

September 13, 2011

To All Committee Chairs and Volunteers:

First of all, thank you for volunteering to be a part of the PTO! The following “Policies & Procedures” are designed to ensure the PES PTO maintains its 501c3 standing with the IRS and to make things efficient and safe for everyone handling PTO money.

The Policies & Procedures for handling PES PTO money are as follows:

**Income:**

1. Money is only to be handled by the Treasurer, PTO Board Members or the Committee Chair(s) for a particular event (or another designated PTO Committee Chair, if necessary).

2. Any money (cash or check) collected at an event needs to be counted by the Committee Chair, using the Deposit Form (see attached). **Cash should be sorted & totaled by denomination. Checks should be sorted by amount, totaled and ‘For Deposit Only’ endorsed on the reverse** (either by hand or by stamper---which is in the Treasurer folder in the main office). All cash & checks, along with the Deposit Form, are then sealed in an envelope. The envelope requires the following information (a-f are included on the Deposit Form):

- a. Event name
- b. Chairperson’s name
- c. Subtotal of checks
- d. Subtotal of cash
- e. Grand total enclosed
- f. Two signatures to show that it has been checked.

The envelope is then brought to Donna Flynn in the Main Office and put in the safe for a Treasurer to pick up and deposit. In addition, an email should be sent to the Treasurers notifying them that a deposit is in the office. (tapmonahan@charter.net and jjnikolich@aol.com )

If the checks in the envelope are not ‘endorsed’ or if items c-f are missing, the Treasurer will return the envelope to the Committee Chair for completion. A completed envelope allows the Treasurer to be able to double check information when processing the deposit. This gives the PTO the proper ‘checks & balances’ to ensure everyone’s safety when handling money.

3. If an event is off the PES premises, money needs to be counted by two people and sealed in an envelope (and same requirements as in #2 above) and brought back to the school **by the next school day**. Example: If an event is Saturday, funds should be back at school by Monday. No money is to be kept at individual homes for any reason. If there is a problem, please notify the Treasurer immediately to come collect the money.

4. Unfortunately, some of the checks turned in for events “bounce” for insufficient funds (NSF). In the event this happens, the individual whose check bounced will be responsible for replacing the original check in addition to the fees charged by our bank (\$12/check). The PTO will no longer accept checks from an individual after the second time they bounce a check. To ensure

privacy, the Treasurer will contact the individual to inform them that, going forward, the PTO will only accept cash or money orders from them.

**Expenses:**

5. At the beginning of the school year, each Committee Chair will be given a copy of their budget for the year. It is imperative that the Chair track their income and expenses (where applicable) throughout the year to ensure their budget is not exceeded. Pre-approval from the PTO Board is required to expend more than the budget. In addition, orders placed with companies that exceed \$300 require the creation of a purchase order. The Committee Chair should contact the Treasurer to obtain this BEFORE the order is placed. The Chair may track income & expenses manually (on a sheet of paper or on the Income/Expense Tracking Form, see attached) or electronically. The 'sheet of paper' or the excel spreadsheet should be submitted to the Treasurer at the end of the event or the completion of the school year, whichever comes first.

6. Tips and gifts are given on behalf of the PTO by the PTO Board and should not be given out by Committee Chairs. Please note that tips/gifts are not included in individual event budgets. To this end, should a Committee Chair feel that an individual/company goes above and beyond the call of duty, they may contact the Board to recommend a tip/gift.

7. All receipts to be reimbursed need to be attached to an Expense Voucher (see attached). Please complete the "Expense Reimbursement" section of the voucher in its entirety and put it in the Treasurer folder. Note that expenses may not be reimbursed if the actual receipt is not attached, or if the voucher is not completed properly. In addition, please try to submit the vouchers in a timely manner (i.e. within a couple days of the expenditure or within a couple days of the end of an event) so that our financials are current. You will be notified (email or telephone) when your check is ready (in the Treasurer folder) or you will receive your reimbursement check at the next PTO meeting. If you require your check to be mailed, please specify this on the Expense Voucher.

8. If checks are needed in advance for an event, please complete the "Check Request" portion of the Expense Voucher at least 2-3 days in advance and put it in the Treasurer folder. This allows adequate time for the Treasurer to process the request. In addition, an email should be sent to the Treasurer notifying her that a request is in the office. Last minute requests may not be honored, resulting in out-of-pocket expenditures by the Committee Chair (the Chair then must submit an Expense Reimbursement).

9. Some events require Petty Cash in advance (Book Fair, Plant Sale, etc.). If this is the case, the Committee Chair should complete the "Check Request" portion of the Expense Voucher and submit to the Treasurer at least one week before the event. The cash/coin will be in the safe and ready for use the day before the event. In addition, there are cash boxes in the PTO Supply Closet.

**Miscellaneous:**

- Hard copies of the following forms may be found in the Treasurer folder in the main office or may be obtained electronically on the PES PTO website or via email from the Treasurer:

- Deposit Form
  - Expense Voucher
  - CT Sales Tax Exemption Certificate
  - Cert 119
  - Income/Expense Tracking Form
- The PES PTO is exempt from state sales tax as well as federal income tax (because of our 501c3 status). Purchases made on behalf of the PTO from local organizations should be designated as such and our CT Sales Tax Exemption Certificate should be submitted to the company. The following organizations already have our Cert 119 on file: Staples (must use the PTO rewards card), Walmart (must use the PTO Walmart card), Pier 1 and Newbury Place. It goes without saying that the PTO's tax exempt status is not to be used for personal reasons.

Should you have any questions regarding the above, please do not hesitate to contact our Treasurers, Ann Marie Monahan at 203-264-6805 or [tapmonahan@charter.net](mailto:tapmonahan@charter.net) and Jen Nikolich at [jjnikolich@aol.com](mailto:jjnikolich@aol.com)

Thank You,  
PTO Board Members