

Squalicum High School PTSA

PAAC Financial Manager Instructions

MoneyMinder

1. Please complete a MoneyMinder User Registration form (<http://squalicum.bellinghamschools.org/ptsa>) in order to set up access to your account on MoneyMinder.
 2. Once you have been notified that your access has been set up, go to <https://www.nonprofitcentral.biz.moneyminder/> or just Google "MoneyMinder".
- Click on MoneyMinder Login.
 - Type in your email address and password. Click Login.
 - You will then be on the SQHS PTSA MoneyMinder home page in the current financial year. You may look at prior years by selecting a financial year on the top right.
 - To view your account, click on Reports at the top center of the page.
 - Click on Transaction Reports.
 - Click on All Transactions for a Specific Category.
 - Select your PAAC from the drop-down list.
 - Click on Run Report.
 - Treasurer's should keep track of their PAAC deposits and expenses, checking the MoneyMinder balance for any discrepancies.

QUESTIONS? Please e-mail the SQHS PTSA Treasurers at SQHSPTSATreas@gmail.com

Deposits

- The Financial Manager is responsible for making all deposits at a WECU branch! Under some circumstances others in the PA/AC may make deposits at WECU but only if the Financial Manager is fully aware of this activity.
- Deposits must be **counted by two PAAC or PTSA members and a Cash Count Form must be completed and signed by both counters**. Forms are found at: <http://squalicum.bellinghamschools.org/ptsa>
Put the **PAAC name** clearly on the Cash Count form or the money might not be credited to you!
- Verify each check is written out to SQHS PTSA.
- Verify the written amount matches the numerals. The bank will only deposit the written amount.
- Verify all checks have signatures.
- All checks must be endorsed with "Deposit Only" then the PTSA ACCOUNT #. Call for the account number if you are unsure. The check deposit stamp will do this for you; every Treasurer of a PAAC should have a one (if you do not know, check with the previous Financial Manager.)
- Fill out a WECU deposit slip. If there are too many checks to fit on one deposit slip, split the deposit and prepare a second deposit slip.
- Deposits should be made as soon as possible, preferably immediately when cash is included.
If need be, you can drop a deposit in the night deposit at WECU and they will mail the deposit slip to the PTSA Treasurers.
- A completed Cash Count Form must be provided, with the deposit slip (unless night deposit is used,) to the PTSA Treasurer. This can be dropped in the PTSA dropbox in SQHS foyer, or mailed to PTSA c/o SQHS at 3773 E. McCloud Rd., Bellingham, 98226, or scanned and e-mailed to SQHSPTSATreas@gmail.com

Deposits (con't)

- **KEEP A COPY OF ALL DEPOSITS SUBMITTED.** Deposits that do not have a properly completed Cash Count Form will be posted to “Unclaimed Deposits” and will not be credited to the PAAC until the proper paperwork is submitted.

Non-Sufficient Funds (NSF)

- Any checks returned as NSF by the bank will be returned to the PAAC for collection and follow-up. All associated fees will be charged to the PAAC.

Credit Card Sales

- If your PAAC/group intends to take payment via credit card, realize the associated fees with using credit cards will need to be paid by the PAAC. If you have questions about the fees, contact the Squalicum Treasurers at SQHSPTSATreas@gmail.com

Check Requests

- This form should be **filled out by the PAAC Financial Manager** whenever possible.
- Complete a Check Request Form (also found at <http://squalicum.bellinghamschools.org/ptsa>), **including approval signature**, and drop off in the PTSA dropbox in the SQHS foyer, or mail to PTSA c/o SQHS at 3773 E. McCloud Rd., Bellingham, 98226, or scan and e-mail to SQHSPTSATreas@gmail.com
- Include a **copy of the receipt(s) or invoice**.
- Please be sure to **include a phone number** to contact you in case we have questions.
- Please note that we **do not have to pay sales tax on fundraising items we will be selling**. Let us know if you're making such a purchase, and we will supply a Reseller's Permit to the merchant. **NOTE: Sales Tax must be collected on items sold.** Please contact the PTSA Treasurers for assistance if necessary.
- Check requests will be picked up at SQHS **early on Friday mornings**. Checks will generally be prepared over the weekend and sent out soon thereafter.

Voided Checks

- If a check is written to a merchant and the check needs to be voided, please ask the merchant to return the check to the PTSA so it can be properly voided. If the original check is not returned to PTSA, a stop-payment will have to be issued by the bank and resulting fees will be charged to the PAAC account

HELPFUL SUGGESTIONS

- Keep a copy of all Check Requests (including receipts/invoices) and Deposits (including Cash Count Form.)
- Organize these copies in a binder.
- Keep a register of your PAAC account (Opening balance, deposits, withdrawals, ending balance)
- Confirm Opening and Ending Balances on Money Minder.
- Report any discrepancies to the PTSA Treasurers, via email, immediately.
- Try to find an Assistant Financial Manager, who can learn the ropes from you and take over when your term is over.
- Keep clean, detailed, organized records so that the transition to a new Financial Manager will be smooth.