

Lakeway Elementary School PTO

Money Handling Procedures

If you need start-up money for an event, fill out a CASH BOX REQUEST and give to Mary, the PTO President, or Treasurer. Return the cash box with the start-up money in it after the event.

Counting the money. PLEASE do not let money leave the school.

Separate cash from checks.

All bills facing the same direction.

No staples in checks (or bills).

Two people count the money and fill out a DEPOSIT NOTICE. **Note: you do not have to count coins**, the bank will do that.

Count checks. If the event you are counting for involves the purchase of a product (e.g. Passbooks, Sally Foster, School Supplies), there needs to be a record of the check writers name, check number and check amount attached to the Deposit Notice (just in case there is confusion upon receipt or they need a refund).

ALL MONEY SHOULD BE TURNED IN TO THE TREASURER WITHIN 1 WEEK OF THE END OF THE FUNDRAISER.

We do not reimburse sales tax, we are tax exempt. Exemption Certificates are in the Treasurer's box in the workroom file cabinet.

If you incur an expense that falls within the approved budget, fill out a REIMBURSEMENT FORM and put in the Treasurer's "In Box" in the workroom file cabinet.

If you have a vendor that needs to be paid, fill out a CHECK REQUEST and put it the Treasurer's "In Box" in the workroom file cabinet.

When making purchases on behalf of the PTO and the expense amount seems expensive or unreasonable, PLEASE check with an Officer to see if we may have a resource that gives us a better price, or is free! An example of this would be printing/copying.

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

Chairman of _____ Fundraiser.

THANK YOU for your cooperation!!!

Your Friendly PTO Treasurer