHED CALENDAR)

IX. MAIL

(TO BE DISCUSSED)

X. FELLOWSHIP EVENTS

- For every fundraiser there must be 3 fellowships held.
- If the event is a fundraiser, a special form must also be filled out and signed.
- Remember, custodial and security charges per hour (if applicable) must be paid by the committee hosting event.
- Monies collected during the event must be counted by two committee volunteers and a deposit ticket filled out for Treasurer.