



## St. Theresa Catholic School *in Memorial Park*

### Handling PTO Funds

*PTO funds are intended to benefit the students through the enhancement of school programs and activities. The PTO Officers and Committee Chairpersons are the guardians of these funds and have an obligation to see that they are protected and used wisely. It is very important that everyone follow these policies.*

#### Rules & Policies

- The Chairperson of each PTO event shall work with the Treasurer and other officers to plan for the handling of all funds in an approved manner and according to budget
- Chairpersons/Event Coordinators must make sure any volunteers dealing with funds understand the process
- All PTO funds must be counted by TWO people, each signing the **Deposit Form**
  1. Complete the form including fund sources (membership, Spirit wear sales, event sales, etc.) and itemizing the funds (cash vs. checks)
  2. Provide funds in an envelope/ziplog bag and completed **Deposit Form** to Event Coordinator or Chairperson
- Chairperson / Event Coordinator must submit funds and **Deposit Form** to School Finance Office within 24 hours of event
- School Finance Office is to provide a scanned copy of all forms by email to Treasurer
- Treasurer maintains a log for all deposits made to the Finance School Office
  - Recommended that committees keep own log as well



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## **PTO Finances and Budgeting Process**

At the beginning of each school year, each committee will submit an annual budget for approval that will make up the Annual PTO Budget. The PTO Executive Committee will review and approve the budget.

Each Committee Chairperson is responsible for controlling the spending of committee members to not exceed the budget. Special requests for additional funding must be brought to the PTO Executive Committee BEFORE the budget is exceeded. Items outside the approved budget will require approval by the Principal.

The following forms will be used to manage the PTO funds and ensure proper controls. Forms are available online in the PTO section of the school site or at the School Finance Office.

The School Finance Office is to send copies to the PTO Treasurer of all forms received.

If you have any questions, please contact the PTO Treasurer.

### **Reimbursement Request**

Submit a completed “Reimbursement Request” form plus receipt(s) to the School Finance Office. You will receive your check in the mail within 10 business days. Submit your receipts within 2 weeks of the event. The school will not refund taxes, so please use a **Texas Sales and Use Tax Exemption Certification** form when making a purchase (copies available in the School Finance Office).

Please don’t “eat” PTO expenses. If expenses are unreported, we will underestimate the actual money needed to fund the activity next year. If donations are received, please keep track so we can include in next year’s budget.

### **Check / Payment Request**

If a check is needed in advance to pay a vendor or an invoice must be paid by the PTO/School, complete a “Check / Payment Request” form and submit it to the School Finance Office. Provide at least a three-day notice if a check is needed. If an invoice needs to be paid, submit a copy of the invoice along with the form, and the School will mail it.

### **Deposit Form**

If an activity generates money, the total amount must be verified and turned in with a complete “Deposit Form.” Two committee members are required to count the money. The form and the money must be secured in the safe in the school at the end of the event. Submit money and form to the School Finance Office within 24 hours of the event.

### **Cash Box Request**

If an activity needs to have change prepared, submit a “Cash Box Request” form to the School Finance Office. The cash box will have \$50 at all times. If your event requires more than \$50, please provide at least a three-day advance notice.



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## **PTO Used Uniform Payment Process**

When making a payment for Used Uniforms outside a “Used Uniform Sale Event”, please complete a **Used Uniform Slip**, place in an envelope along with payment (cash or check), and drop in the Tuition Drop Box at the School entrance for pick up by the School Finance Office.

Make checks payable to: St Theresa Catholic School

*Chairperson:* For Used Uniform Sale Events, complete a Deposit Form and submit to School Finance Office along with funds.



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# REIMBURSEMENT REQUEST FORM – PTO

YOUR NAME:	PHONE: (      )      -
PROJECT/CATEGORY:	
DATE SUBMITTED: /      /	DATE MAILED: /      /
REASON FOR REIMBURSEMENT:	
<input type="checkbox"/> INCLUDED IN ANNUAL BUDGET      or <input type="checkbox"/> APPROVED AT MEETING (DATE: / / )	
CHECK PAYABLE TO:	AMOUNT: \$
FULL ADDRESS: (Your check will be mailed to you.)	

