



Redmond Elementary PTSA PayPal Money Received Report Unit 2.8.46

Event Chairs are responsible for documenting money received online through the PTSA website and reporting it to the Treasurer.

Instructions for Event Chair:

- 1) Visit the PTSA website: www.redmondelptsa.org.
- 2) Click the “Sign-in” link in the top right corner; login with your personal account.
- 3) Click on “Admin” in top right corner; go to “Reports” then “Manage Shared Reports.”
- 4) Select the required report.
 - The Treasurer will set up the basic report format and make it available to your account, so if you don’t see it, please contact treasurer@redmondelptsa.org.
 - Note that if you will be filing a Money Received Report more than once for the same event, you need to make sure that you are not double counting entries that appeared on your last submission or omitting new ones from your current report. Please make sure that you are picking up where you left off from last time. There is a date filter on the report page that you can use to help you with this. Reports are set to automatically sort by order date, starting with the most recent at the top.
- 5) Download the report into Excel; save using last order date & event (eg 2016.10.14 – membership)
- 6) Sum the columns for Amount, PayPal Fees, and Net Amount in the Excel report.
- 7) Complete yellow sections below, attach a printout of Excel spreadsheet, and deliver to Treasurer’s box for processing (or email this page and the spreadsheet to treasurer@redmondelptsa.org).
- 8) If submitting a hardcopy of this page, email the spreadsheet to treasurer@redmondelptsa.org.

	Amount	
Gross Amount Received		
- PayPal Fees		
= Net Amount Received		
Budget Line / Event (eg Membership, Spirit Wear, HawkFund)		
Order Date Range (starting and ending dates)	to	
Chair Signature and Date:		

Instructions for the Treasurer:

- 1) Save Excel file to 365; ensure sums are accurate; check chair’s report against OSP, PayPal and any prior reports for event (in particular, look for omitted items or double counting).
- 2) Transfer the Net Amount Received from **PayPal** to **Union Bank PayPal**.
- 3) Transfer amount from **Union Bank PayPal** to **Union Bank Checking**.
- 4) In *Money Minder* document the deposit to **Union Bank Checking** in a single transaction, as a deposit of **Gross Amount Received** that is split into a credit of **Net Amount Received** (credit to budget line item) with a debit of **PayPal Fees** (charge to PayPal fees line item).

Treasurer Signature and Date (Accuracy Check & Transfers Done)		
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