

WOODLAWN MIDDLE SCHOOL

FINANCIAL PROCEDURES

CASH BOXES

1. Contact Laura LaCroix at least three (3) days before a cash box is needed.
2. The Cash Box amount will be the same as the prior year unless told otherwise.
3. Cash Boxes will be held by Pam Kupsco in the school office for pick-up unless otherwise arranged.

DEPOSITS

1. After an event, all cash and checks should be turned in to Laura LaCroix within three (3) days.
2. All checks should be made payable to the "Woodlawn PTO".
3. A total for all deposits is required. Please provide a separate total for checks and cash.
4. A spreadsheet detailing deposit information is required. You may use the attached "PTO DEPOSIT STATEMENT." All committees must keep a record of name, check number and individual totals for all deposits. For example:

<u>Name</u>	<u>Amount</u>	<u>Check #</u>
Amy Smith	\$20.00	#345
Tom Jones	<u>\$15.00</u>	Cash
Total	\$35.00	

5. Please let Laura LaCroix know when the deposits are ready for pick up at school. Deposits must be given to Pam Kupsco for safekeeping.
6. Do not mail cash or checks and do not leave deposits in the PTO mailbox or bin.

PURCHASES

1. Use the enclosed Tax Exempt Letter for all PTO purchases.
2. Receipts are required for reimbursement.
3. If you are choosing to donate items for the event, be sure to track it for the committee use for next year. It's helpful to account for all purchases in aggregate and to better plan for the next year's budget.
4. Designate one member of your committee to communicate with Laura LaCroix to make sure all purchases are turned in for reimbursement within seven (7) days from the end of the PTO event(s).

VENDOR CHECKS BEFORE AN EVENT

1. Contact Laura LaCroix at least seven (7) days before an event if you need a check for a vendor.
2. Submit a request detailing your event, vendor name, amount needed, date the check is required, a copy of the contract, if applicable, and address if the check is to be mailed. You may use the attached "PTO CHECK REQUISITION FORM."
3. Be sure to request a copy of the receipt from the vendor during or after the event. Leave the receipt in the Treasurer's drawer in the Woodlawn main office.
4. If money is needed for a tip, do not use the cash box to pay the tip. A separate check request is required, payable to CASH.

REIMBURSEMENT

1. Receipts are required for all reimbursements.
2. Reimbursements requests must include the following information:
 - a. Written explanation of the expense
 - b. Committee name
 - c. Your name, phone number and address
 - d. Receipt(s) attached with the reimbursement amount circled
3. Requests may be mailed or emailed directly to Laura LaCroix. If left in the Treasurer's drawer in the Woodlawn main office be sure to let Laura know.
4. Lost receipts require the approval of a PTO President for reimbursement.
5. Do not use the Cash Box to pay for supplies or bills.
6. Use the Tax Exempt Letter provided in the folder.
7. **The PTO WILL NOT reimburse for sales tax unless previously approved in advance by Laura LaCroix.**

FINANCIAL SUMMARY

1. At the end of your event, please provide a financial summary of your event/fundraiser detailing revenue and expenses to Laura LaCroix
2. You may email your summary or leave in the Treasurer drawer in the Woodlawn school office.

If you have any questions, please contact:

Laura LaCroix
Treasurer, Financial Operations and Records
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