



# Mini Training Session Gift Cards/Gift Certificates

Hillsborough County Council PTA/PTSA

# Mini Training Goals

- What can a PTA/PTSA use gift cards/gift certificates for?
- Review Internal Controls and Guidelines for Gift Cards/Gift Certificates
  - What are the limitations on purchasing/ giving out gift cards/certificates?
  - What controls need to be in place?
  - How do you track gift cards/certificates
  - How to maintain gift card/gift certificate log and where to maintain it
- What to do with donated gift cards/gift certificates
- Additional Controls that are required

# What can a PTA/PTSA use gift cards/Gift Certificates for?

- In accordance with Dollars and \$en\$e
  - PTAs/PTSAs are authorized to purchase gift cards and gift certificates with PTA funds for the purpose of:
    - Appreciation
    - Incentives
    - Awards

# What are the limitations on purchasing/giving out gift cards/certificates?

- An individual is eligible to receive ONLY two (2) gift cards/certificates per fiscal year
- Maximum value of \$25 for each gift card (Total value of \$50 per fiscal year, per individual)
- The funds used to purchase gift cards/certificates are required to be a part of a member approved budget line item such as teacher/staff appreciation or Reflections awards

# What controls need to be in place?

Local PTAs are required to and must create clear, written, processes for the handling of gift cards/certificates

- Must include your process for receiving, logging, where they will be stored, who has access, process for distributing the gift cards/certificates

A sample policy letter is available for you to use as a guide to set up your local units policy

# Sample Policy Letter



XYZ PTA/PTSA

## Gift Card/Certificate Policy

Florida PTA has approved local unit PTAs/PTSAs to purchase gift cards and gift certificates with PTA funds for the purpose of appreciation, incentives, awards, etc., to benefit teachers, students, and members using specific limits and guidelines. Gift cards and certificates are the same as having CASH on hand, and controls must be in place to protect the PTA funds. The following is our PTA/PTSAs policy.

### Procedures to purchase Gift Cards:

Gift cards may be purchased using PTA funds as long as funds have a line item on the budget and they have been approved by general membership. Individual gift cards may not have a face value greater than \$25.00.

Once the budget and the purchase of gift cards has been approved by general membership. The PTA board member will purchase. The board member will ensure:

- A separate receipt stating the face value of the gift card is attached to each gift card
- A request for reimbursement along with the receipt for the total amount will be submitted to the treasurer within 10 days of purchase.
- Turn in all gift cards purchased to the treasurer

### Documentation of Purchased Gift Cards

Gift card issuances must be documented in a log (spreadsheet) that must uniquely identify each payment in order to document the appropriate use of the card for audit purposes. Information to be included for each card shall include at a minimum:

- Date of Purchase or Donation
- Name of Person who made the purchase or donation
- Certificate or Gift Card Number
- Value of the of Card - Dollar Amount
- Recipient's Name, phone number, and/or email address
- Date Distributed to the Recipient
- Name of person who distributed the card
- Budget line item to apply expense too

### Maintaining and Distributing Gift Cards

The treasurer will provide a summary of the gift cards still in the possession of the PTA at the general meeting along with the Treasurer's Report. The gift card log is to be entered into the meeting minutes for purposes of the audit at the end of the fiscal year.

In addition to the gift card log, the treasurer will ensure a copy of the back of each gift card showing its number is made (the treasurer will ensure multiple cards are copied on the same page). Once a gift card

is distributed, the treasurer will annotate on the copy, under the appropriate gift card, the following information:

- Date the gift card was distributed
- Who the card or certificate was distributed to
- The budget line item the expense was applied to

### Donated Gift Cards

Gift card donations are to be handled like a cash donation. Therefore, the PTA should give the donor a cash receipt, must keep a record of each donation on a donated gift card log, and ensure the funds are tracked (line item on your budget for donated gift cards, under income).

Donated gift cards will be logged, maintained and distributed just like a purchased gift card following the above procedures.

### Summary

Gift cards purchased and donated:

- Treasurer will maintain a log for PTA purchased gift cards and a separate log for donated gift cards/gift certificates.
- Include the same information on the donation log as your do for the log of purchased gift cards
- The Treasurer must keep all PTA purchased and donated gift cards in a secure area just as you would with the PTA cash box.
- When gift cards are used/distributed, make note of it on the appropriate log
- Remember, when distributing gift cards to individuals, they may receive only two gift cards per fiscal year, with a maximum value of \$25 each, for a total value of \$50 per year.

