

SMS PTA Finance Guidelines for Committee Chairs

Every committee has a budget. If you have any questions regarding your budget, please contact the PTA Treasurer Michelle DeLong at michelledelong@yahoo.com.

2010-2011 Expenses

How to Submit an Expense for Reimbursement

- **Before** you spend...is the expenditure in your budget? Remind your committee members to check with you before making a purchase. Any larger than expected expenses should be brought to the Treasurer's attention.
- **While** you are spending...SMS PTA is a 501 (c) 3 organization and **does not pay sales tax**. **If you need a tax-exempt form** please contact Michelle DeLong at michelledelong@yahoo.com. Please make copies and consider putting one in your bag so that you have one with you when you need it. Remember, the SMS PTA does not reimburse for sales tax. Keep your itemized receipt and all reimbursements need an itemized receipt, except for cash tips. Cash tips for custodians and other service people are allowed, please list the amount tipped on the appropriate line on the expense form and have a Chair/committee member sign.
- **After** you spend... Fill out an **expense form**, which can be downloaded on the Treasurer's Page. Please make additional copies. Please fill out the form completely and attach all original receipt(s) and mail to the treasurer: Michelle DeLong, 23 Dickel Rd.
- **Please** submit your expenses promptly to help keep track of spending. Our fiscal year ends June 30, 2010...all expense forms must be in by the 23rd to be reimbursed.

Budget Increases

If you think that your budget might not be sufficient to achieve your goals, contact the treasurer and/ or a member of the PTA board, for consideration.

Collecting Money/Petty Cash

If your committee sells items and will be collecting money, you will need to fill out a **Record of Cash and Checks Received form** ([link](#)). All money collected for PTA sales and activities needs to be sorted, counted and recorded on this form and then along with the money, given to the Treasurer within a few days of the event. The PTA can also provide your committee with Petty cash and cash boxes. Please contact the treasurer and allow a

week's notice to arrange. SMS PTA can also sell items online at our School Store. If your committee is interested in putting items in the store please contact the PTA Board for more information.

Cost - Consciousness

The SMS PTA is striving to reduce spending wherever possible, so that more money can be spent on programs that benefit our students, parents and teachers. Please do not spend out of pocket for your committee's expenses: we need to maintain records that reflect the actual costs of our projects and activities. Instead, keep the following tips in mind:

- Whenever possible use email or eblast to communicate to our community
- Before purchasing paper goods, contact Marci Cohen, VP of School Activities (jam623@aol.com) to see what supplies the PTA might already
- Whenever practical, make copies in the main office rather than at a copy shop. The PTA has a code (Susan in the main office should be able to give you the code).
- When negotiating with vendors, don't be shy in asking for a discount. Often businesses will cut prices or donate services or goods to a nonprofit organization.
- We have used the following businesses on a regular basis with good results and fair prices. We urge you to check out these businesses if you need their services, first:
 - De Cicco's
 - Mezzaluna Pizza
 - Amore Pizza
 - Strauss Warehouse in Port Chester (for paper goods)
 - Amazing Savings in Scarsdale (for paper goods)
 - Sammy's Bagels in Scarsdale (gives 10% off)
 - Mona Lisa Deli in Eastchester
- If you have any other cost savings ideas, please forward them to the PTA board.

Thank you for all you do for the SMS PTA