



## Memorandum

**To:** Local Units and Councils looking to accept credit card payments

**From:** Carolyn Briner, Treasurer Georgia PTA

**Date:** 6/21/2010

**Re:** Electronic banking receipt of funds Policies and Procedures

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Georgia PTA recognizes that local units may wish to offer their membership the opportunity to purchase memberships and other items online or through the use of credit cards. Below are a list of policies and procedures to be followed by any local unit wishing to engage in such transactions. Note – local units are still prohibited from paying for their purchases with credit cards, debit cards or online transfer. Local units may only pay with a check containing two signatures.

### **Access to funds/Transfers to checking account**

Services such as PayPal or Google do not automatically transfer the funds once the sale is made to the bank account of the merchant. Therefore, it is necessary for someone to manually make the transfer of funds. It is recommended that any such transfer be made on a weekly basis at a minimum. During high activity periods, such as during back to school membership drives or fundraisers, the local unit may decide to make more frequent transfers. Access to the online account shall be limited to checking account signers only. A non-account signer such as the webmaster, is not permitted access to the merchant account. It shall be pre-determined by the unit who is responsible for the weekly transfer. It is recommended that the Treasurer be the individual responsible for the transfer.

### **Reconciliation of merchant transactions.**

Merchant transactions are to be reconciled and signed by two individuals. This will provide the dual control typically seen with the Cash Verification Form. The signed reconciliation is to be kept with the Treasurer's records and submitted

with the other documentation to the auditor at the end of the year. The reconciliation will confirm the amount transferred from the online merchant account to the local unit checking account. The reconciliation will also confirm the correct budget line item.

**Sharing Online Merchant Accounts**

Just like with all other PTA accounts, an online merchant account cannot be shared by multiple local units; nor can other groups, including the school, use the PTA merchant account.

**Merchant Services Terminals**

Merchant services terminals shall be permitted. The same guidelines as for online sales shall apply. Merchant services terminals cannot be shared by local units nor with other groups in the school.

**Reversals of charges/Refunds.**

Reversals and refunds cannot be processed through the merchant services account. In order to process a reversal or refund, a Check Request Form must be completed with documentation as to why the credit or refund is requested. The credit must be paid via check with two signers.

**Fees**

Fees for merchant services accounts including monthly maintenance and transaction fees must be disclosed to the membership and included in the local unit budget. Fees typically consist of a per transaction charge plus a percentage of the sale. Because of the per item charge (typically in the \$.25-\$.30 range) local units may wish to consider placing a minimum charge amount.