

## Checking Account

Each PTA must maintain a checking account in the name of the association. Use the PTA permanent address, usually the school. Use checks imprinted with the name of the association, two lines for the two authorized signatures, and the statements "Void if not cashed within 90 days" and "Two signatures required."

At least three elected officers, one of whom must be the president, should be approved to sign checks and have their signatures on file at the bank. It is advisable that any check made payable to one of the designated signers not be signed by that person (i.e., signed by any two others). The authorized check signers must not be related by blood or marriage or reside in the same household.

A student may be a signatory on a PTA/PTSA account, as long as he/she is an elected officer of the association and it has been noted in the minutes of the association. Contact the bank with questions about this issue.

### CHECK WRITING

Always use a check register when writing checks. Record all checks written with the date, check number, payee, and amount. Note the purpose of the payment on the front of the check in the memo section. Do not sign blank checks. Do not pay bills with cash. Checks should be written with care, so that the amount of money cannot be altered (Check Sample, Forms 387).

### OUTSTANDING CHECKS

Watch for checks that do not clear the bank within a reasonable time (about 60 days) and investigate. If an uncashed check is lost, a stop payment may be placed with the bank and a new check issued. The bank may charge for a stop payment. If, after investigation, a check still has not cleared and it is 90 days after issue, void the uncashed check and add the amount of the check to the ledger and checkbook for reconciliation. On the monthly report, note any uncashed checks as separate items and subtract or add the amount to the balance on hand.

### VOIDING A CHECK

If an error is made on a check, write the word "void" across it on the check register and in the ledger. Then remove the voided check from the checkbook and file it with the financial record. Never destroy a voided check. Tear off and destroy the signature portion of the voided check if it has been signed.

## Check Request System: Payment Authorization

The payment authorization should include the following information: date, check number, payee, amount to be paid, and budget line item(s), with the signatures of the secretary or financial secretary and the president authorizing the payment, following association approval.

Budget approval is not authority for the fund expenditure except as stated in the bylaws or standing rules.

Neither executive board nor association approval is required to disburse funds not belonging to a unit (Funds Not Belonging to a Unit 5.2.1a, 219).

After approval by the association, the Payment Authorization Form permits the treasurer to write checks. A payment authorization, with bill, receipt, invoice, or expense statement attached, should be prepared for each check written (Payment Authorization, Forms 411). An authorization may be written and signed by the appropriate parties, once the funds have been released by the association. When the treasurer is presented with a receipt, a check may be written immediately. It is not necessary to wait until the next association meeting to reimburse monies. Do not issue blank checks. Wait until the receipt is presented, write the check for approved amount, and secure the required signatures.

An authorization may be attached to a Request for Advance Form, if the person authorized to purchase items requests an advance (Request for Advance, 5. 2.5, 221; Forms 413).