

Financial Guidelines

1. Committees must submit a proposed budget for their event to the treasurer (**PROPOSED BUDGET FORM**). The board must approve the amount that will be charged at an event before any flyers can be sent out.
2. All expenses for a committee / event should be submitted first to the PTO chairperson of the committee for their okay and then forwarded to the Treasurer for payment. Please use the **REQUEST FOR ADVANCE** or the **REQUEST FOR PAYMENT** forms included in this binder.
3. All bills should be paid in advance of the event if possible. If payment is required during the event, you must make sure that the President, Vice President or Treasurer will be there to sign a check. All other bills can be submitted before or after the event for payment.
4. If someone on the committee is making purchases on behalf of the event and they do not want to wait for reimbursement, they can fill out the **REQUEST FOR ADVANCE** and submit it through the chairperson who will forward it to the treasurer.
5. All request for payment should include a receipt for purchases made or an invoice from the supplier. Please attach invoices to **REQUEST FOR PAYMENT**.
6. During events that have several money turn-in days, receipts from these events must be turned in on a timely basis. A PTO board member or Chairperson should not hold large sums of money. After each day of the event, two people on the committee should count the money and a **DAILY RECEIPTS FORM** should be completed. These receipts should then be dropped off to the treasurer. As much as possible, coins should be rolled and money rubber banded: 1's in bundles of \$50, 5's in bundles of \$250 and 10's and 20's in bundles of \$500. Checks need to be banded with an adding machine tape showing the total. Please include a list showing payee's last name, check number and amount – form **CHECKSLIST**.
7. A copy of all deposits is also to be sent to the Board President.
8. Any questions or concerns should be directed to the treasurer.