

Carmel Middle School PTSA Administrative Information Guide

Updated August 2017

After School/Evening Events

After school and evening events must be coordinated through Mr. Pratt, who keeps the calendar. If you need any help from the custodians for tables and chairs, etc. Contact Shalonda Farmer at shalonda.farmer@cms.k12.nc.us.

Budgets-PTSA Committees

At the beginning of each fiscal year (July 1st), each committee is given a budget by the Board of Directors and then approved by the PTSA General Membership at the first meeting in September. Committee chairs should know the amount of their annual budget and be aware of all committee expenditures and receipts. Please contact your VP ASAP if you find that you are unable to stay within your budget!

Check Requests/Reimbursements

1. Use the *PTSA Check Request/Reimbursement Form* if you (PTSA member) are being reimbursed, not a vendor.
2. Attach all receipts or invoices to the form. Make copies of receipts and this form for your records.
3. Two signatures are required: person submitting requests and second signature by your Committee Chair responsible for the expense. If you are the Committee Chair, then the second signature must be by a Board of Directors VP.
4. Submit form (in "Completed check Request" folder) in the PTSA file cabinet in the PTSA room. Allow one week for turnaround. If you need an emergency/rush check, please contact the Treasurer.
5. To pay a vendor directly; use the *Vendor Payment Form* and follow the directions on the form. Attach vendor invoice or bill and fill out form completely. Payment processing is the same as above. NOTE: *All financial forms are available in a folder in the PTSA file cabinet and also on the PTSA website.*

Deposits of Cash/Checks

Complete the *Deposit Form* located in the VP of Finance folder in the PTSA file cabinet. All CASH collected at PTSA events should be counted by two committee members and given to the VP of Finance (Assistant Treasurer at asst-treasurer@carmelptsa.org) as soon as possible. Do not hold on to PTSA funds more than 24 hours. No money should be left in the PTSA room. All deposits that are ready for the Assistant Treasurer should be given to her directly or left in Maria Agner's office in the cabinet. Her office is locked whenever she is not in. Attach checks and cash to the deposit form. Checks do NOT need to be counted by two people and can be placed in the VP of Finance's folder in the PTSA room.

Contracts

All contracts made with outside vendors on behalf of the PTSA must be signed by the PTSA President.

Communication

School wide communication includes the weekly "Cougar News", the PTSA website, the school website, "Cougar Talk", marquee and Connect-Ed messages.

Procedures for communication tools:

Cougar News - Please submit information to carmelptsa.org by Monday at 3pm. The Cougar News is sent out on Wednesday afternoon.

PTSA website - Please send information for the website to Erika Kunde at sun.riebe@gmail.com.

Carmel School website - Please send information for the school website to Marla Agner in the media center at mala.agner@cms.k12.nc.us.

Cougar Talk - Please send information for "Cougar Talk" to Laura Smith in the media center at lauraaa.smith@cms.k12.nc.us.

Marquee - Please send request for the marquee to marquee@carmelptsa.org.

Connect-Ed messages - Please send requests for any Connect-Ed messages to Mr. Pratt.

Copies

If you need copies for a project or event, please contact Marla Agner (Mr. Pratt's secretary) at marla.agner@cms.k12.nc.us. Some types of paper will need to be purchased out of your budget. See Marla first or the PTSA President.

Signs or Graphics

Contact Fastsigns (John or Tom) at 704-531-8000 for an estimate. OR CMS Graphics Department at 980-343-3880. Please get an estimate first.

Hospitality Assistance

The PTSA Hospitality/Staff Appreciation committee can provide assistance with PTSA sponsored events. Requests for their assistance to provide hospitality services at an event must be coordinated through the VP of Den denvp@carmelpta.org. Please do not assume this committee can help with your event. It will depend upon their availability. You may have to use funds from your budget.

Mailboxes

Faculty & Staff mailboxes are located in the Teacher Workroom. The PTSA also has a box in the Teacher Workroom.

Committee Folders

Each PTSA Committee has a folder in the PTSA filing cabinet. Folders should be checked frequently. Mail, forms and communication received in the PTSA School Mailbox will be placed in your committee's folder.

Sound System

Contact and coordinate with Mr. Pratt if you need to use the sound equipment for an event or meeting.

Stationery/Notecards

Carmel Middle notecards are located in the PTSA room on the shelf above the sink. Marla Agner has the key. Thank you notes for donations and services are the responsibility of the committee chair.

Tax ID Number

Carmel Middle PTSA tax ID number is: 56-1684466. Please contact the Treasurer at treasurer@carmelpta.org with any questions regarding sales tax exemption.

Volunteer Registration

All parent volunteers must register with CMS. Log your volunteer hours for the time you volunteer at school or work from home.