



## Monetary Policies and Procedures

*PTO funds are intended to benefit the students through the enhancement of school programs and activities. The PTO Officers are the guardians of these funds and have an obligation to see that they are protected and used wisely. It is very important that everyone follow these policies.*

### 1. REIMBURSEMENTS FOR EXPENSES:

- Generally speaking, the PTO prefers to pay bills directly, rather than requiring individual volunteers to pay expenses and then get reimbursed. However, there will be circumstances where reimbursements are necessary.
- All reimbursements require a receipt. There can be no reimbursement of costs without the actual receipt or invoice.
- Please do not eat expenses. We do our budgeting and plan our fundraisers based on prior year's experience; if volunteers do not submit expenses, we underreport our expenses and cause budgeting problems for future years. If someone wishes to donate items they have purchased, please contact the Treasurer to ensure that the donation is correctly accounted for.
- The chair of an event/activity is responsible for collecting and submitting all receipts and completed reimbursement forms to the PTO Treasurer within 2 weeks of the event. Please do not accumulate receipts and wait to submit them; submit all receipts as soon as possible.
- Volunteers must turn in completed "Check Request" forms and the receipts to their respective committee chairperson.
- The officer responsible for the budget line item involved must sign the form before funds will be disbursed; please contact the responsible officer to let them know you have a request form to be signed.
- Blank "Check Request" forms are available in committee folders and with the officers.
- *If payment is needed prior to an event, please contact the treasurer as early as possible to schedule the payment. Please have the "Check Request" form complete with approval signature of the appropriate officer to exchange for the check. The check will not be disbursed without the officer's approval, and our insurance policy requires that all checks have two signatures, so it takes some time to get a check processed. **Please plan ahead for these situations!!***

### 2. REQUESTING CHECKS:

- Completed "Check Request" forms can be left in the in the PTO mailbox in the Smith School office or can be mailed directly to the treasurer.
- Blank signed checks will not be issued for any reason.
- As a general rule, allow two weeks for processing of a reimbursement. If the request is more time critical, contact the Treasurer by phone or email.
- PTO books close June 30, when all budgeted accounts revert to the general purposes of the PTO.
- All requests for reimbursements must be in the hands of the Treasurer by June 1st to allow adequate time for processing. The only exceptions are end-of-year parties and other June events, which are due by the last day of school.
- No reimbursements will be made after June 30th.

### 3. COLLECTION OF FUNDS:

All committees involved in fund-raising or events handling money should designate volunteers to manage the monies and must follow these procedures. Note that for most events or fundraisers where money is sent in advance or through the classrooms, cash payments should be discouraged as we have no way to safeguard cash moving through the school or in the office.

#### For Events with Cash:

##### Before the Event:

- Cash Box information must be given to the Treasurer at least one week before an event. The PTO has two cash boxes available for use with \$20 cash each in them. Please make additional arrangements needed if this is not sufficient.
- Be sure to have calculators and pens/pencils at each event for calculating totals.

##### At Event:

- The Treasurer will give you the cash boxes requested.
- Never leave the money alone. Always have two adults with the money at all times.

##### At End of Event, The Money Must Be Processed As Follows:

- All funds received in cash must be counted by two people, preferably with one of the two being a PTO Committee Chair or Officer.
- Please separate currency by denomination (with a paperclip), and fill in amounts on the "Deposit Voucher" form.
- Please log number of checks and total value on the "Deposit Voucher" form. If a tape calculator is available, please provide a tape of all checks with their total.
- The "Deposit Voucher" form signed by counters, and the money, must be given to the Treasurer within 24 hours. Contact the Treasurer to make arrangements to transfer funds; do not just put them in the Treasurer's mailbox at school. When the Treasurer receives the bank receipt for the deposit and verifies that the deposit is in the PTO account, the receipt will be forwarded to the person who originally wrote up the deposit as a receipt.

Blank copies of the "Deposit Voucher" and "Check Request" forms are in the in the each committee folder and with the officers.

#### For Events/Activities with Checks Only:

- For fundraisers or classes, a spreadsheet showing a class roster or details of the fundraiser should be submitted as backup for the deposit. The Treasurer's files must include sufficient information to support the revenue for the year end audit.
- Deposits must be given to the Treasurer **within one week** of receiving checks. The exception to this is for classes or events that require a minimum number of persons. Please wait until the minimum number has been received and we know that the event/class will be held.
- It is important to get checks to the Treasurer quickly so that if any checks bounce, we have enough time to recover funds before distribution of merchandise or before a class or event has been held.

#### **4. CHECK ACCEPTANCE POLICY:**

- All checks should be made payable to: Smith School PTO

#### **5. DEBIT CARD USAGE:**

- Certain officers or committee chairs may be provided with a debit card for PTO purchases. This card is to be used exclusively for PTO purchases.
- Receipts for debit card purchases must be submitted to the Treasurer within 2 weeks, with a completed "Debit Card Record" form.
- Failure to submit receipts in a timely manner can result in the revocation of debit card privileges by the Treasurer.

