



# PTO

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## Monetary Policies and Procedures

*St. Bernadette PTO funds are intended to benefit the students through the enhancement of school programs and activities. The PTO Chairpersons are the guardians of these funds and have an obligation to see that they are protected and used wisely. It is very important that everyone follow these policies.*

### 1. REIMBURSEMENTS FOR EXPENSES:

- Generally speaking, the St. Bernadette PTO prefers to pay bills directly, rather than requiring individual volunteers to pay expenses and then get reimbursed. However, there will be circumstances where reimbursements are necessary.
- *All reimbursements require a receipt.* There should be no reimbursement of costs without the actual receipt or invoice.
- *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 fill out a Donation Form and return it to the Treasurer or President to ensure that the donation is correctly noted.
- The chair of an event/activity is responsible for collecting and submitting all receipts and completed reimbursement forms to the PTO Treasurer or President within 2 weeks of the event. Please do not accumulate receipts and wait to submit them; submit all receipts as soon as possible.
- Volunteers must turn in completed "Check Request" forms and the receipts to their respective committee chairperson.
- The chairperson responsible for the budget line item involved must sign the form before funds will be disbursed; please contact the responsible chairperson to let them know you have a request form to be signed.
- Blank "Check Request" forms are available in the main school office and on the PTO section of the school website.
- *If payment is needed prior to an event*, please contact the Treasurer or President as early as possible to schedule the payment. Please have the "Check Request" form complete with approval signature of the appropriate officer to exchange for the check.

### 2. REQUESTING CHECKS:

- Completed "Check Request" forms can be sent through school to the Attention of "PTO Treasurer" or can be delivered directly to the Treasurer. Once received by the Treasurer, he will send an email confirming receipt. If you do not receive confirmation within 4 days, please contact him by email, ([nickcenci@yahoo.com](mailto:nickcenci@yahoo.com)) to confirm receipt.
- Blank signed checks will not be issued for any reason.
- As a general rule, allow two weeks for processing of a reimbursement. If the request is more time critical, contact the Treasurer or President by phone or email to let them know.

- PTO's books close June 30, when all budgeted accounts revert to the general purposes of the PTO.
- All requests for reimbursements should be in the hands of the Treasurer by June 10th to allow adequate time for processing.

### 3. COLLECTION OF FUNDS:

All committees involved in fundraising or events handling money should designate volunteers to manage the monies and must follow these procedures.

#### For Events with Cash:

##### Before the Event:

- If a Cash Box is needed, please contact the Treasurer or President one week before an event, if possible. Let them know how much cash you need to have in the box, if any, for starting cash.

##### At Event:

- *Never leave the money alone.* Always have two adults with the money at all times.

##### At the End of the Event, The Money Must Be Processed As Follows:

- All funds received in cash *must be counted by two people.*
- Please separate currency by denomination, and fill in amounts on the "Deposit Voucher" form.
- Please log number of checks and total value on the "Deposit Voucher" form.
- The "Deposit Voucher" form signed by counters, and the money, must be given to the Treasurer or President within 36 hours. Contact the Treasurer or President to make arrangements to transfer funds; do not send through school unless agreed upon with Treasurer or President. When the Treasurer or President receives the bank receipt for the deposit and verifies that the deposit is in the PTO account, the receipt will be forwarded to the person who originally wrote up the deposit as a receipt.
- Blank copies of the "Deposit Voucher" are also available in the main office and on the PTO section of the school website.

##### Deposits:

- Deposits should be given to the Treasurer **within two weeks** of receiving checks. The exception to this is for classes or events that require a minimum number of persons. Please wait until the minimum number has been received and we know that the event/class will be held.
- It is important to get checks to the Treasurer/President quickly so that if any checks bounce, we have enough time to recover funds before distribution of merchandise or before

### 4. CHECK ACCEPTANCE POLICY:

- All checks should be made payable to "St. Bernadette PTO".
- All checks must include the name and address of the person signing the check on the check.
- Any returned checks will need to be reimbursed for the amount of the check and any and all bank fees (typically \$35 - \$40) associated with the returned check in a timely manner.

## **5. BUDGETARY PROBLEMS:**

- If you have budgetary problems, let the Treasurer or President know as soon as possible.
- If a revision or over-run is warranted, it needs to be approved by the Board or the general membership (depending on the amount). Such changes should be approved prior to any money being spent.

## **6. CONTRACTS:**

- According to the PTO Bylaws, "Chairpersons and committee members are required to get approval from the PTO Executive Board to sign contracts under \$2,000. No officer or member shall have authority to contract on behalf of the PTO without express written approval of the Pastor and/or Principal for amounts over \$2,000."
- Any other person signing a contract can be held personally liable for the full amount.

## **7. SOLICITING AND RECEIVING DONATIONS:**

Certain committees may have a need to solicit donations in the community, in the form of cash or in-kind contributions. As a Federally tax-exempt 501(c)(3) organization, St. Bernadette School has certain responsibilities to donors.

- Prior to requesting a donation, check with the Donation Coordinators, Melissa Milinovich or Cheryl Dorschug. They are responsible for maintaining a list of donations received, and care must be taken to not request donations from the same company on a repeated/excessive basis during the school year or to ask for a donation from a company that is committed to donating to St. Bernadette for another specific event.
- Donation requests should be submitted to potential donors on letterhead.
- Any donor who requests documentation of St. Bernadette's tax identification number should be provided with this information. This information can be obtained by any Board Member, Cheryl Dorschug, Melissa Milinovich and/or Mrs. Ell.
- Report any donations received to Melissa or Cheryl in a prompt manner.
- Committees who solicit donations are also responsible for producing "Thank You" notes to donors. If the business needs a receipt for tax purposes, please send a "Thank You" note AND send their information (name, address, name and value of donation) to Sylvia Guthrie at the Parish Office so that they can send the proper tax receipt.