



Payment/Reimbursement & Deposit

Policies & Procedures

2018-19

Overview

You will work with the PTO treasurer when requesting checks (for personal reimbursement or vendor payments) and depositing money collected for PTO activities/events.

The PTO box, a small plastic container, is located under the PTO mailbox in the main office. It includes a yellow and green treasurer and check folder. These folders are used to submit requests/deposits (yellow) and to pick up checks (green).

All forms can be located on the website (<http://www.bhpsnj.org/Page/2121>), and hard copies are available in the PTO box. You can submit forms in hard copy or electronically. See below for details.

The current treasurer is:

Gretchen Szabo

gszabosp@gmail.com and hughespto.treasurer@gmail.com

201-575-1214 (cell phone)

Payments, Reimbursements & Cash Requests

Anytime you need a check or cash, you must fill out the **Request for Payments/Reimbursements/Cash Box** form.

- Receipts or invoices should be attached to the completed form.
- Fill out one reimbursement form per committee/budget category. For instance, if you need to be reimbursed for both Drama Dragons and Book Fair, submit two separate forms.
- If you need more than 1 check for a committee/budget category, make a note on the form. For instance, an In-Class Professional may need a \$100 deposit with the remainder due upon performance. Both checks will be cut simultaneously.

Often we keep the “remainder due” check within the appropriate folder (e.g., In Class Professionals’ folder) so that it is available to the performer when they come in.

- If you need cash for a cash box, specify the total amount needed and the breakout of monies (e.g., 20 - Ones, 15 - Fives, \$10 - quarters).
- Hughes PTO is exempt from sales tax. Be sure to present the tax-exempt form to merchants when purchasing supplies. Any sales tax you pay will not be reimbursed. Copies of the tax-exempt form are located in the PTO box.

All requests should be made as soon as amounts are finalized but at least 5 days in advance of needing the funds. If the total amount required will not be finalized within 5 days of needing a check/cash, contact the treasurer to make arrangements. If requests or prior arrangements are not made at least 5 days in advance, you risk not having the funds when you need them.

Completed forms can be left in the treasurer’s folder in the PTO box or sent via email. The treasurer checks the PTO box on a weekly basis. If your request is time sensitive and you are leaving a hard copy in the PTO box, it would be helpful to give the treasurer a heads up via email or text.

Deposits

To deposit revenue from events and fundraisers, the **Deposit Forms** must be completed by the member(s) who collected the deposits and submitted to the treasurer. The Deposit Forms include:

- *Funds Deposit Slip* - completed for *all* deposits
- *Check Reconciliation Form* - completed for deposits that include *checks*
- *Cash Reconciliation Form* - completed for deposits that include *cash*
- *Check Record* - completed for check deposits for any contributions that are *tax deductible* to the person writing the check (e.g., membership dues, donations)

All cash must be counted by two committee members to perform the needed “checks and balances.” Both should sign the form. It defeats the purpose for one person to count the money, fill out the form and have the treasurer be the second party checking the amounts. Larger deposits should also be verified by another committee member before submitting to the treasurer.

For deposits with multiple checks, it is recommended that you download the form and type in the check amounts. The spreadsheet includes built-in formulas to do the adding for you. Once completed, print and submit the hard copy to the treasurer.

Small deposits with completed forms may be put in the treasurer files in the PTO box in the main office. You must notify the treasurer by email or text when you leave a deposit in the PTO box.

Larger deposits with completed forms should be given directly to the Treasurer and should not be left in the main office. Email or text the treasure to coordinate larger deposits.

Games of Chance

The PTO is required to maintain a designated bank account for all games of chance revenues and expenses.

Any committee conducting a raffle should keep all raffle ticket sales separate and present them as a separate deposit to the treasurer.

Committees should also specify that they are seeking reimbursement for raffle items when being reimbursed for basket prizes purchased or for basket-making supplies, etc., so the treasurer is reminded to write the reimbursement check from the raffle account.

Miscellaneous

The treasurer also has:

- 3 cash boxes (see procedures above to request)
- Square credit readers (contact treasurer to request)