

ZMS PTO

Monetary Policies and Procedures

PTO funds are intended to benefit the students through the enhancement of school programs and activities. The PTO Officers are the guardians of these funds and have an obligation to see that they are protected and used appropriately. As such, it is very important that everyone follow these policies.

1. REIMBURSEMENTS FOR EXPENSES/CHECK REQUEST

- Blank Check Request forms are available in the Treasurer folder in the PTO mailroom behind the main office and on the PTO website.
- Completed Check Request forms can be left in the Treasurer's folder in the PTO mailroom or can be mailed directly to the treasurer.
- All reimbursements require a receipt. There can be no reimbursement without the actual receipt or invoice.
- Since we are a tax exempt organization under Section 501(c)(3) of Internal Revenue Code, we do not reimburse sales tax. Copies of our tax exempt certificate, found in the PTO mailroom, should be presented to vendors at the time of purchase so that sales tax will not be charged.
- Committee members should adhere to their budgets. Should a Committee requests additional funds, they will need approval from the Board Officers.
- As a general rule, checks will be signed by President or Vice-President once a month on days of PTO meeting (which is generally 2nd Tuesday of every month), therefore, all check requests must be in the hands of the Treasurer no later than 1st Friday of every month to allow adequate time for processing in the same month. If the request is more time critical, contact the Treasurer by phone or email.
- If payment is needed prior to or during an event, please turn in the completed "Check Request" to the treasurer as early as possible to schedule the payment. The check will not be disbursed without Treasurer's and President or Vice President's approval, so please plan ahead to allow for processing time.
- Blank signed checks will not be issued for any reason.
- The check request form and receipts must be submitted to the Treasurer within 45 days of purchase/last day of school whichever comes first or the reimbursement will be denied. No reimbursements will be made after June 30th, which is the end of fiscal year for our PTO.
- Submitter will receive email notification from Treasurer when checks are ready for pick up from PTO mailroom.
- Please do not eat expenses. We do our budgeting and plan our fundraisers based on prior year's experience; if volunteers do not submit expenses, we underreport our expenses and cause budgeting problems for future years. If someone wishes to donate items they have purchased, please contact the Treasurer to ensure that the donation is correctly accounted for.

2. COLLECTION OF FUNDS

- For most events or fundraisers where money is sent in through the classrooms, cash payments should be discouraged as we have no way to safeguard cash moving through the school or in the office.
- Please log checks, cash received and total value on the "Deposit Voucher" form. If a tape calculator is available, please provide a tape of all checks with their total.
- Blank copies of the "Deposit Voucher" forms are in the PTO mailbox behind the main office and on the PTO website.
- For cash receipts during fundraising events, the "Deposit Voucher" form signed by counters, and the money must be given to the Treasurer or deposited in the PTO bank account within 24 hours. Checks received must be given to the Treasurer within one week of receiving checks. Contact the Treasurer to make arrangements to transfer funds or deposit slips.
- For membership and ice-cream punch cards sales, a spreadsheet showing details of the fundraiser should be submitted as backup for the deposit. The file must include sufficient information to support the revenue and for ease of reference when questions from parents about contributions made arise.
- All checks should be made payable to "ZMS PTO".