

# NAVY PTO

## Procedures for Your Committee

Revised: Oct 2019

Committee Name: \_\_\_\_\_ School Year: \_\_\_\_\_ Budget: \_\_\_\_\_

### YOUR RESPONSIBILITIES:

- Review the PTO's Financial Policies and Procedures, available on the PTO website
- Manage the spending of your committee members
- Do not exceed your total budgeted expenses
- When planning an event, prepare a list of projected expenses. Forward projections to volunteers so that everyone has a clear understanding of what funds are available
- For Committees with expense budgets of \$1,500 or more, provide the PTO Board with a plan for how you intend to use the funds prior to incurring the expenses
- Seek additional volunteers using [www.signupgenius.com](http://www.signupgenius.com)

### COMMUNICATION:

- Communicate with Navy families through:
  1. Weekly Email Blasts
  2. PTO Website
  3. Navy Facebook Page
  4. Posters or flyers hung throughout the school
  5. Announcements on WNES (Navy's student led morning news program)
  6. Room Parent Emails
- At least 4 days in advance of distribution, email copies of the communication (flyer, post, announcement) to the PTO President and 2<sup>nd</sup> Vice President for approval

### FINANCIALS:

- Financial forms can be found on the Navy PTO website
- Use the online forms to request reimbursement, send payments to vendors, request cash boxes, and provide deposit notices
- Plan ahead to allow enough time for your transaction to be processed (up to 4 weeks)
- Contact the PTO Treasurer with any financial questions: [navyptotreasurer@gmail.com](mailto:navyptotreasurer@gmail.com)

### REQUESTING MONEY:

- Requests for reimbursement must be submitted within 30 days of the event
- Payments will not be issued without supporting documentation such as receipts or invoices
- Requests for funds in excess of budget must be presented to the PTO Board prior to spending the money. The PTO will notify you if your request is approved or denied.

### COLLECTING MONEY:

- Maintain detailed records of all money collected
- Keep funds in a secure location at all times. Do not leave cash unattended.
- Promptly forward all money to the Financial Secretary, along with the Deposit Notice & Check Log form
- Donations must be tracked separate from proceeds. Clearly label donations as such on forms submitted to the Financial Secretary. This is necessary for tax reporting.