# PTA Financial Flow Chart

| PTA and Money |
|---|
| PTA Monies are Private Monies<br>Monies from membership, donations, fundraising |
| ↓ |
| **PTA Monies are Deposited into PTA Account**<br>Do not commingle funds in way. PTA Executive Board is responsible for ensuring that recommended PTA financial procedures are followed. |

| PTA Board (or Board-elect) Plans for the PTA Year | |
|---|---|
| **PTA Goals and Program Developed**<br>Program Committee develops and gives to Budget Committee | **Budget Developed**<br>Budget Committee Develops |
| ↓ | |
| **PTA Program and Budget Approved**<br>Executive Board Approves → Association Approves, recorded in minutes | |
| ↓ | |
| **Executive Board/Committee Plans Details of Approved activity**<br>Executive Board oversees the planning and implementation; ensures insurance regulations are followed; approves all plans and records in minutes. | |

| PTA Financial Procedures | |
|---|---|
| **Funds Released**<br>Association authorizes budgeted amount for upcoming activity | |
| ↓ | |
| **Authorization for Payment**<br>Written immediately | |
| ↓ | |
| **Supplies Purchased/Activity Arranged**<br>Chairman purchases/orders supplies for activity (within budget) | |
| ↓ | |
| **Receipt Presented**<br>Receipt is attached to written authorization | |
| ↓ Or ↓ | |
| **Check written immediately**<br>2 signatures, given to recipient | **Receipt presented at association meeting**<br>Treasurer attaches to written authorization |
| ↓ | ↓ |
| **Motion to ratify check**<br>During association meeting | **Motion to pay bills/approve check**<br>During association meeting |
| ↓ | ↓ |
| **Treasurer's Report**<br>Presented to association for ratification | **Treasurer's Report**<br>Presented to next association meeting |
| ↘ | ↙ |
| **Financial Records**<br>Place in File for Audit | |