#### **6. BUDGETARY PROBLEMS:**

- If you have budgetary problems, let the Treasurer know as soon as possible.
- If a revision or over-run is warranted, it needs to be approved by the Board or the general membership (depending on the amount). Such changes should be approved prior to any money being spent.

#### **7. CONTRACTS:**

- The PTO should only enter into written (not verbal) contracts.
- Contracts are valid only when signed by the President or the Vice President.
- Any other person signing a contract can be held personally liable for the full amount.
- For significant purchases, at least three price quotes/bids should be obtained to help ensure that the PTO is receiving the best value.
- Any potential contracts with persons or companies related to a PTO officer or committee chair must receive special review to ensure that no conflict of interest exists. After exercising due diligence, the PTO officers shall determine whether the PTO could obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

## **8. TAX EXEMPTION:**

- *The PTO has its own tax ID # for sales tax exemption purposes. Copies of the sales tax exemption certificate are kept with the officers. In order to take advantage of the exemption, purchases must be made directly with PTO funds; i.e. either a PTO check or debit card. You cannot purchase items with personal funds or cash and receive the sales tax exemption.*
- *A copy of our Federal tax exemption paperwork is kept with the officers. If additional copies are needed or if a specialized letter is needed, please contact the Treasurer or the President.*

## **9. SOLICITING AND RECEIVING DONATIONS:**

Certain committees may have a need to solicit donations in the community, in the form of cash or in-kind contributions. As a Federally tax-exempt 501(c)(3) organization, the PTO has certain responsibilities to donors.

- Donation requests should be submitted to potential donors on letterhead.
- Prior to requesting a donation, check with the Vice President or President.
- Any donor who requests documentation of the PTO's tax exempt status should be provided with our IRS tax exempt "determination letter."
- Committees who solicit donations are also responsible for producing thank you notes to donors. All thank you notes should be signed by the PTO President (in addition to or instead of the committee chair who solicited the donation).



# CHECK REQUEST FORM

Pay to the order of: \_\_\_\_\_

Amount of check: \_\_\_\_\_

Send to: \_\_\_\_\_

Date needed: \_\_\_\_\_

Budget line(s): \_\_\_\_\_

Reason for expenditure: \_\_\_\_\_

Signature of approving officer: \_\_\_\_\_

***ATTACH RECEIPTS!!!***  
***Checks will not be written without receipt.***

*Note any special payment instructions or additional explanation below:*

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*For Treasurer's use only:*

*Date paid:* \_\_\_\_\_ *Check number:* \_\_\_\_\_



## DEBIT CARD RECORD

***Submit within two weeks of using debit card.***

Name of vendor: \_\_\_\_\_

Amount charged: \_\_\_\_\_

Date: \_\_\_\_\_

Budget line(s): \_\_\_\_\_

Reason for expenditure: \_\_\_\_\_

Signature of approving officer: \_\_\_\_\_

### ***ATTACH RECEIPTS!!!***

***Debit card privileges may be revoked by the PTO  
Treasurer if receipts are not submitted in a timely  
manner.***

*Note any special/ additional explanation below:*

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*For Treasurer's use only:*

*Date paid:* \_\_\_\_\_



# DEPOSIT VOUCHER

FUNDRAISER/ACTIVITY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONS COUNTING MONEY: \_\_\_\_\_

(at least TWO PEOPLE are required to count when cash is included)

Please complete the following information, using **TOTAL AMOUNTS IN ALL AREAS.**

\_\_\_\_\_ x \$50.00 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$20.00 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$10.00 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$5.00 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$2.00 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$1.00 = \$ \_\_\_\_\_

Total All Coins\* = \$ \_\_\_\_\_

Total All Checks (# of checks \_\_\_\_\_) = \$ \_\_\_\_\_

**TOTAL**  
\$ \_\_\_\_\_ \*\*

Treasurer's Verification \$ \_\_\_\_\_ \*\*

Treasurer's Signature \_\_\_\_\_

SHORT / BALANCED / OVER (circle one)

Amount (if short/over): \$ \_\_\_\_\_

Date Verified: \_\_\_\_\_ Date Deposited: \_\_\_\_\_

Notes/Remarks \_\_\_\_\_

### TOTAL ALL COINS

\_\_\_\_ Dollars x 1.00 = \$ \_\_\_\_\_

\_\_\_\_ Halves x 0.50 = \$ \_\_\_\_\_

\_\_\_\_ Quarters x 0.25 = \$ \_\_\_\_\_

\_\_\_\_ Dimes x 0.10 = \$ \_\_\_\_\_

\_\_\_\_ Nickels x 0.05 = \$ \_\_\_\_\_

\_\_\_\_ Pennies x 0.01 = \$ \_\_\_\_\_

\*TOTAL ALL COINS \$ \_\_\_\_\_

