

Tips from the PTO Treasurer

Your Budget and how to use the financial forms (Revised 08/21/11)

Committee Name: _____

Your Committee's Income and Expense Budget Is: \$_____

You are responsible for controlling the spending of your all committee members so you do not exceed your total budget for an event. When planning for your event or program, prepare a schedule of projected expenses and income to fit the budget and forward this to the all the volunteers working on your event. This is especially important for events/programs where numerous volunteers will be submitting reimbursement requests. Special requests for additional funding must be brought to the PTO board *BEFORE* the budget is exceeded.

PTO Financial Forms

(Blank forms found in the PTO file box in the school front office or download at www.navypto.org)

Check Request (Pink Form)

To request a check in advance to pay a vendor, or a check to pay a bill, submit a completed 'pink' form with the bill or invoice attached to the PTO Treasurer through her folder in the PTO mailbox in the front office. Please also notify treasurer by email that a pink form is in the folder. Please provide at least 3 days' notice. If this is a bill that needs to be paid, submit the bill along with the form, and the treasurer will mail it. PTO check requests and the actual check must be signed by two officers, so advance notice is appreciated.

Reimbursement Request (Yellow Form)

To request a check for reimbursement of an expense paid by a committee member, submit a completed 'yellow' form plus original or copies of receipt(s). Reimbursement checks will be sent in the U.S. mail.

**** Submit within 30 days of the conclusion of an event or program.****

Cash Box Request (Purple Form)

If you are in charge of an activity that needs to have change prepared, submit a 'purple' form to the Treasurer, Wendy Chung, **at least one week** in advance of the event. On the form, indicate the kind of change you need. Complete a separate request for each cash box needed.

**** Please call the treasurer to make her aware of your need. Cash boxes require a trip to the bank, so advance notice is essential. ****

Deposit Notice (Green Form)

To process a deposit - complete a 'green' deposit form, indicating the amount of cash, the number of checks, the total amount of checks, and the total deposit amount. Please remember to indicate the amount of donations, if any, on the form. Submit the form and money for deposit to the PTO Financial secretary, Stacie Cage. For programs generating money over a period of time, submit deposits on a weekly basis, if possible. For events generating money, submit deposits within 24 hours of the event. The financial secretary will give you a receipt or copy of the deposit notice for your records.

If you are in charge of an event which utilizes cash boxes, two committee members should count the money at the end of the event and sign off on the 'green' form. The cash generated from an event, along with the beginning cash balance, should be turned over, along with the completed 'green' form to the PTO Financial Secretary, within 24 hours of the event.

Requesting & Collecting Money

If you are in charge of an activity that generates money, such as a fundraiser or PTO event, you must keep records of all money collected. This can be accomplished by indicating on the order form, reservation form, membership form, or whatever type of request for money form, the name of the family/person making payment, the amount of payment, and whether by cash or check.

Each deposit that results from a program/event should have a batch of corresponding records to support the deposit. These records can be stored in the PTO filing cabinet at Navy when your program or event is completed or emailed to the PTO President, Jennifer Condro, and may be reviewed at the time of the annual PTO Financial Review.

Please remember to keep donations separate from other monies collected and clearly label them as such on the paperwork submit to the Financial Secretary. This is necessary for tax reporting. Last year, donations were collected during the Fall Fundraiser.

When requesting money for a program or event, indicate on the flyer/order form, etc., that payment by check should be payable to 'Navy PTO', place in a sealed envelope with name of program/event, name of family, and amount enclosed. The envelopes will go to the Navy front office and placed in the school vault. Contact Vicki Williams, in the Navy front office, to let her know when she can expect to begin receiving collections from your program or event.