

NOTES FROM THE TREASURER

As Treasurer of the PTO, it is my job to accurately report income and expenses for our organization. In order to provide this information, I rely on you, our volunteers, to provide me with all receipts and disbursements made on behalf of the PTO in a timely manner. Below I have laid out the steps for you to follow when handling monetary matters.

Reimbursement for Money Spent

Attached is a copy of the Funds Request Form. ***All expenses you incur must be turned in with the attached Funds Request Form in order to be reimbursed.*** Reimbursement checks will be cut every Monday and will be available for pick up at my home at 2569 Scenic Hills Drive. If you prefer the check be mailed to you please indicate that on the reimbursement form. Please make sure all requests for reimbursement are submitted by Thursday. This will give me ample time to prepare all checks for pick up on Monday. If you do not receive reimbursements within a week's time, please contact me. Please remember we are a Non-Profit organization and can make tax-exempt purchases. Our tax exempt number is 17605513765 and there are copies of our tax exempt certificate attached and located in the PTO website if needed. ***Please remember to provide the tax exempt certificate to the vendor when you make your purchase. Cline PTO cannot reimburse for sales tax paid.*** Additionally, you must get Executive Board approval for any purchases outside the scope of your committee's normal operations.

1. Complete the Funds Request Form (copies on PTO website).
2. Staple all invoices and/or other supporting documents to the form.
3. Make a copy of the above documents for your records.
4. Give the originals to me personally by Thursday at the above address or leave requests in my folder in the PTO Box.
5. Pick up the reimbursement check at my home on the Monday following the submission of the reimbursement form.

The Collection of Money

Attached you will find a copy of an Excel spreadsheet to be used anytime a committee collects money. It is a guideline to follow and it may be completed by hand or you may use your own spreadsheet program – as long as similar information is included. Additionally, I can email you the electronic version of the cash collection form.

1. Complete the Cash Collection Form.
2. Total cash and checks for each page.
3. Enclose all cash and checks with the form in an envelope.
4. Remember to include the total deposit amount on the first page.
5. Make a copy of the form to keep for your records.
6. Give it to me personally or leave it at the front desk to my attention. ***Please do not leave money in the PTO Box.***

Thanks for your cooperation in these matters and your time spent volunteering for the school. Please feel free to contact me at any time if you have any questions. I can be reached at 908-578-5193 or clineptotreas@gmail.com. Looking forward to a successful and fun school year!

Alexandra Morrison

Cline PTO Treasurer