

PATT FINANCIAL POLICIES AND PROCEDURES

(Revised 08/16)

JMMS PATT funds are intended to benefit the students through the enhancement of school programs and activities. The PATT Officers are guardians of these funds and have an obligation to see that they are protected and used wisely. It is very important that everyone follow these procedures.

NOTE: Based on our liability insurance, only PATT Officers are allowed to leave school grounds with funds or items belonging to the PATT. Therefore, all donations must remain locked in either PATT closet, PATT locker, or other approved, secured location.

Before Event:

- If a cashbox/money is needed for your event complete the PATT CASH BOX REQUEST form at least 1 week before your event and return to the Treasurer. Make arrangements to have the cash boxes picked up or dropped off before the event.
- For all purchases, use a Blanket Exemption Certificate with our Tax ID #34-1351554 so that tax is not paid as we are a tax exempt organization.
- The Chairperson of the event is responsible for collecting and submitting **all receipts** and must complete and/or approve all PATT CHECK REQUESTS submitted.
- If payment is needed prior to your event, please contact the PATT Treasurer as early as possible to schedule payment. Please have the PATT CHECK REQUEST completed with proper approval signatures.

During Event:

- Count the money in the cashbox at the start of the event to ensure the total is correct.
- Keep the cashbox with you or an assigned committee member at all times.

End of Event:

- A deposit kit is available in the PATT file box in the mailroom. It consists of deposit slips, an endorsement stamp, and coin and bill wrappers. The PATT BANK DEPOSIT forms are located in the same file box and on the website.
- Have two separate people count the cash, coins, and checks. Record the totals and have both people sign the PATT BANK DEPOSIT form.
- Bundle the cash with wrappers and roll coins, if possible. The bank will not accept large quantities of unrolled coins.
- Stamp the back of checks with the endorsement stamp. Fill out a Deposit Slip.
- Make a **copy** of the **PATT Bank Deposit** form and **Deposit Slip** for your file.
- In an envelope labeled as a deposit for your event, include the **PATT Bank Deposit** form and **Deposit Slip** with your **Funds** to be deposited, and put the envelope in the PATT locker.
- Within 24 hours*, contact the Treasurer or any Executive Board Member by email to advise them a deposit is ready for their attention.

After Event:

- Return empty cash boxes to the PATT locker.
- Submit any **PATT Reimbursement Requests** with receipts for expenses as soon as possible to the treasurer.

PATT Treasurer Contact Information:

Lori Jorgenson

e mail: lorijorgenson8504@gmail.com

(h)330-833-3462

(c)330-412-6748