

Financial Management Receipts & Deposits -- 2

- All Deposits Should Be Promptly Recorded In The PTA Ledger and Check Register
- Never Place PTA Funds In A School Safe
- Money Is Never Deposited In Personal or School Bank Accounts
- Money Is Never Kept At Any Member's Home

Maryland P7774 everychild. one voice.

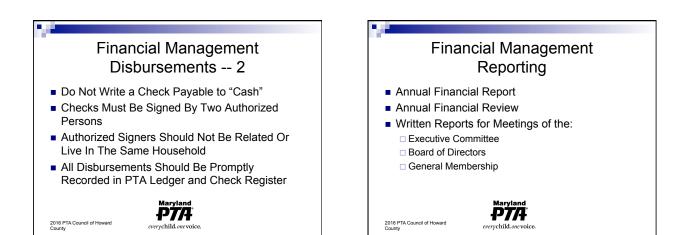
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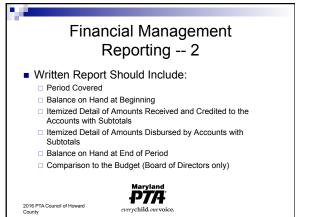
Financial Management Disbursements

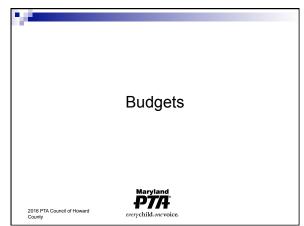
- No Blank Checks Are Ever Issued or Signed
- No Bills Or Reimbursements Are Paid In Cash
- All Authorized Bills Should Be Paid By Check
- Do Not Pay Any Bill or Reimbursement Without a Receipt or Invoice
- Develop Reimbursement Form (See Sample)

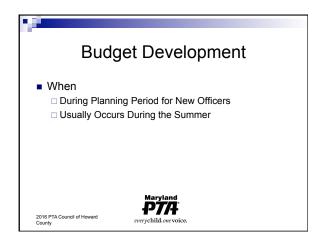
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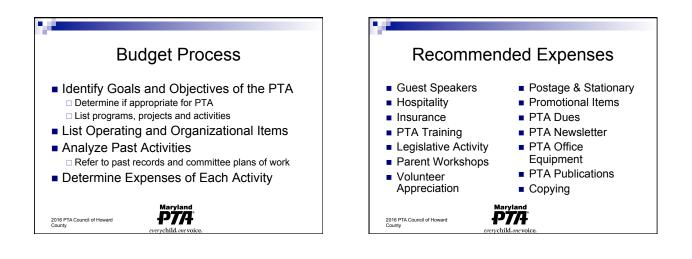
Budget Development -- 2 Who Developed By a Budget Committee Appointed or Elected Usually Chaired by Treasurer Includes Other PTA Leaders

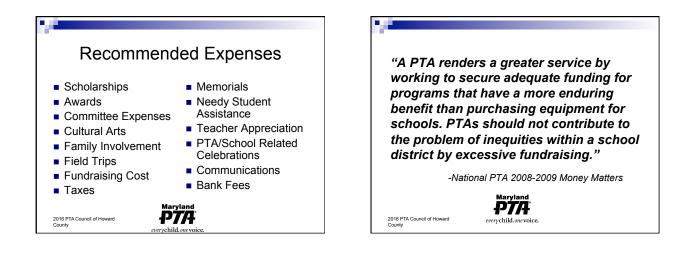
Need Knowledge of What Has Occurred in the Past

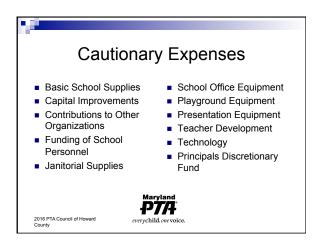
Need Knowledge of Future Plans

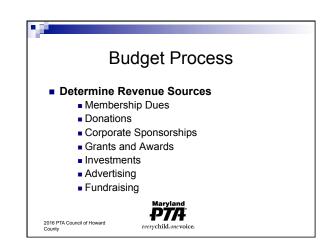
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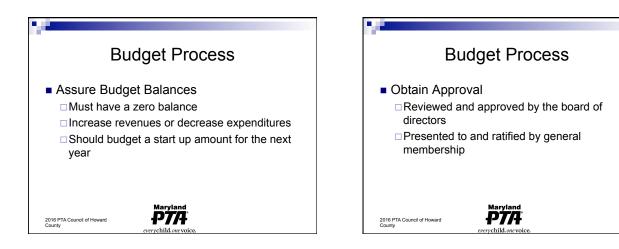


