



Chantilly High School PTSA

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Deposit and Reimbursement Policies

The following outlines the procedures that will need to be followed in order to receive reimbursement or a check from both the Chantilly High School PTSA treasury and the Chantilly High School PTSA ANGP account; and the procedures that will need to be followed for the proper handling of PTSA deposits to both the general account and the ANGP account.

The "**Chantilly High School PTSA Check Request**" and "**Chantilly High School PTSA Deposit Form**" are **mandatory** forms. Each request for a check must have the **Chantilly High School PTSA Check Request** as the top sheet and this request must be **signed by the committee chair** that controls the funding for the account from which reimbursement will be drawn. Every deposit must have a **Chantilly High School PTSA Deposit Form** attached to the checks and/or cash. There will be copies of these forms in the School Office and they are available from the treasurer via e-mail or online at the Chantilly High School PTSA web site.

The "**PTSA Deposit Worksheet**" is an excel spreadsheet and is a **minimum** specification. If your deposit contains more than 3 checks or any cash, you are required to provide a **PTSA Deposit Worksheet** (an excel spreadsheet) to accompany the **Chantilly High School PTSA Deposit Form**. If you have an excel worksheet that you are using to track your event (i.e., Membership List or All Night Grad Party Attendees) and it provides this minimum amount of information (Name on check; amount of check; cash sorted by denomination and totals), then that worksheet may be used to accompany your deposit (**an e-mailed copy of the excel deposit worksheet is requested for all deposits with more than 10 checks**).

When entering the checks into the excel spreadsheet, be sure to use a **name on the check** and verify that the check is made out to "Chantilly High School PTSA" Or "Chantilly HS ANGP" as applicable. It is helpful if your checks are sorted alphabetically. If they are not sorted alphabetically, then the checks should be in the same order as they appear on your spreadsheet. A copy of the "**PTSA Deposit Worksheet**" is available via email from the treasurer or online at the Chantilly High School PTSA web site. The treasurer can help you alter the spreadsheet for your specifications.

If an official receipt is required for funds received, please use the "**Chantilly High School PTSA Receipt**" or similar receipt.

Financial Management "Best Practices" require that a deposit be counted and accounted for by the initial recipient of the funds before funds are transferred to the treasurer for deposit. Under no circumstances are funds to be transferred from the initial recipient to the treasurer without full documentation and verification of amounts. If cash is included in a deposit, 2 people must verify the cash amount at the point of receipt, then initial the count on the tally portion of the **Chantilly High School PTSA Deposit Form**, and sign the deposit form to corroborate the cash amounts. You should keep a copy of your **Chantilly High School PTSA Deposit Form** and your **PTA Deposit Worksheet** to aid you in checking the monthly treasurer's report.

The "**Chantilly High School PTSA Check Request**" must be signed by the committee chair and must have a receipt, vendor invoice or signed contract attached in order for a check to be written. In the case of an event, a written estimate from a vendor will suffice as a receipt. Requests for payments submitted without a receipt or vendor invoice or signed contract will be held until a receipt or vendor invoice or signed contract is provided. Implicit in these statements is the policy that the Chantilly High School PTSA does not write blank checks. If a check is required to pay a vendor at the time services are rendered, (i.e., delivery of rented equipment) you must submit a **Chantilly High School PTSA Check Request** along with a copy of the signed contract/rental agreement at least 3 days prior to the day that the check is required. Please notify the treasurer by email that the request is in her folder or email the check request and attached a scanned copy of the receipt or vendor invoice or signed contract. All checks require two signatures and time must be given to coordinate meeting this requirement.