



**Barbara Bush Elementary PTO**

**Money Handling Procedures**

1. ALL MONEY IS TO BE COUNTED AT SCHOOL
2. When counting cash money, at least two people should be present.
3. You are responsible for the funds collected by your committee. All money collected from teachers under various programs will be secured by the front desk. You should be in communication with the front office so you are informed of the location of the money. If you are unable to process the money and PTO Itemized Receipt Form by the end of the school day, notify the front desk, treasurer or President.
4. Separate checks/cash from forms. Document the date, amount, method of payment and your initial on the accompanying form. This is for your record keeping purposes and in the event a check is lost or returned due to NSF.
5. Verify money received matches totals on all forms.
6. Complete a PTO Itemized Receipt Form, located in the Treasurer’s inbox and on the PTO website.
  - Fill out form completely and sign
  - Total individual currency as indicated on the form
  - Indicate the committee/event
  - Attach a list of checks (last name and amount) or list on back of form
  - Remove all staples from checks
  - Two signatures are required on the form for receipt of cash (counter signatures)
  - Make sure you can identify who payer is and what payment is for on each check in case there are questions.
7. Place money, along with the PTO Itemized Receipt Form in an envelope or place rubber band around PTO Itemized Receipt Form and money.
8. Lock up money with assistance of front office staff if leaving overnight. Do not leave funds in safe over the weekend.
9. **Call/text/email Treasurer, Donald Paull (207-751-0524), & inform him there is a deposit waiting at school. If he is not available, contact President, Jenny Worthington.**
10. NEVER LEAVE THE SCHOOL BUILDING WITH MONEY

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Signature

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Print Name



Barbara Bush Elementary PTO

## FINANCIAL GUIDELINES

### BUDGET

Each Committee has a designated budget for the year. The Committee VP is responsible for understanding and complying with the budget for their committee. Our fiscal year runs from June 1 to May 31. The PTO Executive Board must approve spending in excess of the budget in advance.

Please be mindful of our focus and purpose when committing PTO funds. Avoid expenditures for things that might otherwise be donated or available at a discount.

### CASH BOX

If you require a cash box for an event, please notify the Treasurer at least 5 business days before the event. Indicate how much cash you will require and what bill denominations and coinage are preferred.

### DEPOSITS

All checks must be paid to “Bush PTO”. Checks and cash received on behalf of the PTO should be submitted as soon as possible to the Treasurer for deposit. Submit all monies with the PTO Itemized Receipt Form. These forms are available on the PTO website and in the Treasurer’s inbox. Follow the Money Handling Procedures when preparing your deposit. ***Always notify the Treasurer when there is a deposit at the school.***

### REIMBURSEMENTS/CHECK REQUESTS

Complete a PTO Reimbursement/Check Request to be reimbursed for purchases or to request payment. These forms are available on the PTO website and in the Treasurer’s inbox. Place completed forms in the Treasurer’s inbox or give directly to the Treasurer. If fast payment is required, notify the Treasurer.

Cash all reimbursement checks within 30 days. All Reimbursement/Check Requests for this year must be submitted by May 31, 2018.

Please double check any amounts and keep a copy of all receipts and requests submitted to the Treasurer. Allow 5 days for reimbursement.

When purchasing items for PTO, you may pay for the items and request reimbursement or you can request a check in advance. For advanced payment, please submit a Reimbursement/Check Request Form at least **two weeks** prior to the event.

All requests over \$1,000 must be signed by the PTO President.

The Committee VP is responsible for signing and approving expenditures for their committee ***prior to submitting the form to the Treasurer.***



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**SALES TAX**

Bush PTO is a 501(c)3 organization and is sales tax exempt. Bush PTO cannot reimburse sales tax paid on purchases made on behalf of the PTO. Please use the PTO's Texas Sales and Use Tax Exemption Certification when purchasing items. There is not a tax exemption number. Copies of the certification can be found in the Treasurer's inbox and on the PTO website.

Legal Name: Barbara Bush PTO

Federal ID#: 45-4609026