

Grayhawk Elementary PTO Cash/Reimbursement Procedures and Guidelines

Draft to be approved 10/13/2015

1. DEPOSITS PROCESSED THROUGH PTO BIN

All payments and their respective order/sign up forms are to be sent to the office and dropped in the PTO bin. Two adults are scheduled on a regular basis to process items in the bin. The bin should not be processed by only one person.

- Payments should be sorted and grouped by purpose (birthday grams, spirit wear, tax deductible donation, etc.) and a separate Deposit Form (see attached example) should be completed for each group/purpose.
- One person should count the money and complete a Deposit Form. On each Deposit Form, the following should be completed:
 - a. Date
 - b. Form of Payment (Check, cash)
 - c. Total Dollar amount of deposit
 - d. Detailed Description of what payments are for including vendor, and date of event, if applicable
 - e. Name of person counting should be legible in case there is a question on the form
 - f. Please include phone number or email in case there is a discrepancy so we can contact you.
- A second count of the funds should be done by the second person and the form should be signed by **BOTH** people sorting the bin.
- A copy of the Deposit Form should be attached to any forms that came with the payments, and put in the appropriate Committee Chair's box.
- The original Deposit Form should be secured to the related payments and the Deposits should be placed in **the PTO Safe (which is located in the PTO Office) and must be recorded on the Deposit Log located on top of the PTO Safe.**
- See PTO Bin Procedures for more information.

2. DEPOSITS RELATED TO OFF-SITE EVENTS

All money collected at an off-site event is to be in the control of at least 2 adults at all times, and preferably should be kept in an area with limited access, away from the main event.

- When the event is over, the money is to be counted by at least 2 adults. If possible the count should be completed by the Committee Chair and the Treasurer or President.
- A Deposit Form must be completed and signed by both people counting the money.
- The money should be placed in a cash box with the Deposit Form and is to go home with the Committee Chair, Treasurer, or President.
- An email needs to be sent after the count to the President, Treasurer, and Committee Chair with the total of the deposit.
- Cash should be taken to the **PTO office and placed into the PTO Safe and recorded on the PTO Safe Deposit log which is located on top of the PTO Safe** as soon as possible to await transfer to bank.

3. DEPOSITS RELATED TO ON-SITE EVENTS - EVENTS EXPECTED TO RAISE OVER \$1,000

All money collected at an on-site event is to be in the control of at least 2 adults at all times, and preferably should be kept in an area with limited access, away from the main event.

- When the event is over, the money is to be counted by at least 2 adults. If possible the count should be completed by the Committee Chair and the Treasurer or President.
- A Deposit Form must be completed and signed by both people counting the money.
- The money should be put into the **PTO Safe which is located in the PTO Office**.
- If for some reason the money cannot be placed in the **PTO Safe**, please follow instructions for handling of cash at off-site events.
- An email needs to be sent after the count to the President, Treasurer, and Committee Chair with the total of the deposit.

4. DEPOSITS RELATED TO ON-SITE EVENTS – UNDER \$1,000

- When the event is over, the money is to be organized and appropriately labeled with event name, date and name of person collecting the money.
- The money should be immediately taken to the school office and placed in the PTO Bin to be processed.

5. DEPOSITING FUNDS TO THE BANK

- PTO or School Treasurers should retrieve their specific deposits preferably once per week or at least every two weeks from the **PTO Safe**. Deposits should be signed out of the safe by the Treasurer using **the Deposit Log located on the top of the PTO Safe**.
- The Treasurer should recount the funds and complete a bank deposit slip. The name of the event should be written on the bank deposit slip.
- If there is a discrepancy in the amount counted by the treasurer and what was stated on the original Deposit Form, the treasurer should note the discrepancy on the Deposit Form and make a copy and put the copy in the appropriate officer or committee chair's box.
- The Treasurer should take the funds to the bank within 2 days.
- The bank deposit receipt should be attached to the deposit back up (forms, check stubs, etc) and filed in the current-year treasurer files in case there is a bank discrepancy.

6. PETTY CASH REQUESTS

Petty cash is available for fundraising events. There is **one cash bag (grey)** kept in the **PTO Safe** that contains a total of \$250.

- **All Petty cash needs to be checked out through the PTO Treasurer or President and returned the same day.**
- **When returning the Petty Cash, please try to leave smaller bills in the cash bag so it will be ready for the next person to utilize for change. If that is not possible, please notify the PTO Treasurer that smaller change is needed in the Petty cash bag.**
- You can request additional petty cash for larger events with at least a week's notice to the PTO Treasurer.
- There is a form that needs to be filled out (see example attached) that includes your name, date, the amount being checked out and then the amount checked back in. Be sure to include the denominations required and the date required.
- The Treasurer will obtain the additional cash needed and leave it in the **PTO Safe**.

