

MONEY MATTERS for EVENTS- updated 10/2019

Before the event starts:

Event Budget:

- Meet with Director of Programs to:
 - a) discuss overall event goals/objectives
 - b) obtain overall budget for the event.
- Utilize the “**Event Budget to Actual**” Form to track and manage budget. Note: it is the event organizer’s responsibility to manage the event budget.

Payment Collection for the Event:

- Determine how payments will be accepted for event. i.e. cash, PayPal, check or combination and who will physically monitor the payments throughout the event and hold for the end.
 - a. **Cash:** (if applicable)
 - Establish a cash box and cash supply for box to be able to provide change for cash
 - Note: the Event organizer has get cash for change and submit a request for reimbursement for cash used with the “**Request for Payment/Reimbursement**” Form after the event.
 - (the PTSA cannot maintain an ongoing cash box)
 - Have 2 people open the Cash Box and count the money, fill out the “Starting Cash Box Count” section of the “**Cash and Check Record**” Form and sign. (Note: This form will need to be signed by the 2 same people once completed.)
 - If cash is collected without cash at the beginning, only fill out the “Ending Cash Count” column only.
 - b. **PayPal:**
 - To use PayPal directly, have PayPal instructions form ready to give to payees, i.e. pay via Friends and Family designation, have the payee choose the option of “sending to a friend”.
 - If using the PayPal swiper units at the event, make arrangements to obtain and set up the mobile swiper. Follow instructions in “Paying with PayPal” Form.
 - c. **Checks:**
 - Obtain checks from the PTSA box in the school office and reconcile with “Cash Count/Check Recording Form.
 - Note: the “**Cash Count and Check Recording Form**” will need to be completed for bank deposit by the BMDL-PTSA Financial Secretary.

After the event:

- Finalize the “Cash Count and Check Recording” Form.
 - Have the same 2 people count the Cash Box and fill out the “Ending Cash Box Count” section on the Form,
 - Use the check recording form to itemize the checks received.

Immediately submit completed forms, checks and cash to the program director or place in the PTSA lockbox and email the financial secretary at financial-secretary@bmdl-ptsa.org for pickup* so that the bank deposit can be made.

- If anyone needs to be reimbursed for expenses, please complete the “Request for Payment/Reimbursement” Form for any expenses incurred for the event and forward along with supporting original receipts/invoices to the BDML-PTSA Treasurer. treasurer@bmdl-ptsa.org

THANK YOU FOR ALL OF YOUR HELP! 😊

If you have any questions, please contact:

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Alicia Wong- re: collection of money/payments

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