

NAVY PTO

Procedures for Your Committee

Revised: Aug 2017

Committee Name: _____ School Year: _____

YOUR RESPONSIBILITIES:

- Manage the spending of all your committee members
- Do not exceed your total budgeted expenses for an event
- When planning an event, prepare a schedule of projected income and specific expenses
- Forward projections to all volunteers working on your event so volunteers have a clear understanding of what funds are available
- Requests for additional funding must be presented to the PTO board PRIOR to spending the funds and will be reflected in the financial reports when approved
- Seek additional volunteers using www.signupgenius.com

FINANCIALS:

- Financial forms can be found on the Navy PTO Website www.navypto.org
- Use the online form to request reimbursement, send payments to vendors, request cash boxes or provide deposit documentation.
- Make sure to plan ahead to allow enough time for your transaction to be processed.
- Any questions regarding financials can be directed to Navy PTO Treasurer via email.

COMMUNICATION:

- Send all communication (flyers, etc.) electronically
- Approve all flyers and announcements through the PTO and the Navy Principal. Provide two-day advance notice for all approvals
- Communicate with Navy families by:
 1. Weekly Friday Email Blast – approved input must be in pdf format and sent to the PTO president by Wednesday at 9:00 pm
 2. Quarterly Navy Newsletter – submission deadline is one week before the newsletter release date. If you have an upcoming event or activity, the 2nd Vice President will email you with reminders of the newsletter due date and any other instructions
 3. Hang posters and/or flyers throughout school – approval required
 4. Announce event on Navy News – approval required

REQUESTING & COLLECTING MONEY:

- Maintain records of all money collected and spent. You should track collections on order forms, reservation forms, membership forms, etc. Include student/family name, amount of payment, and payment method (cash or check).
- No checks under \$20 will be accepted
- Each deposit must have supporting documentation (order forms, reservation forms, membership forms, etc.). Submit documentation to PTO Financial Secretary along with the money. Documentation will be reviewed during annual PTO Financial Reviews.
- Donations must be kept separate from proceeds. Clearly label donations as such on paperwork submitted to financial secretary. This is necessary for tax reporting.
- When requesting money, please indicate on the flyer/order form that payments should be placed in sealed envelope with name of event, name of family, and amount enclosed. Checks should be made payable to "Navy PTO." Envelopes will go to the Navy front office and placed in school vault. Please notify Donna Neuburg, in the front office, when you expect to begin receiving collections from your event.