- A receipt stating the initial amount of cash will be placed in each cash box at the start of any event and signed off by the committee chair.

Other important information:

- **At NO given time should volunteers under the age of 21 be allowed to count money from any event.**
- Metal cash boxes should be utilized to transport cash; there are extra cash boxes in the workroom cabinets. Empty cash boxes or cash bags should be used to pull money from other cash boxes in use at the event, so there is a secure way of transferring the money to count it.
- Multiple cash boxes should be requested and available for the committee and volunteers to use during large events. Each cash box should be assigned to a specific area/person. That person can let others know when there is a large amount of money in the cash box that needs to be pulled and counted.
- **Cash boxes must be in the control of a responsible adult at all times.**
- When money collected at events is counted, the original \$250 Petty cash should be replaced in the Petty cash bag **in the PTO Safe** and segregated from any additional petty cash requested before reporting the event revenue deposit amount.

7. CREDIT CARD PROCEDURES (TO BE DETERMINED)

8. PAYPAL

PayPal is provided as a convenience for parent/donors to remit money electronically for specific larger events and other purposes such as tax-deductible donations.

- Specific Events and the online purchase information are maintained by the Website Administrator. The treasurer will receive an email from PayPal when a payment is received. The Treasurer will forward the notifications to the appropriate Committee Chair.
- The Treasurer should transfer the money collected in PayPal to the PTO operating account at least weekly if not a few times a week during large events.
- Annually during the PTO Treasurer transition, the PayPal account email contact and password should be changed. Only the President, Treasurer, and Website Administrator should know the PayPal password.

9. REQUESTS FOR REIMBURSEMENT/CHECK REQUESTS FOR VENDORS

All monies requested for reimbursement/vendor payments must be done using the PTO reimbursement form which can be found in the workroom or online at www.grayhawkpto.com under forms. All forms must be filled out with the following information:

- a. Date
- b. Person requesting
- c. Amount of reimbursement
- d. Activity the monies were used for
- e. Contact information including cell phone and email
- f. Check payable information
- g. Clear instructions on where the check should be delivered/mailed. If going home with a student, the teacher's name and classroom grade must be indicated. If check is written to a vendor, the invoice should have complete mailing address so the vendor can be set up in QuickBooks and should be indicated if the check should be mailed directly to the vendor or not.
- h. All reimbursement requests must be signed by that committee's chairperson (prior to being given to PTO Treasurer for processing) so the Committee Chair is aware of expenses affecting their budget
- i. All requests over \$1,000 must be signed by the President (prior to being given to PTO Treasurer for processing)

j. All requests will be processed within 10 school days.

- All reimbursements must include original receipts. No personal purchases should be on the same receipt that is being submitted for PTO purchases. If personal purchases are on the same receipt as PTO purchases, please make sure the expenses are clearly delineated between Personal and PTO.
- Reimbursement forms should be filled out and put into the committee chair bins for signature, or if signed, form can be placed directly into PTO treasurer's box.
- Unless previously agreed upon by PTO Treasurer, no reimbursements will be made without this form and required signatures. Requests will be sent back to the person to be resubmitted using the proper procedures
- All reimbursement checks will be delivered within 7-10 business days of submittal

10. BANK RECONCILIATIONS

Bank reconciliation should be completed within one week of the end of the calendar month and copies should be sent to the President and the Vice President.

11. EXCEPTIONS

Exceptions to these policies can be made by board approval by a majority vote.

If there are time constraints and an exception needs to be made before the upcoming PTO board meeting, the President may make the decision to allow/disallow the exception if she/he deems it to be in the best interest of the school and the families, and if the current school principal approves the President's decision. The board will be notified of any exceptions within 24 hours.

12. UPDATING OR CHANGING THE GUIDELINES

Guidelines should be reviewed by the Treasurers and the President, annually, and any requested changes should be discussed at the April PTO board meeting and a final vote taken at the May PTO meeting. The amended guidelines and supplemental documents will be completed and printed within 30 days of the Board Meeting.

Grayhawk Elementary PTO Cash guidelines are subject to review and may be changed as deemed necessary by a majority vote of the current PTO Board and approval by the current school principal.

Adopted 12/10/13

Revised 10/10/15