**Finance Committee - Treasurers**

Vision:

Treasurer will chair the committee to ensure the PTO’s financial integrity.

Scope:

* A tentative budget shall be drafted in the summer for each school year and approved by a majority vote of the members present.
* The treasurer shall keep accurate records of any disbursements, income, and bank account information and summarize and report the financial standings at each regularly scheduled meeting
* The organization will protect and maintain its own finances by arranging regular audits and obtaining a bond.
* The organization will obtain its own State (EIN) and Federal Employer Identification Number (FEIN) and keep such number on record with the school in which the organization is affiliated with.
* The treasure is required to file taxes with any required State and Federal entities as required by the organization's 501c3 status
* The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

**Receivables Guidelines**

* The “Spring Trail PTO Money Count Worksheet” process must be completed for all funds submitted to the Receivables Treasurer.
* Cash and checks must be counted at the school or the event and confirmed on the Money Count Worksheet. Then directly taken to the bank for deposit. If the money can not be deposited right away, it should be stored in the PTO Safe.
* If the safe is not accessible, and $100 or more is placed into the PTO counter drop box in the office, notify the Receivables Treasurer immediately.
* The receivables treasurer will verify Money Count Worksheet or any other funds turned in on two set days per week. These days are to be determined and announced by the receivables treasurer. Event money turn-in days shall be two days prior to the last day of funds verification. (e.g.: If the Treasurer verifies funds on Wednesdays and Fridays of each week. All event money due dates should be posted as due on Wednesday).
* Any discrepancies over/under $10 will be investigated with the event chairperson.
* Checks should be deposited within 7 business days of the “Money Count Worksheet” or funds verification.
* All deposits must be entered into PTO Today Financial Manager within the time determined by the Receivables Treasurer, and no later than 5 business days prior to the next scheduled PTO Meeting.
* Financial records and receipts of deposits must be well organized and kept by the receivables treasurer in the event of an audit

**Spring Trail PTO Cashbox/Change Requests**

If an event requires start up cash (cash box change) for your event, contact the treasurer ([treasurer@springtrailpto.org](mailto:treasurer@springtrailpto.org)) at least 10 days prior to needing the money. Use a copy of “Reimbursement Form” on the PTO Website for the cash requested. Please remember to specify the denominations of money needed to start the event (e.g.: 5-$20, 5-$10, 5-$5, 10-$1, 1 roll of quarters). The treasurer will let you know when and where to receive your startup money.

**Spring Trail PTO Reimbursement/Invoice Payment Request Guidelines**

1. All receipts must be turned into the PTO Treasurer within 30 days. Receipts received past 30 days will not be accepted.
2. Scanned copies of receipts, accompanied by the proper paperwork, will be accepted if payment is needed quickly. Pictures of receipts attached to the email will be accepted.
   * Email to [treasurer@springtrailpto.org](mailto:treasurer@springtrailpto.org)
   * Include address where you would like check mailed
   * Checks will be mailed out no later than 5 business days after the reimbursement request is received
   * Originals must be turned in to the PTO basket in the office within 2 weeks. If you do not turn in your original receipts for any request you will no longer be eligible to receive reimbursement based on emailed receipts
3. Original receipts must be taped to a full 8 ½ x 11 sheet of paper (notebook paper or computer paper is ok – please no spiral notebook pages). If the original receipts are not handed in to the treasurer in this format they will be returned to you.
4. The PTO reimbursement request form must be STAPLED to the receipt page.
5. Invoices from outside vendors that require payment must be emailed to springtrailptomoney@gmail.com. Payment will be mailed within 5 business days after the invoice is received. If an electronic version of the invoice is not available, a hard copy must be put into the PTO basket in the office with ATTN: TREASURER clearly written on it.
6. Reimbursement requests and invoices will not be accepted any other way. They must be emailed to the treasurer or placed in the PTO basket in the office.
7. Committee chairs will receive a monthly report detailing spending that is applied towards their budgets.
8. If you are purchasing items as a donation and do not wish to be reimbursed, we would appreciate a quick email with the details of what you bought, what the items were for, and the amount that was spent. This will be a tremendous help to us when planning future budgets.