



Expenditure Policy

It is recognised that from time to time, personal expenditure on behalf of the PTFA may be required for fundraising events and activities. This policy outlines the process for approval and reimbursement of any expenses incurred by committee members (or others) on behalf of the Heights PTFA. It also outlines the process for making donations to the school and to charities.

- All decisions on donations to the school or to a charity must be discussed and agreed upon by current committee members.
- Approval, in writing, for all expenditure must be sought from the Event Organiser and the PTFA Treasurer before such expenditure can take place. Please copy both Treasurers on all correspondence.
- If the exact amount of expenditure is unknown at the time approval is sought, an estimate may be provided.
- The PTFA Treasurer should be advised as soon as expenditure has been incurred and the value is known, so that the financial records can be updated.
- Wherever possible, expenses should be paid by the Treasurer directly by BACS or cheque.
- All requests for reimbursements must be accompanied by a completed expense claim form, with receipts, which is available from the school office. No money should be removed from the amount raised at an event.
- The claim forms should be signed by both the claimant and the Event Organiser, if applicable.
- Expense claims must be made within 2 weeks of an event taking place / an expense being incurred. Any claims submitted after this time must be agreed in advance with the PTFA Treasurer.
- Expenses over £5 cannot be reimbursed without a receipt.
- Expense reimbursements will be made by cheque or bank transfer within a week.

Fiona Denney, Treasurer
The Heights PTFA
November 2015