

Tips from the NAE PTO Treasurer



COMMITTEE NAME:

YOUR COMMITTEE'S NET PROFIT/EXPENSE BUDGET IS:

\$

You are responsible for controlling the spending of your committee members so you do not exceed your budget. Special requests for additional funding must be brought to the PTO board BEFORE the budget is exceeded.

All correspondence with the treasurer can be done through the PTO mailbox in the office, by phone, or by email. Please do not send Treasurer business home with a student. You can find the forms on the PTO section of the NAE web site. Keep copies for yourself. PTO checks must be signed by two officers, so a little advance warning is appreciated.

Reimbursement Request (Orange)

Use this form to get reimbursed for expenses in support of PTO activities. Submit a completed "Reimbursement Request" form plus your receipt(s) to the Ledger Treasurer. You will receive your check in the U.S. mail, unless otherwise pre-arranged.

Check Request (Blue)

In some cases, you might need a check in advance to pay a vendor, or you will have a bill that must be paid by the PTO. Complete a "Check Request" form along with a copy of the invoice and submit it to the Ledger Treasurer. Provide at least three business days notice before the check is needed.

Cash Box Request (Pink)

If you are in charge of an activity that needs to have change prepared, submit a "Cash Box Request" form to the treasurer at least one week prior to the event. On the form, indicate the kind of change you need and the number of cash boxes you need. Also, please contact the Ledger Treasurer to make them aware of your need. Cash boxes require a trip to the bank, so advance notice is essential.

Deposit Notice (Green)

If you are in charge of an activity that generates money, such as a fundraiser, you must verify the total amount being turned in and complete a "Deposit Notice" form to accompany the deposit. Two committee members should count the money. The form and the money must be handed over to a PTO Board member or authorized volunteer, or if unavailable, secured in the school office at the end of the event. The form and the funds will be picked up by the Deposit Treasurer and deposited in the PTO bank account.

Funds Advance Request (Lavender)

Used for events with an approved budget where advance funding must be provided. Form must be submitted to the Ledger Treasurer at least three (3) business days before the check is needed. All expenditures made with a Fund Advance must be documented on a Fund Advance Receipt and Statement form, which will be provided to you with your advance check.

Funds Advance Receipt & Statement (Light Purple)

Documents your receipt of a fund advance against an Event Budget. You are responsible for safeguarding this money and documenting all purchases. Account for each expense on this statement and attach all related receipts. Return completed form with associated receipts and any remaining funds to the Ledger Treasurer within three (3) business days following conclusion of event.

Miscellaneous Charge (Gray)

Documents miscellaneous charges where no check will be written and one just needs to document the charge (e.g., bank fees). Complete form and turn into the Ledger Treasurer within seven (7) business days.

Submit your receipts! Don't "eat" PTO expenses!

1. We raise funds for a reason—we expect to reimburse expenses.
2. We set annual budgets based on prior years' experience. If a lot of expenses are unreported, we will underestimate the actual money needed to fund the activity next year.

No reimbursement amount is too small!