

# PPC POLICIES



2019-2020

## Money Handling Policy

- Start up cash – if required, arrangement needs to be made with treasurer at least one week in advance.
- At least two PTA members must always be present with funds. The event chairperson will designate individuals to be handing funds.
- Receipt to be provide for all transactions
- Bank deposits – will be made by designated board member. All deposit must be made within 24 hours.
- Square device and password will be kept with the treasurer and or president.

Adopted by the board  
08/041/2019

Approved by the members  
10.1.2019

## Online Accounts & Password Transition Policy

### **Bank Accounts:**

Signers are decided on annually by the board of directors at retreat

Signers are put on all active accounts at the bank prior to September.

Online banking access is given to the treasurer, president and vice president.

**PO BOX:** keys for the USPS PO Box shall be kept with the President and the Treasurer.

### **Passwords for all other items:**

List of current passwords is transitioned to incoming president after June 30<sup>th</sup>. Once they are changed, they are distributed to board members that need access to current accounts.

### **List of active accounts 2019/2020 Term**

Columbia bank, Wix website domain, Google drive, Google email, Madmimi, Eventbrite, Facebook, Group me, Twitter, Tumbler, Instagram, Square Reader and Memberplanet.

