

Blessed Sacrament PTA

Treasurer's Report

November 15, 2023

**Account Balance:**

As of 9/21/23 (last PTA Meeting): \$5,756.91

(+) Deposits: \$0

(-) Withdrawals: \$207.57

(-) Service Fees: \$4

As of 11/14/23: \$5,545.34

Load more transactions (Older)		Date Range (In last 90 days only) 09/21/2023 To 11/14/2023 Update		
Date	Description	Debit (-)	Credit (+)	Balance
11/08/2023	SERVICE CHARGE FOR ACCOUNT 000009867893134	-\$2.00		\$5,545.34
10/24/2023	CHECK 1025 (View)	-\$66.09		\$5,547.34
10/16/2023	CHECK 1024 (View)	-\$141.48		\$5,613.43
10/10/2023	SERVICE CHARGE FOR ACCOUNT 000009867893134	-\$2.00		\$5,754.91

## **PTA Procedures:**

- **Expense Reimbursement**
  - Complete the form (including amount, payee, and how to distribute check).
  - Include copies of receipts.
  - Complete the event summary form if this is related to an event.
  - Our account does not have a debit/credit card so all transactions are by check.
  - Please allow five business days for reimbursement. The PTA's and the bank's procedures require two signatures on all disbursement checks. I will write the check and sign, and Jennifer DeCarlo also needs to sign. This can take a few days to complete.
  
- **Deposits**
  - Complete the form.
  - Complete the event summary form if this is related to an event.
  - If there are deposits from an event, we sum up the deposits immediately after the event, and then a second PTA member counts as well. Then I deposit in the bank.
  
- **Bank**
  - Please indicate the amount needed and denominations.
  - Complete the event summary form if this is related to an event.
  
- **Event Summary**
  - This form allows us to accurately record revenue and expenses related to a specific event, and also helps us with planning for future events.