

St. Andrew the Apostle Catholic School

PTO Procedures for Handling Money

Deposits / Cash Collection

1. No monies collected should go home with a volunteer
 - The money should be locked up in the school or parish office.
 - The school's front office staff may collect funds to turn over to the person (s) running the event. The event coordinator(s) should verify the monies given to them and prepare the deposit slip.
 - With advance notice, the PTO Treasurer can help arrange for someone to be available to lock the money in the school or parish office when funds are expected to be collected over the weekend when offices are generally closed.
 - For security reasons PTO volunteers are not allowed to have keys to the school office.
 - Diocesan policy requires than all volunteers handling monies to be adults.
2. For large events, a money lockbox should be used. Two people should always be present with the monies during an event and also when preparing the deposit slip. It is a diocesan and audit requirement that two people are present with the funds until the funds are locked in the office safe.
3. A "square" to swipe credit cards for large events such as the auction, etc. is available for use. The "square" is secured by the school office and needs to be requested before an event takes place.
 - At such events, a list should be kept with full name of the individual, family, or company who made the purchase and the \$ amount swiped (no personal credit card information is written down). Please also obtain an address if there is a tax donation included in the collected funds. (For example, a \$50 gift card is purchased for \$100).
 - A copy of this list should be submitted to the PTO Treasurer so it can be reconciled with the amount deposited in the school's bank account by the school's accountant. (For example, the bank will deposit the net amount for the "square" for a certain fundraiser. The PTO list needs to provide the gross amount collected on the "square" for the day before credit card processing fees are deducted.)
 - With this list, the school accountant is then able to record the PTO's credit card transactions into the general ledger account.

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4. When checks/funds are collected by two volunteers:
 - Count the funds, separating checks, cash and coins.
 - Complete a deposit slip listing the specific event, total amount collected (as well as break out of currency, coins and checks) and fill in name of persons submitting the cash and phone numbers where they can be reached with any questions.
 - Submit both cash and deposit slip to the school office where they will be securely stored in the safe.
 - That day send an email to the PTO Treasurer providing notice of the monies collected; the PTO Treasurer will verify the funds at the school office at the earliest opportunity.
 - After the PTO Treasurer verifies the funds, they will be remitted to the school's accountant for depositing, or once again secured in the safe if the accountant is not available. The PTO Treasurer will notify the accountant of the requested deposit.
 - In compliance with diocesan regulations, bank deposits of monies must be made as soon as possible after their receipt; therefore all communications and actions by all parties involved with the collection and accounting of funds must be prompt and complete.

Expenses / Check Requests

1. Only principals and pastors are able to enter into legal binding contracts for the school. Therefore, all contracts should be forwarded to the PTO Treasurer who will coordinate obtaining the appropriate approval/signature.
2. FOR PTO MEMBERS - To request reimbursement for an item or payment of an invoice, please complete the expense reimbursement/check request form, attach the original receipt / invoice and put in the PTO Treasurer's mailbox. The PTO Treasurer will review, approve and submit for reimbursement to the school accountant. The Principal requests that the PTO Treasurer FIRST signs off on these expenses or checks requests submitted by PTO members.
3. FOR TEACHERS – To request reimbursement, teachers should complete the reimbursement form, attach the original receipts, and submit to the school's Principal for sign-off for classroom items covered within the PTO budget. The Principal will then forward to the school's accountant for processing. As long as the item is within the approved PTO budget, the funds will be reimbursed. PTO Treasurer approval is not required on these items.

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4. The school's accountant will forward a copy of all approved expenses to the PTO Treasurer for the PTO's records.
5. If an expense is expected to exceed the approved PTO budget, it can be submitted to the PTO Treasurer who will review with the PTO board for approval of expenditure. The PTO board can approve up to \$1,000 without obtaining further approval from the general PTO membership if deemed appropriate.

Major Fundraising Events

1. The person chairing a major fundraising event should contact the PTO Treasurer well in advance of the event to review procedures for handling cash, the schedule for the event, and discuss/review the projected expenses that will be incurred - including any vendor contracts that may be involved.
2. If the fundraiser involves tax deductible donations, the PTO Treasurer will coordinate with the parish Financial Manager, the necessary information needed to provide appropriate documentation required by the IRS for donations provided at fundraising events. St. Andrew is required by law to provide documentation for any donations of \$250 or more. The PTO event volunteers must collect the required documentation of these individuals, families, and/or companies to ensure their donations are included on their annual contribution form, or, in the case of non-Parishioners, provided via letter. The Financial Manager will provide IRS documentation once she receives the documentation required or unless she and the PTO Treasurer make other arrangements.
3. The timely processing of checks will assist in forecasting the PTO's budget for the year.
4. Such events include, but are not limited to: the carnival, auctions, 5k race or similar fundraising events.