

# Thomas Middle School

## Treasurer Guidelines 2016 - 2017



As your treasurer, I'm here to help you with any monies that you receive and need deposited or checks issued to provide programs for our students and our PTA. Thanks for all you do for TMS students!!

### Contact Info:

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- Home Phone: (847) 392-4117
- Address: 2731 N Harvard Ave

### **\*\*\*IMPORTANT\*\*\***

Do not pay expenses from deposits received as it is against both IRS and PTA rules.  
All expenses must be paid by PTA check.

### Deposits:

- Please do not hold on to any money and contact me ASAP to coordinate a physical hand-off. Do not leave money unattended.
- Two people should count the money. In a pinch, I can be that 2<sup>nd</sup> person, but it is best if I am the 3<sup>rd</sup> counter of the deposit.
- A deposit voucher should be completed and submitted with the deposit.

### Checks:

- Please request checks 4 to 5 days in advance as two signatures are required. If you need a quick turnaround, please let me know and we will do our best to accommodate.
- An expense voucher should be completed for each check request with the original receipts attached.
- Requests may be left in the PTA box at the school (just let me know it is there) or dropped off at my home. A scan sent via email will work, but I will still need the original receipts.
- I will bring the checkbook to all PTA meetings. Checks can be issued after a meeting if the expense voucher/receipts are provided at that time.