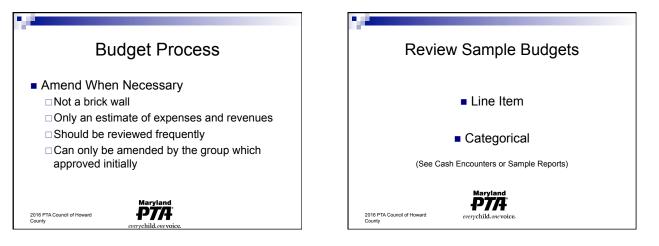




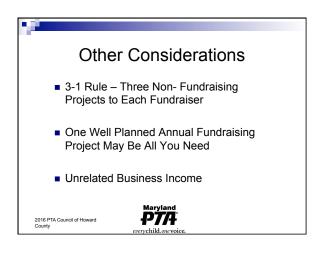


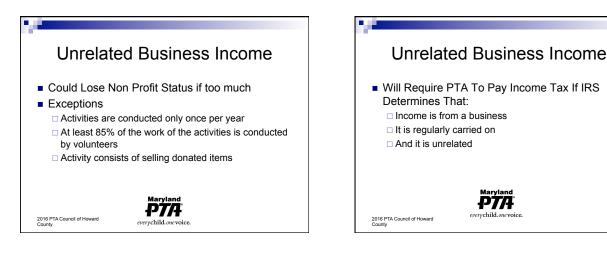


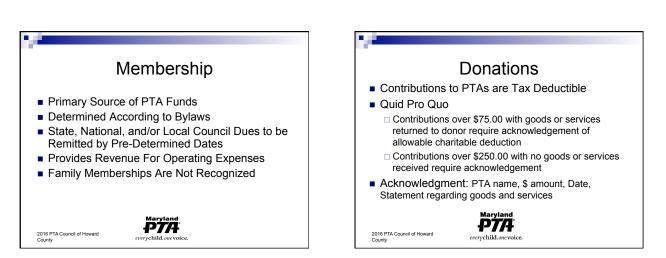


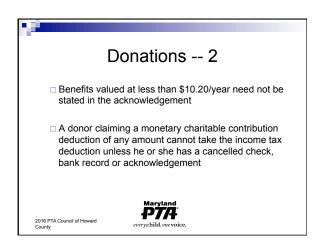




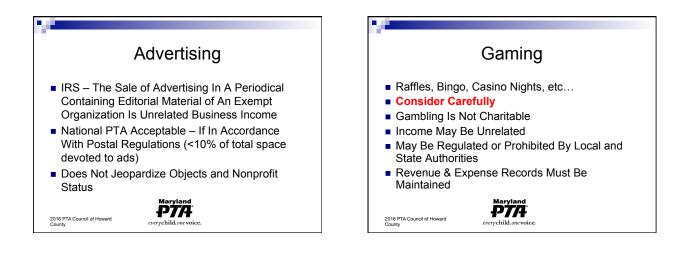


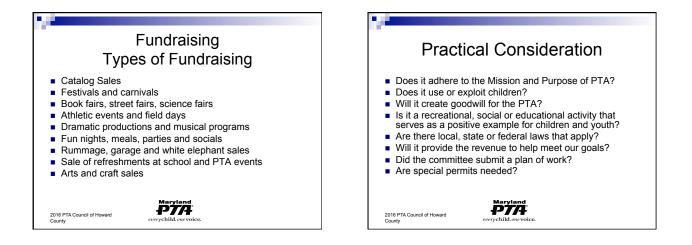


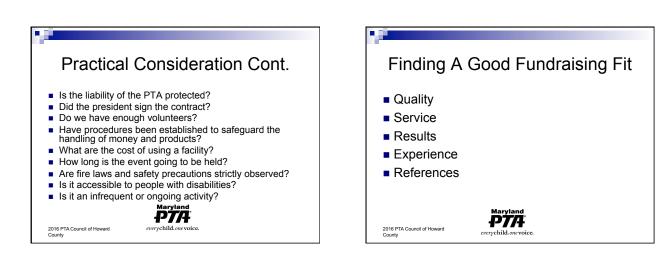


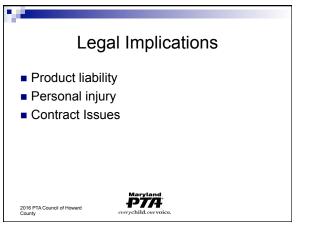


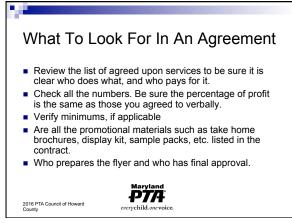




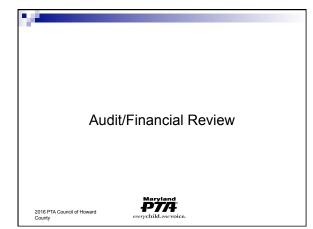


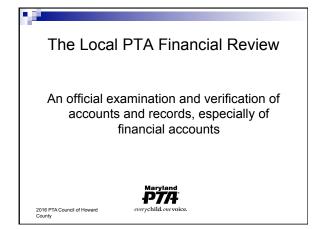


