

Beaver Creek Elementary School PTO Money Handling Guidelines

Committee Chairperson

You are responsible for controlling the spending of your committee members so you do not exceed your budget. Special requests for additional funding must be brought to the PTO Board *BEFORE* the budget is exceeded. You are also responsible for making sure all money is accounted for during your event. All correspondence with the Treasurer can be done through the PTO mailbox in the office, by phone, or by email. Please do not send treasurer business home with her student.

Cash Box Request

If you are in charge of an activity that needs to have change prepared, submit a "Cash Box Request" form to the treasurer **at least one week in advance of the event**. On the form, indicate the kind of change you need and the number of cash boxes you need. Also, please call or email the treasurer to make her aware of your need. *Cash boxes require a trip to the bank, so advance notice is essential.*

Deposit Notice

If you are in charge of an activity that generates money, such as a fundraiser, you must verify the total amount being turned in and complete a "Deposit Notice" form to accompany the deposit.

Two committee members **MUST** count the money. The form and the money must be handed over to the PTO President or Treasurer at the end of the event or within 24 hours following the end of the event. Please count and log both cash and checks.

****Please note for events that span several days (book fair, consignment sale), a deposit notice must be filled out at the end of each day. The committee head is responsible to hold onto the amount that was requested for that event's cash box, for the following day of the event.**

The deposit notice and money must be kept in the school safe or if the safe is not accessible (because it is after school hours) the committee head is responsible to make prior arrangements with the treasurer for the money to be picked up or dropped off to her.

Reimbursement Request

For all expenses acquired for your event and within your event's budget, submit a completed "Reimbursement Request" form plus your receipt(s) to the PTO Treasurer. Committee expenses should be purchased on a separate receipt from personal expenses. Please specify how you would like to receive your check.