

Marie Schaefer PTO

Money Handling Policy

- All monies collected will be held in the school office in a manilla envelope by the school Administrative Secretary. Upon close of money collection period Administrative Secretary will contact the PTO Treasurer and notify her/him to pick up the envelope. The Treasurer will count the money received with Administrative Secretary present, both are to sign the money collection receipt form. Coordination with the Administrative Secretary needs to be made prior to counting the money to ensure adequate coverage for the school office is in place, (all money counting should occur behind the scenes, and not at the front desk of the school).
- Treasurer records cash received, makes out a receipt, makes copies of checks and deposits money. The cash receipt and copies of checks are returned to the manilla envelope along with all other documents related to event and returned to Administrative Secretary in the school. Treasurer will notify program chair to pick up manilla envelope in the front office from Administrative Secretary. Program chair can then proceed with placing orders etc. for event.
- The turnaround time for monies deposited and documentation returned to school by Treasurer is 24-48 hours.
- Program chairs will follow current procedures for purchase reimbursement, check request etc.
- Treasurer is to act as purchasing agent for the PTO unless reimbursement is requested.
- When money is turned in to the office for holding for the Treasurer (for Roar Store for example) the program chair is to count the money in the presence of Administrative Secretary and sign over money to him/her. Coordination with the Administrative Secretary needs to be made prior to counting the money to ensure adequate coverage for the school office is in place, (all money counting should occur behind the scenes, and not at the front desk of the school).
- Administrative Secretary will then witness the Treasurer counting the same money and will sign before Treasurer takes money to process. Coordination with the Administrative Secretary needs to be made prior to counting the money to ensure adequate coverage for the school office is in place, (all money counting should occur behind the scenes, and not at the front desk of the school).
- Gift Cards received by Program Chairs as a donation are to be turned over to the Treasurer for purchasing use.
- Tax exempt receipts will be issued by the Treasurer as needed for donated monies, under the instruction of independent Accounting Consultant.
- Manilla envelopes and signature sheet will be provided by Treasurer to the front office for use.