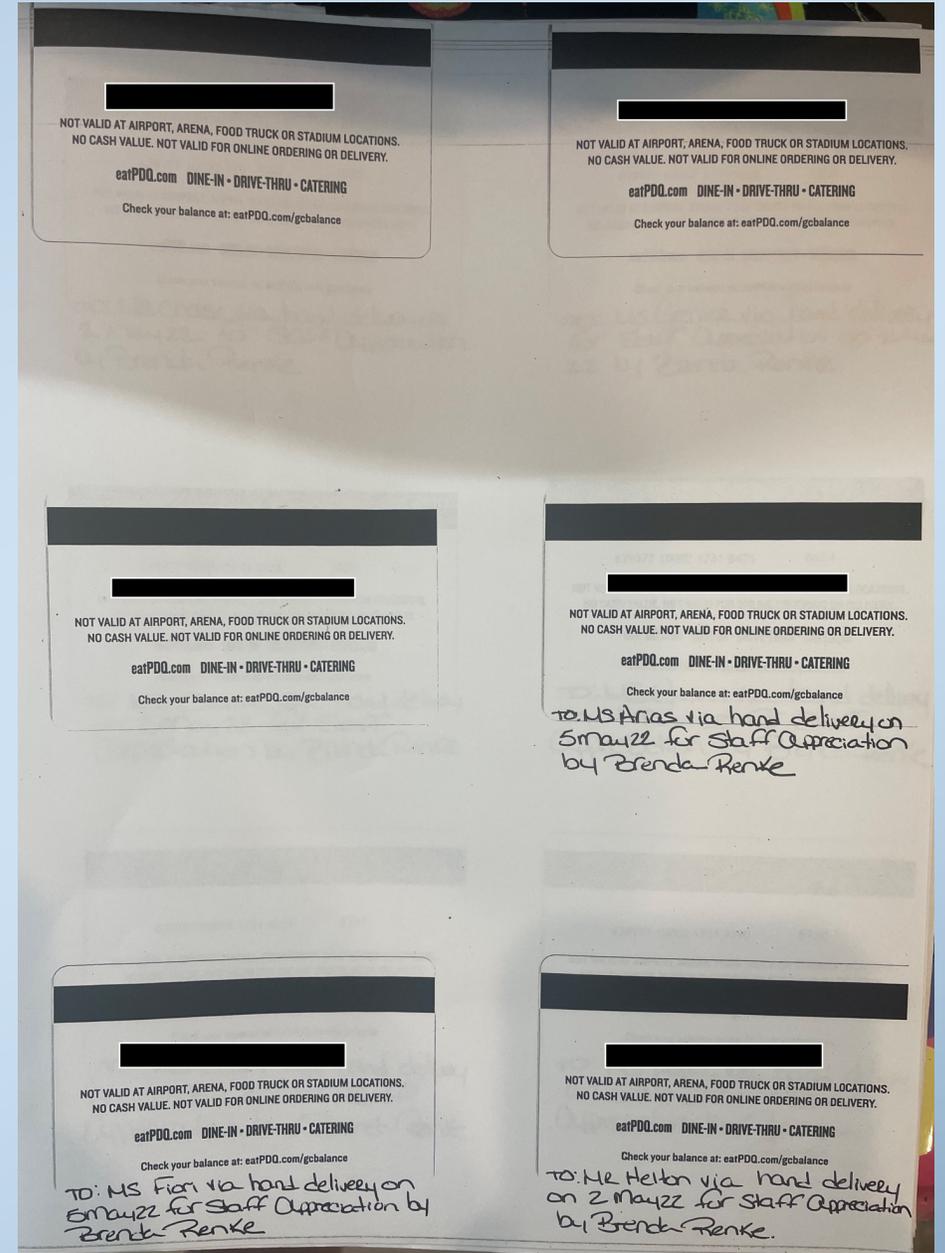






# Additional Controls

Additional Controls for Gift Cards: When purchased or when a donated card is received, copy the back of each gift card which reflects its number. You can copy more than one gift card on a page. Write on the copy the date when it was distributed and who the card or certificate was distributed to. Write the budget line item that the expense was applied to.



# In this presentation we...

- Explained what can a PTA/PTSA use gift cards/gift certificates for?
- Reviewed Internal Controls and Guidelines for Gift Cards/Gift Certificates, Specifically:
  - What are the limitations on purchasing/ giving out gift cards/certificates?
  - What controls need to be in place?
  - How do you track gift cards/certificates
  - How to maintain gift card/gift certificate log and where to maintain it
- Reviewed what you should do with donated gift cards/gift certificates
- Discussed additional controls that are required



# Thank you

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