

TALBOT PRIMARY SCHOOL - PTA FINANCIAL POLICY

General Financial Policies

1. All PTA events must follow this policy to ensure secure and transparent financial information.
2. Failure to follow the PTA financial policy will result in the loss of insurance coverage for the event according to the terms of our policy.
3. Cheques written on the PTA account or PTA Jackpot account require two signatures. Signatories will include and be limited to the Chairman, Treasurer and Secretary and Headteacher.
4. Online payments of £200+ made from the PTA account or PTA Jackpot account require 2 signatories to be review the details before payments are made (includes reimbursements).
5. Review of the Bank Statements and Reconciliation will be done half yearly and signed off by the Treasurer.
6. Annual verification of bank reconciliation will be carried out by the Chairman or Secretary.
7. The accounts will be audited on an annual basis by an individual not affiliated with the school.

PTA Money Handling

During the Week at School

1. All cash/cheques for the PTA to be deposited in the school office safe. The PTA will ensure that monies it collects will be handed in with details stating what it is from/how much.
2. The PTA Trustees may agree for the money collected to be held off site from school at either the Chairman, Treasurer or Secretary's home. This has to be approved by at least two members.
3. A PTA member/Treasurer will arrange to collect any money from safe to be banked.
4. Detail of deposit will go into Accounts for budget tracking purposes.

For Events

1. Best practice is that all monies should be handled and counted by 2 PTA members.
2. On evenings or weekend events where a lot of cash is brought in (Disco, Fair, etc) money should be counted by at least one PTA officer and one other PTA member.
3. Cash must be taken to the bank as soon as practical following the event but no longer than 5 working days.

Reimbursement Request Process

1. Reimbursements will only be considered if the purchase has been agreed with the PTA in advance.
2. Reimbursements requests must be submitted within 30 days of expenditure. Reimbursement requests older than 30 days will require the signed approval of the PTA Treasurer and may be refused.
3. A request must be made and signed outlining the reason for the expenditure, the costs, attach any receipts to confirm expenditure amount and provide bank details for credit refund. If receipts are missing the request will not be approved.
4. Reimbursement requests will be processed within a week of being submitted.
5. Reimbursement will usually be made via direct bank transfer credit unless a cheque has been requested.

Talbot Primary PTA Reimbursement Form

Name:	
Email:	
Tel:	
Event:	
Total Amount £:	
Provide description of each item:	
Signature:	
Date:	
BACS pay to:	A/C: Sort: Bank:

NOTE: The purchases you are requested to be reimbursed for must have been agreed in advance with the PTA. Receipts are required for all items.