

Pending PCEP Board and Membership Approval

PCEP FUNDS AND EXPENDITURES

(See also **Cash Box Procedure** and **Cash and Check Handling Guidelines for Fundraising and Event Committees**)

The treasurer is the authorized custodian, elected by the members, to have charge of PCEP funds. The treasurer (and PCEP Assistant Treasurer) receives and disburses all monies as prescribed in the bylaws.

It is imperative that the treasurer maintain accurate records. Without good records, individuals involved with collecting and handling the PCEP's funds will not be protected should any questions arise. Standard accepted financial procedures must be used when keeping records so that proper audits can be conducted.

The treasurer deposits all monies in a bank approved by the executive committee/board. Night deposits and 24-hour banking can and should be used as needed.

Occasionally it may be necessary for other members to handle money, such as returns from a fund raising or committee activity. **Two people should always count the money, and both should sign the receipt verifying the amount. All monies collected should be given to the treasurer (or assistant treasurer) without delay.**

When the PCEP is planning an event or activity that will involve large amounts of money, the treasurer (or assistant treasurer) should arrange to deposit the money in the bank as soon after the conclusion of the project as possible. **The chair of the activity should be responsible for seeing that the treasurer (or assistant treasurer) receives all revenue immediately after completion of the activity. The treasurer (or assistant treasurer) and another person should count the monies received and both should sign a statement verifying the amount. A receipt should be given to the chair for the entire amount. Even if the project is a continuing one, the money should be deposited daily in the PCEP's bank account.**

Never deposit any money in anyone's personal account, in the school account, or leave the money in the school building or in someone's home.

The treasurer (or assistant treasurer) should complete a detailed report of all receipts and expenditures and the profit from the project within a few days after the conclusion of the activity. That report should be presented to the board/executive committee and the membership at the meeting following the activity.

If there are any questions/concerns about the funds from a fund-raising event, notify the treasurer, assistant treasurer or PCEP president immediately.