

**Date:** April 23, 2009  
**To:** PTA Board and Membership  
**From:** Kathy Riani, Treasurer  
**RE:** Income and Expense Procedures

---



## Income Procedures

Cash, Check and Credit Card Income all must be submitted with an Income Verification Form. These forms are located online at <http://www.chabotelementary.org/> under Resources, Forms Center. There is a manual version and an Excel version. The Excel version will do the calculations for you. Manual versions are also available in the office. (see attached)

Cash requires two signatures. It is recommended that you plan to have two people count the money in the same location just after the event. Cash needs to be sorted and submitted by type of currency. (For example: all tens in one envelop or attached with a paperclip, all quarters in a baggie)

Please include copies of all checks.

Count your money, fill out the form and submit to the Financial Secretary. Checks can be placed in the Financial Secretary's box in the office and followed up by an email or phone call to let the Financial Secretary know they are ready for pick up. Cash requires a live hand-off. Please contact the Financial Secretary to coordinate. The Financial Secretary for 2008-2009 is Kelly Weigel and she can be reached at [kellyweigel@yahoo.com](mailto:kellyweigel@yahoo.com) or 510-595-1643.

## Expense Procedures

All expense reimbursement requests must be submitted with a Request for Check form. These forms are also located online at <http://www.chabotelementary.org/> and in the office.

Requests for checks now require two signatures: the Program Chair and either the President or Financial Secretary. Please obtain signatures prior to submitting your forms to the Treasurer.

Please attach receipts for all check requests.

Requests for checks with attached receipts can be turned into the Treasurer's box in the office. This box is checked almost daily.

Checks are disbursed just after the PTA meeting on the second Tuesday of the month and at the end of the month.

Please contact Kathy Riani at [kriani@ureach.com](mailto:kriani@ureach.com) or 510.658.3718 with **any** questions..