


Finance Guidelines for SHS PTA Committee Chairs

If you have any questions or need details about your committee's budget, don't hesitate to reach out to the SHS PTA Treasurer. Please note that all service contracts must be reviewed and signed by the SHS PTA President. *Committee chairs may not enter into a binding contract or agreement on behalf of the SHS PTA and may not exceed their budget without prior approval.*

PTA Expenses and Reimbursement:

SHS PTA is a tax-exempt 501(c)(3) organization and will not reimburse individuals for sales tax expenses. When making purchases on behalf of SHS PTA, please obtain a copy of the sales tax exemption form from the SHS PTA Treasurer to present at the time of purchase. Please submit receipts/invoices along with a completed  [2025-26 Expense Reimbursement Form](#) to the SHS PTA Treasurer promptly for reimbursement. Cash tips, if any, should be pre-approved, itemized on the Expense Reimbursement Form, and set aside from petty cash in advance of the event.

The fiscal year ends on June 30. All reimbursement requests accompanied by the appropriate forms and supporting documentation must be received on or before June 10, 2025.

PTA Income and Petty Cash:

Need petty cash or cash boxes for an event? Simply contact the SHS PTA Treasurer at least **one week in advance** to arrange for pickup or delivery. If your event involves handling cash or checks, be sure to complete an **Income Tally Sheet**—record all amounts, both cash and checks, and turn over the completed form and funds to the Treasurer right after the event.

For online sales (event tickets, merchandise, etc.), allow sufficient time for pricing, creating an online sales page, and promoting it. Work closely with the SHS PTA President, Treasurer, and Webmaster to ensure everything runs smoothly.

Compostable Paper Goods:

In our effort to make every event as sustainable as possible, the SHS PTA maintains a supply of **compostable paper products** (plates, cups, napkins, utensils) for use at events. If you need these supplies, simply get in touch with the SHS PTA VP of Programming or Treasurer.

Be Smart with Spending:

We're committed to reducing unnecessary costs to ensure more funds are available for the programs that benefit our students, parents, and teachers. **Do not** spend personal money on committee expenses—keeping accurate records is essential for tracking PTA costs. Keep in mind that many local businesses are willing to donate or offer discounted services to nonprofit organizations like ours. Contact the PTA Treasurer for a list of trusted vendors we've worked with in the past.

Got cost-saving ideas? Please share them with the SHS PTA Executive Committee and help inspire others to do the same. Your creative solutions can set a great example for other committee chairs to follow!