

Askew Elementary PTO Money Handling Procedures

- If you need petty cash for an event, fill out a **CASH BOX REQUEST*** and give to the PTO Treasurer at least **one week before the event**. Return the cash box with the deposit, include the petty cash in your deposit, and account for it on your spreadsheet.
- Counting the money:
 - Any money collected should be counted at school unless prior approval from the Treasurer is obtained.**
 - Separate cash from checks.
 - Separate bills by denomination.
 - No staples in checks (or bills).
 - Roll all coins.
 - Checks should be verified by the legal line (longhand written amount). Checks must be signed and made out to Askew Elementary PTO. Do not accept any post-dated checks. In the Memo line, write the fundraiser, child's name and teacher, and phone number of child's parent, if possible.
 - Two people are to count the money and verify the amount documented is correct.
 - For any fundraising event (ie. Book Fair, Carnival, Gift Wrap, School Supply Sale, Raffle, etc.), the Chair AND Co-Chair must count the money and fill out a DEPOSIT LOG***. The deposit log and money need to be put in a sealed envelope with 2 signatures across the seal. Then drop the deposit in the safe located in the teacher workroom. Email the Treasurer that a drop has been made, and include photo or electronic file (Excel spreadsheet) documenting the deposit. If you have permission to take the deposit to the bank, please verify that your deposit form matches the bank's number. Then tape the bank receipt to your deposit log, take a picture of it and send to the treasurer for immediate documentation, then put the original paperwork in the treasurer's box.
 - Once the amounts are verified, you will receive notice that the deposit has been made.
 - All ongoing fundraisers such as: 5th Grade Movin' On, PTO Membership Drive, T-shirt sales, and Yearbook should make deposits weekly, or whenever the amount collected reaches \$100 or more.**
- We do not reimburse sales tax. We are tax exempt. Exemption Certificates are available in the Treasurer's box .
- If you incur an expense that falls within the approved budget, fill out a **CHECK REQUEST / REIMBURSEMENT FORM*** within 2 weeks of the end of the event and put in the PTO Treasurer's box.
- If you have a vendor that needs to be paid, fill out a **CHECK REQUEST/REIMBURSEMENT FORM*** and put in the Treasurer's box or give directly to the Treasurer. Please initial the invoice after verifying the amount and terms are correct.
- If a deposited check is returned, it is the responsibility of the chair to try to collect the original amount of the check by sending a letter home with the student asking for payment in the form of cash or money order within a week's time.
- MUST** maintain a spreadsheet of income and expenses.
- Please do not sign any contracts. Contracts must be signed by either the President or Treasurer.

* All forms will be available in the PTO Treasurer's mailbox or can be emailed to you.

I, _____, agree to follow the above stated procedures (specifically timely remittance of monies collected). Signed on _____ (date).

Chairman of _____ Fundraiser Activity Date: _____