

Attention: Committee Chairs, Coaches, Parent Volunteers

Subject: PTO Treasury Procedures – UPDATED

Effective Date: December 7, 2015

The PTO Board and Parish Office have developed and approved new policies and procedures for handling incoming money and issuing reimbursements at St. Patrick School. Please see the guidelines below. If you have any questions, please contact Kelli Helbling, PTO President, at tkhelbling@yahoo.com or Jamie McCoy, PTO Treasurer, at jsabm@yahoo.com.

Incoming Money

Outlined below are several ways money is collected and the updated policies and procedures. This is not an exclusive list, as there will be events that will require special circumstances and flexibility. We are now required to have any and all money collected deposited within two weeks of receiving any checks or money.

- Wednesday Folder:
 - All collected monies are to be turned in to the school office and not taken home, excluding Hot Lunch and Extended Day. This policy also excludes items such as class dues, auction basket donations, class gifts, etc., which are made out directly to the coordinator or room parent.
 - On Thursday mornings when folders are returned, the Treasurer will sort forms and money. Money will be verified for accuracy and deposited. Order forms will be separated and sent back to the committee chair, along with a copy of the deposits.
- After Hours Events:
 - A deposit bag will be provided by the Parish Office. If you have an event where you will be collecting money, please contact the Treasurer or the Parish Office for your deposit bag. All funds collected during the event will be placed in the deposit bag and sealed with two signatures. The sealed deposit bag can be placed in school safe or a key to Parish Office will be provided and the bag is to be placed on Deacon Stenstrom's desk. The Treasurer will verify and deposit all money collected from the event on the next business day. The Treasurer will provide a copy of the deposit to the chairperson.
 - If hosting an event where a starting till is required to make change, please notify the Treasurer and change or a check will be given to chairperson. We are no longer making our own change for events. The starting till amount plus earnings will be placed in the returned deposit bag.
- Coaches, Teachers, Staff:
 - Money collected for a sport or a club will be turned in to the Treasurer, Mr. Elliott, or Mrs. Massad on Thursdays. The Treasurer will verify and deposit all money

collected from the event on the next business day. If collecting money where you will need a deposit bag, please contact the Treasurer in advance. The Treasurer will provide a copy of the deposit to the event coordinator.

Reimbursements

- The primary purchasing method for St. Patrick School is the school credit card. Every effort should be made to use the school credit card. In the event that is not feasible, prior approval from the PTO is needed for alternative payment arrangements.
 - Money can be provided in advance for an approved event. Please notify the Treasurer the amount needed and a check will be issued. After the event, all receipts and extra funds must be returned to the Treasurer, Mr. Elliott, or Mrs. Massad. The receipts and extra cash, if any, must equal the original amount given.
- Reimbursement requests are due 14 days after the event date, unless prior approval has been given. Please include all receipts. The PTO Treasurer will provide copies for your records. We must close out and publish any event that we are doing within 14 days of the event.
- Requests will be processed within 1-2 business days, based on Parish Office availability. Our goal is to have all events reconciled within 2 weeks of the event date.
- Reimbursements can be received three ways: 1) mailed to home address, 2) picked up in the Parish Office, or 3) sent home via student. If your preference is not indicated on the reimbursement form, the reimbursement will be mailed to the home address. Teachers and staff will continue to receive reimbursements at school.

Budget

- When chairing an event, please confirm the approved budget amount with the PTO.
- If the original budget amount needs to be increased, any PTO officer can approve a budget increase of \$50. If the amount is over \$50, a written request must be submitted to the PTO Board.

These policies are being implemented for the protection of St. Patrick School, as well as its volunteers. The intent is not to add undue burden to our valuable volunteers, but to continually update and implement effective money handling procedures.

Thank you for your support and cooperation!

Kelli Helbling, PTO President
Jamie McCoy, PTO Treasurer