

WOODLAWN PTO FINANCIAL PROCEDURES

CASH BOXES – CASH REQUEST FORM

1. Contact Donna Cobb at least three (3) days before a cash box is needed. You may use the attached “PTO CASH REQUEST FORM.”
2. Cash Boxes will be held by Pam Kupsco in the school office for pick-up unless otherwise arranged.
3. Cash Box money shall be returned to the treasurer and accounted for separately from the fundraising event deposit.

DEPOSITS – DEPOSIT SUMMARY FORM

1. After an event, all cash and checks should be turned in to Donna Cobb within three (3) days.
2. Deposits shall be counted by two people when possible.
3. Deposits received will be taken to the bank by the Treasurer within 3 business days.
4. All checks should be made payable to the “Woodlawn PTO”.
5. A total for all deposits is required. Please separate the total amounts for checks and cash.
6. A spreadsheet detailing deposit information is required. You may use the attached “PTO DEPOSIT SUMMARY.” 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 | |

7. Please let Donna Cobb know when the deposit is ready for pick up at school. Deposits must be given to Pam Kupsco for safekeeping.
8. 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 ONLY.
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 to 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 Donna Cobb to make sure all purchases are turned in for reimbursement within seven (7) days from the end of the PTO event(s).
5. Shipping and handling charges must have prior written approval from the treasurer and president and reasons for the expense approval documented.

MEMBERSHIP TOOL KIT - DEPOSITS

1. The Banking Entity (i.e. Pay Pal) will be included as a “Bank” in the general ledger.
2. The revenue received from membership tool kit will be recorded by fundraising event on a monthly basis.
3. The supporting detail will be printed and included as supporting documentation for the deposit.
4. The credit card charges will be expensed to the bank/credit card charges expense line item in the general ledger.

VENDOR CHECKS BEFORE AN EVENT – CHECK REQUEST FORM

1. Contact Donna Cobb at least seven (7) days before an event if you need a check for a vendor.
2. Blank checks will not be issued.
3. 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 REQUEST FORM.”
4. 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.
5. 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 or the cash tip may be paid by the chairperson and reimbursement requested through the Check Request Form.
6. Two signatures are required on all checks issued.

REIMBURSEMENT – CHECK REQUEST FORM

1. Receipts are required for all reimbursements. The Check Request Form must be completed.
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 Donna Cobb. If left in the Treasurer’s drawer in the Woodlawn main office be sure to let Donna know.
4. Lost receipts require the approval of a PTO President for reimbursement.
5. Do not use money from the Cash Box to pay for supplies or bills, so that all income is properly accounted.
6. Use the Sales Tax Exempt Letter provided. This form must be used for all purchases.
7. The PTO WILL NOT reimburse for sales tax unless previously approved in advance by Donna Cobb.
8. The PTO WILL NOT reimburse for shipping and handling unless previously approved in advance by the PTO Treasurer and President and the reason properly documented.
9. Credit Card receipts are reimbursed only with detailed supporting documentation.
10. All receipts must be turned no later than 30 days after an event. All receipts received after 30 days will not be reimbursed unless approved by the PTO Board.

FINANCIAL SUMMARY

1. At the end of your event, provide a financial summary of your event/fundraiser detailing revenue and expenses to Donna Cobb. You may use the attached “PTO EVENT SUMMARY.”
2. You may email your summary or leave in the Treasurer drawer in the Woodlawn school office.

If you have any questions, please contact:

Treasurer’s Information:

Donna Cobb
312-287-2324
sjr753@yahoo.com