

**2016-2017 Tips from the PTO Treasurer**  
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**Committee Name:** \_\_\_\_\_  
**Committee Budget:** \_\_\_\_\_ **Income** \_\_\_\_\_ **Expense** \_\_\_\_\_

**Thank you** for supporting the Slingerlands PTO as a Committee Chair! The following are guidelines to facilitate coordination with the Treasurer and Vice Treasurer. All correspondences can be done through the Treasurer's folder in the PTO mailbox (main office), by phone or by e-mail. Extra forms can be obtained in the Treasurer's folder. The role of the Assistant Treasurer is to collect cash and checks for deposit into the PTO bank account. The Treasurer will manage all other financial needs, including cash box requests, reimbursement requests, etc.

**I. Check Request for Reimbursement:**

The Treasurer will manage check requests to pay vendors and invoices. Additionally, the Treasurer will manage reimbursements for out of pocket receipts. Committee Chairs are responsible for managing expenses within the approved budget. Special requests for additional funding must be brought to the PTO Board *BEFORE* the budget is exceeded. Instructions for submitting expenses are outlined below:

- PTO Check to Pay Vendor/Invoice - **Only Committee Chairs can submit these check requests.** Please complete a "Check Request" form with the invoice to the Treasurer through the Treasurer's folder in the PTO box. When possible, please provide at least 7 day's notice if you need a check. The Treasurer will mail payment unless the committee chairs wish to deliver it directly.
- PTO Check to Reimburse Receipts - Please complete a "Check Request" form with the receipt(s) to the Treasurer through the Treasurer's folder in the PTO box. You will receive your check through the school mail. Please remember that the PTO is a tax-exempt organization, and the PTO cannot reimburse sales tax. A copy of the tax-exempt purchase certificate is in the Treasurer's folder for your committee's use when making purchases. Please submit your receipts! The PTO sets annual budgets based on prior year's experience. If expenses are unreported, we will underestimate the actual money needed to fund the activity next year.

**II. Cash Box Request:**

If you are in charge of an activity that needs to have change prepared, please 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 (up to four). Also, please call the Treasurer to make her aware of your need. Cash boxes require a trip to the bank, so advance notice is essential.

**III. Money Collection (Checks and/or Cash)**

The Vice Treasurer will work with you to collect and deposit all money collected for PTO events and/or fundraisers. If you are collecting money, please submit your checks on an on-going basis rather than waiting until an activity has been completed. This will help checks to be cleared in a more timely fashion. At least one week prior to collecting money, please contact the Vice Treasurer to request a check tracking spreadsheet to record all checks #s and amounts. It is the Committee Chair's responsibility to ensure that checks are written properly (signed, dated, etc.).

The PTO truly appreciates your support. Please feel free to reach out with any questions. Thank you in advance for a wonderful year!
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