

New Eagle Elementary School PTO Financial Forms & Procedures

All disbursements will be made via check with proper supporting documentation. The following forms are to be used:

- **Check Request/Expense Reimbursement** – used when a check is needed in advance of a transaction or volunteer is requesting reimbursement for out of pocket expenses.
 1. **Check request**: Include information on the payee (who, address, purpose) and supporting documentation (copy of contract, invoice, estimate, when required, etc.). Check requests should be submitted to Treasurer at least 7 days in advance to allow for processing.
 2. **Expense Reimbursement**: All expenses to be reimbursed should be approved by the committee chair prior to submission for reimbursement. The form should be completed and include the following information:
 - Date and expense category/event
 - Requester's name, phone number and address if check is to be mailed
 - A brief explanation of incurred expenses and total reimbursement being requested
 - Volunteer name and chairperson sign-off

All supporting documentation (receipts) must be attached to the form. No expenses will be reimbursed without appropriate receipts and chairperson approval. Allow 14 – 21 days for processing unless special request.

All fundraising events will have a single point of sale and at least two volunteers (preferably a volunteer and chairperson) handling cash intake. The following forms are to be used when receiving a cash box or recording all sales.

- **Cash Box Confirmation** – Please request cash box at least 7 days in advance of an event. The cash box will contain \$107.50 in various denominations unless a special request has been made in advance. The Treasurer will complete the cash box confirmation form prior to turning over a cash box to the Chairperson for an event. The cash box should be counted by the chairperson/volunteers with Treasurer in attendance and form signed-off. At the end of the event, the Chairperson must include cash box funds in the cash receipts for deposit.
- **Event Reconciliation** -every fundraising event will use this form to tally all cash receipts collected during an event and prior to turning over cash receipts to the Assistant Treasurer for deposit. The form includes a tally area for cash (bills & coins), checks and credit card sales. Two people should count all money, preferably a volunteer and the event Chairperson. Cash box proceeds should be included in the Tally and notated on the form. The volunteer and chairperson are

to sign the event reconciliation form. The Assistant Treasurer will also count the money and sign the form prior to deposit.

As a best practice, cash receipts should be counted and turned over to the Assistant Treasurer on a daily basis for a multi-day event (i.e. book sales). The cash box funds should remain in the cash box and if possible, left in the school safe. On the last day of the event, all proceeds including the cash box funds should be turned over to the Assistant Treasurer.

For fundraisers/programs where money is collected over a period of time (MLK Day, gift wrap sale, 4th grade party, pre-sold tickets for Spring Fair, etc.), the chairperson/volunteer should consider turning over receipts to the Assistant Treasurer once the collected amount exceeds a significant dollar amount (~\$300).

The chairperson/volunteer must coordinate with the Assistant Treasurer prior to the event to ensure adherence to this recommended best practice.