

Navy PTO – Financial Policies & Procedures

Adopted by unanimous resolution of the board on 9/4/07
Revised and approved by board 9/2/08

General:

Bank Statements are mailed to Navy ES School, not an individual's home address. The bank statement will be reviewed monthly by a PTO officer that does not have check signing authority with the bank. That officer will sign off on the bank statement, indicating the bank statement has been reviewed, and will report at the next PTO meeting. The checking account will be reconciled monthly by the treasurer. Online review of checking account activity is available to all board members. No other online services are available. No bank cards are issued or available to any board members.

Financial Statements will be prepared on a monthly basis. Performance to Budget Reports will be prepared monthly and presented at the general monthly PTO meetings. A Financial Activity Report detailing all transactions will be prepared on a monthly basis, as well, and presented to the board members. The Performance to Budget report will be posted to the PTO website.

Bank Signature Cards will be updated annually at the beginning of the new fiscal year (July 1).

A Financial Review will be conducted annually by an audit committee appointed by the PTO board at the beginning of the school year. The audit report for the prior year will be presented at the first general PTO meeting of each new school year.

Federal Tax Form 990 will be prepared and filed annually by the current treasurer or by an independent accountant.

Renew annual incorporation with the Commonwealth of Virginia.

Update contact information for the **Sales and Use Tax Certificate of Exemption** with the Commonwealth of Virginia.

Annually **renew liability insurance policy** with PTO Today.

Disbursements:

1. All properly approved with 2 signatures on Check Request (pink form) or Reimbursement Request (yellow form). All documented with an invoice or receipt.
2. All checks signed with 2 signatures.
3. All matched to a budget item and/or approved at a board or general meeting.
4. Reimbursement requests must be submitted within 30 days of the conclusion of an event. Reimbursement checks mailed directly to the individual.

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5. At least 3 days advance notice for checks to pay a vendor or invoice.

Disbursement Forms:

Check Request (Pink Form) – submit with bill or invoice for a check in advance
Reimbursement Request (Yellow Form) – submit with receipt(s) for reimbursement
Cash Box Request (Purple Form) – submit to Treasurer at least one week in advance of the event. On the form indicate the kind of change needed. Complete a separate form for each cash box needed. When cash box is delivered, form must be signed by event volunteer to verify cash in box at the time of receipt from the Treasurer.

Receipts:

1. If for an event with cash boxes – must show 2 committee volunteers counted and verified amounts at the conclusion of the event, 2 signatures on green deposit notice indicate this was done.
2. **Event receipts** forwarded to the Financial Secretary within 24 hours and deposited by the next business day, if reasonable. **Program receipts** forwarded and deposited on a weekly basis, if reasonable.
3. Committee chair for each program, or event in some cases, is responsible for keeping records of checks/cash received, including the name of each person/family paid, the amount paid, and if the payment was made by cash or check. This can be done by noting on the order form, membership form, reservation form, etc. the above information. These records will be the support for each deposit. Each deposit that results from a program should have a batch of corresponding records to support the deposit. These records will be kept by the committee chair and then filed in the PTO filing cabinet at Navy by the end of the school year. The support records may be requested at the time of the annual PTO financial review.

Receipt Forms:

Deposit Notice (Green Form) – completed by committee chair/volunteer to account for the total amount being turned in. The form and money given to the Financial Secretary, within 24 hours, if an event. Financial secretary then gives receipt, or makes a copy of the green deposit notice, to the person completing the deposit notice. Green Deposit notice given to treasurer along with deposit slip copy/receipt from bank and check detail spreadsheet (if prepared) by the financial secretary.

Summary of Events/Programs:

After approval of the current year's budget, the Treasurer will forward to each Committee Chair notification of the budgeted expense and income for each program and event. At the request of the current event committee chair, a QuickBooks

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summary of prior year's expenses and receipts may be prepared in order to assist the committee chair in planning for the year ahead. It is the responsibility of all Committee Chairs to manage their event/program within the budget provided. Any expenses above and beyond budgeted amounts must be approved at the board level **prior** to the incurrence of such expenses. Payment of above and beyond expenses is made at the discretion of the board. At the conclusion of an event, the Treasurer will forward to the Committee Chair the QuickBooks summary of expenses and income for the event. It is the responsibility of the Committee Chairs to compare their records to QuickBooks summary of expenses and income for the program/event and resolve any outstanding items or differences with the Treasurer.