



THE PRIORY SCHOOL PTA	DATE AGREED	NOVEMBER 2020
POLICY AND PROCEDURE STATEMENT	REVISION DATE	SEPTEMBER 2021
 <h2 style="color: blue;">The Priory School PTA</h2> <p style="color: red;"><i>Help Us To Help The Children</i></p> 		
<h1 style="color: blue;">Financial Policy</h1>		
CHAIR OF PTA COMMITTEE	BEN CANDY	
SECRETARY OF PTA COMMITTEE	SIMONE WHITE	
TREASURER OF PTA COMMITTEE	CARA ROGERS	
DATA PROTECTION OFFICER	CARA ROGERS	

### **A General Financial Policies**

1. All PTA-sponsored events / organised activities must follow the Priory School PTA Financial Policy. The purpose is to ensure secure and transparent financial information.
2. Failure to follow the PTA Financial Policies 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 will require two signatures. Signatories will include and be limited to the Chairman, Treasurer and Secretary.
4. The PTA Treasurer can make payments via BACs/ Direct payment but must have two bank signatories to authorise before payment is made over £500. (Signatories will include and be limited to the Chairman, Treasurer and Secretary) to authorise before payment is made. (Email is suitable form of approval or signed payment form). The School Uniform invoices are to be reviewed by the Uniform Co-ordinator and the Treasurer before payments are made.
5. Review of the Bank Statements and Reconciliation will be done quarterly and signed off by the Treasurer.
6. Half yearly verification of bank reconciliation will be carried out by the Chairman or Secretary.
7. If someone makes a payment to the PTA by cheque and the cheque is returned, the writer of the cheque (that resulted in being returned) will reimburse the PTA for the original cheque amount plus the amount of the bank's charges. The cheque writer may be asked to pay in cash or the result will be that the PTA will not provide them with the service.

8. The accounts will be open to be audited on an annual basis by an individual not affiliated with the school, the question will be raised at the PTA AGM.

## **B PTA MONEY-HANDLING AND SECURITY**

### **During the Week at School**

1. All money coming in for the PTA may be deposited in a safe locked letterbox in the school office foyer. The PTA will be responsible to ensure that for any money collected it will be placed in a pot or envelope and a completed, dated and signed form accompany the money stating what it is from and how much there is.
2. Only the PTA Team will have a copy of the PTA post box key (Treasurer, Secretary, Chairman).
3. The PTA Committee may agree for the money collected to be held off site from school at either the Chairman, Treasurer or Secretaries home. This has to be approved by all three members.
4. Details of cash deposits will be accurately reflected in the PTA Accounts for 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 must 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.

## **C REIMBURSEMENT REQUEST PROCESS**

1. Reimbursements requests must be highlighted to PTA members that forms should 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.
2. 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.
3. Reimbursement requests will be processed at least once per week (when possible).
4. Reimbursement will usually be made via direct bank transfer credit unless a cheque has been requested.

5. If a cheque is requested when it is available a message will be sent to arrange collection or mailed.
6. The Treasurer will write the BACS/cheque number, amount, and date on the original Reimbursement request.

#### **D PTA TREASURY PROCEDURES**

1. All deposits and requests for reimbursements must be accompanied by a completed Deposit/Expense Form.
2. No money should be removed from the amount raised. Full amount should be deposited.
3. Reimbursements will be made in either direct bank credit/BACs or cheque after completion of Expenses form.

---

#### **DEPOSITS**

If you have a deposit to make.

- Leave the deposit in PTA Box in school office with your contact details
- Send a text or message to the Secretary and Treasurer or email the PTA mailbox to advise that money has been left.

#### **REIMBURSEMENTS**

If you are looking to purchase or have purchased an item and need to be reimbursed by the PTA, please follow the steps below:

- Ensure the purchase has been agreed in advance by the PTA.
- Complete the expense portion of an Expense Form. Forms can be obtained from the Treasurer.
- Attach receipt(s) or purchase order to Form.
- Email Form and supporting documentation to [prioryptatreasurer@gmail.com](mailto:prioryptatreasurer@gmail.com) or leave in the PTA Box in the school office and advise the Treasurer.

---

Please note that no reimbursements will be written unless accompanied by a completed Form/ detailed email.

## THE PRIORY SCHOOL PTA – EXPENSE FORM

### Expenses

Request made by:

---

Tel. \_\_\_\_\_

Event: \_\_\_\_\_

Amount: £ \_\_\_\_\_

Description of Expense:

. Direct Bank Credit (BACS) to:

---

Account Name:

Sort code:

Account Number:

---

Your Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

### **IMPORTANT NOTICE**

*Please fill out expense column completely and sign/date the form.  
Submit this form, attaching original bills and receipts, within 30 days of the expenditure*