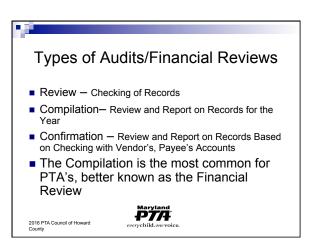


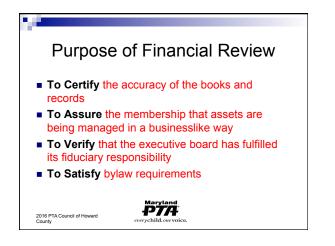


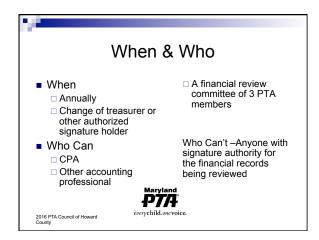


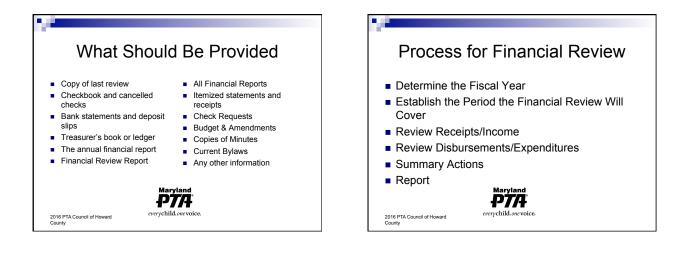


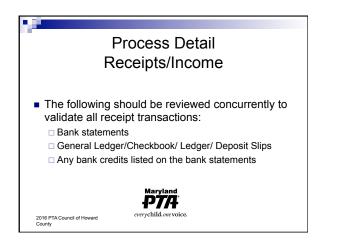


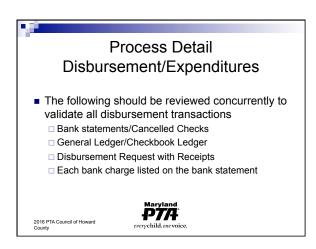


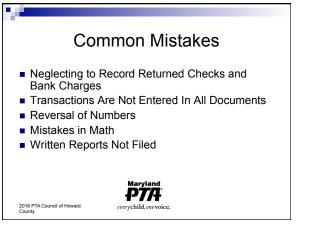


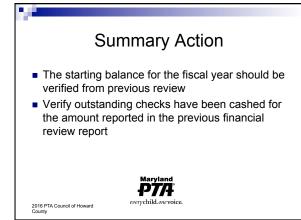


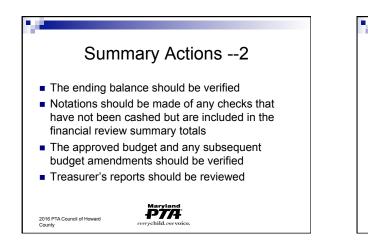


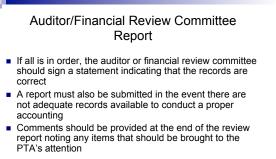














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