Receipt(s) totaling the amount of reimbursement must be attached.

APPROVED BY (PTO OFFICER) :	DATE: /      /
RECEIVED BY SCHOOL FINANCE OFFICE:	DATE: /      /

For Office Use Only:    Category \_\_\_\_\_    Check # \_\_\_\_\_    Date \_\_\_\_\_    Logged \_\_\_\_\_

\*\*\*\*\* School Finance Office to scan and email copy to PTO Treasurer \*\*\*\*\*



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# CHECK / PAYMENT REQUEST FORM – PTO

Pay to the order of:	Amount of Check (\$):
Send to:	Date Needed:
Invoice #: _____ Amount: _____	Date: _____
Requestor (your name):	
Committee and Activity:	
Reason for expenditure:	
Signature of PTO Officer:	Date:
Signature of Principal:	Date:

Select one:

Payment to be sent by school	<input type="checkbox"/>
Check to be picked-up by requestor	<input type="checkbox"/>

**ATTACH INVOICE**

**Checks will not be written without a receipt or invoice**

*Note any special payment instructions or additional explanation below:*

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For Office Use Only: Date paid: \_\_\_\_\_ Check number: \_\_\_\_\_

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# DEPOSIT FORM – PTO

NAME:	DATE:	TOTAL AMOUNT: \$
COMMITTEE / ACTIVITY:		
DESCRIPTION OF SOURCE: (e.g. concession sales at volleyball game)		
SIGNATURE 1 <sup>st</sup> PERSON COUNTING MONEY:		DATE:
SIGNATURE 2 <sup>nd</sup> PERSON COUNTING MONEY:		DATE:

CASH	QUANTITY	TOTAL
\$100		\$
\$50		\$
\$20		\$
\$10		\$
\$5		\$
\$1		\$
Coins		\$
<b>TOTAL CASH</b>		\$
CHECKS	QUANTITY	TOTAL
Checks		\$
<b>TOTAL AMOUNT</b>		\$

All transactions with cash require TWO people to count money

ACCEPTED BY (PTO OFFICER / COMMITTEE CHAIR):	Date:
ACCEPTED BY (SCHOOL OFFICE):	Date:

For Office Use Only: Category: \_\_\_\_\_ Transaction ID: \_\_\_\_\_ Deposit Date: \_\_\_\_\_

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# CASH BOX REQUEST FORM – PTO

Complete one form per cash box

YOUR NAME:	PHONE: (     )     -
PROJECT/CATEGORY:	
DATE SUBMITTED: /       /	DATE NEEDED: /       /
TOTAL AMOUNT NEEDED: \$	

Cash Box has \$50 at all times. Change requested if > \$50:

CASH	QUANTITY	TOTAL
\$20		\$
\$10		\$
\$5		\$
\$1		\$
Coins		\$
<b>TOTAL CASH</b>		\$

APPROVED BY:	DATE: /       /
VERIFIED BY EVENT VOLUNTEER:	DATE: /       /

**CASH BOX MUST BE RETURNED ALONG WITH A COMPLETE DEPOSIT FORM**



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## USED UNIFORMS PAYMENT SLIP

Please complete and drop the completed form and payment (cash or check) in an envelope in the Tuition Drop Box in the school entrance.

Name:		Date:
# of Items Purchased:	\$ Amount (Cash or check – circle):	# of Items Exchanged:
Name of Person Receiving Money:	Signature:	Date Money Received:

Accepted by Chairperson:	Date Received:	Date Deposited:
Treasurer:	Date Received:	Date Deposited:
School Office :	Date:	

**Make checks payable to: St Theresa Catholic School**



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Name of Person Receiving Money:	Signature:	Date Money Received:

Accepted by Chairperson:	Date Received:	Date Deposited:
Treasurer:	Date Received:	Date Deposited:
School Office :	Date:	

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