

Davidsonville Elementary School PTO Treasurer Procedures

.....



Dear Chairpersons and Board Members,

Thank you for taking leadership positions as Committee Chairs and Board members.

There are often many questions and situations where funds are coming and going through all of the school committees and various groups. There are procedures in place to help make sense of it all.

Here are some procedures to follow regarding PTO expenses and deposits:

1. CHECK REQUEST *(for reimbursement or payment)*

A. Complete a check request form for reimbursement or payment. These forms are located in the Treasurer's Mailbox at DES, or on the DESPTO.org website under PTO Forms. With the check request, there must be a bill, invoice, or receipt (*original if possible*). You cannot be given a check without proper documentation. Also, if you need a check by a certain date, try to give ample notice.

B. You may personally hand the Treasurer, or the Asst. Treasurer, the check request with documentation or leave it in the Treasurer's Mailbox at DES. The box will be checked as often as possible. **Please e-mail the Treasurer if you leave a request in the box.**

C. The Treasurer will try to get all requested checks out within a week. Include a full name and address to where you would like the check sent.

2. CASH/CHECK COLLECTION

A. All monies must be counted, with documented amounts included before it is turned in for deposit. This is for accounting purposes. Complete the Deposit Form available in the Treasurer's Mailbox at DES, or online at the DESPTO.org website. Please submit all deposits within 48 hours after the end of the event.

B. If you are collecting large quantities of funds (membership, socials, events, etc.), please try to create a spreadsheet, or something similar, to note names, amounts, check numbers, and any other info. that would be helpful to keep track of things.

C. You may personally hand the Treasurer, or Asst. Treasurer, the monies and documentation, or you may leave it in an envelope with the DES Office Staff who will place it in the school safe. Have it clearly marked for the PTO Treasurer. **Please e-mail the Asst. Treasurer if you leave a deposit with the office staff.**

3. BUDGET

A. Carefully review your committee's budget as early in the year as possible and also share the budget amount with your committee members.

B. If your committee would like to request additional funds, please provide documentation for such a request. The Board will take all additional fund requests under consideration.

If you have any questions, contact the PTO Treasurer, or Asst. Treasurer. If you can't locate answers, you can contact any member of the PTO Executive Board.