



## Monetary Policies and Procedures

*PTSO funds are intended to benefit the students through the enhancement of school programs and activities. The PTSO Officers 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.*

*Special note for ANGP Committee Chairs: ANGP Committee Chairs are subject to the same policies as any other PTSO committee chairs, but may work directly with the ANGP Treasurer instead of the PTSO Treasurer.*

### 1. REIMBURSEMENTS FOR EXPENSES:

- Generally speaking, the PTSO prefers to pay bills directly, rather than requiring individual volunteers to pay expenses and then get reimbursed. However, there will be circumstances where reimbursements are necessary.
- All reimbursements require a receipt. There can be no reimbursement of costs without the actual receipt or invoice.
- Please do not eat expenses. We do our budgeting and plan our fundraisers based on prior year's experience; if volunteers do not submit expenses, we underreport our expenses and cause budgeting problems for future years. If someone wishes to donate items they have purchased, please contact the Treasurer to ensure that the donation is accounted for correctly.
- The chair of an event/activity is responsible for collecting and submitting all receipts and completed reimbursement forms to the PTSO Treasurer within 2 weeks of the event. Please do not accumulate receipts and wait to submit them; submit all receipts as soon as possible.
- The officer responsible for the budget line item involved must sign the form before funds will be disbursed; please contact the responsible officer to let them know you have a request form to be signed.
- All requests for reimbursements must be in the hands of the Treasurer by June 1st to allow adequate time for processing. The only exceptions are end-of-year parties and other June events, which are due by the last day of school (June 30 for ANGP).
- No reimbursements will be made after June 30th.

### 2. REQUESTING CHECKS:

- Blank "Check Request" forms are available on the PTSO website. For a check to be written, the form must be completed, and all receipts or other documentation must be attached.
- Completed "Check Request" forms can be left in the Treasurer's folder of the PTSO box in the school office or can be emailed directly to the treasurer.
- Blank signed checks will not be issued for any reason.
- As a general rule, allow two weeks for processing of a check. If the request is more time critical, contact the Treasurer by phone or email.
- *If payment is needed prior to an event*, please contact the treasurer as early as possible to schedule the payment. Please have the "Check Request" form complete with approval signature of the appropriate officer to exchange for the check. The check will not be disbursed without the officer's approval, and our insurance policy requires that checks for an amount greater than \$500 have two signatures, so it takes some time to get a check processed. *Please plan ahead for these situations!!*

### 3. COLLECTION OF FUNDS:

All committees involved in fund-raising or events handling money should designate volunteers to manage the monies and must follow these procedures. Note that for most events or fundraisers where money is sent in advance or through the school office, cash payments should be discouraged as we have no way to safeguard cash moving through the school or in the office.

#### For Events with Cash:

##### Before the Event:

- If you need to make change, please make advance arrangements with the Treasurer to get an appropriate supply of small bills/coins. There is a cash box request form on the PTSO website.
- Be sure to have calculators and pens/pencils at each event for calculating totals.

##### At Event:

- Never leave the money alone. Always have two adults with the money at all times.

##### At End of Event, The Money Must Be Processed As Follows:

- All funds received in cash must be counted by two people, preferably with one of the two being a PTSO Committee Chair or Officer. Cash should be counted immediately upon the end of an event.
- Please separate currency by denomination (with a paperclip), and fill in amounts on the "Deposit Voucher" form.
- Please log number of checks and total value on the "Deposit Voucher" form. Please remove any staples that may be in checks; staples prevent the check from running smoothly through the bank's processing equipment. If a tape calculator is available, please provide a tape of all checks with their total.
- The "Deposit Voucher" form signed by counters, and the money, must be given to the Treasurer within 24 hours. Contact the Treasurer to make arrangements to transfer funds; do not just put them in the Treasurer's mailbox at school. When the Treasurer receives the bank receipt for the deposit and verifies that the deposit is in the PTSO account, the receipt will be forwarded to the person who originally wrote up the deposit as a receipt.

Blank copies of the "Deposit Voucher" and "Check Request" forms are in the in the PTSO mailbox in the main office and on the PTSO website.

#### For Events/Activities with Checks Only (i.e. no cash):

- If available, please have printing calculator to total checks and print a tape. Remove all staples from checks.
- For fundraisers or classes, a spreadsheet showing a class roster or details of the fundraiser should be submitted as backup for the deposit. The Treasurer's files must include sufficient information to support the revenue for the yearend audit.
- Deposits must be given to the Treasurer **within one week** of receiving checks. The exception to this is for classes or events that require a minimum number of persons. Please wait until the minimum number has been received and we know that the event/class will be held.
- It is important to get checks to the Treasurer quickly so that if any checks bounce, we have enough time to recover funds before distribution of merchandise or before a class or event has been held.

#### 4. CHECK ACCEPTANCE POLICY:

- All checks should be made payable to: South County PTSO
  - The PTSO utilizes a check re-deposit service to help collect on bad checks. This service is provided at no fee to the PTSO. However, it is critical that advance notice of this service is provided to those who write checks to the PTSO. The following wording must appear on any fundraising documents where checks may be accepted, or on class registration forms, etc.

*If your check is dishonored or returned for any reason, we will electronically debit your account for the amount of the check plus a processing fee of \$50.*

- If there is an event where checks are being accepted, the Treasurer can provide a sign to post with the appropriate wording.

#### 5. BUDGETARY PROBLEMS:

- If you anticipate a problem sticking to your budget, let the Treasurer know as soon as possible.
- If a revision or over-run is warranted, it needs to be approved by the Board or the general membership (depending on the amount). Such changes should be approved **prior to** any money being spent.

#### 6. CONTRACTS:

- The PTSO should enter into written (not verbal) contracts whenever possible.
- Contracts are valid only when signed by the President or one of the two Vice Presidents.
- Any other person signing a contract can be held personally liable for the full amount.
- For significant purchases, at least three price quotes/bids should be obtained to help ensure that the PTSO is receiving the best value.
- Any potential contracts with persons or companies related to a PTSO officer or committee chair must receive special review to ensure that no conflict of interest exists. After exercising due diligence, the PTSO officers shall determine whether the PTSO could obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- Independent contractors earning above \$600 must supply a street address and social security number for IRS purposes; use Form W-9, available at [www.irs.gov](http://www.irs.gov).

#### 7. AMAZON:

- The PTSO has a business account with Amazon whereby items can be purchased exempt from sales tax and the funds will be taken directly from the PTSO bank account. Only the President and the Treasurer have access to this account. In order to take advantage of this, create an Amazon wish list of the items you wish to purchase and share it with the President and Treasurer. They will order the items for you.

## **8. TAX EXEMPTION:**

- A copy of our Federal tax exemption paperwork is posted on the PTSO website (in the “forms and documents” section). If a specialized letter is needed, please contact the Treasurer.
- Exemption from Virginia sales taxes is separate from Federal tax exemption. In order to not pay sales tax, *the bill must be paid for with a PTSO check*, and the certificate of exemption must be presented to the vendor. A copy of the certificate of exemption is posted on the PTSO website (in the “forms and documents” section). There are some stores that do not accept just the certificate of exemption and require that their own paperwork be completed before they will waive the sales tax (such as Staples, Wal-Mart, Wegman’s, and Office Depot). Please contact the PTSO Treasurer for assistance with these situations.

## **9. SOLICITING AND RECEIVING DONATIONS:**

Certain committees may have a need to solicit donations in the community, in the form of cash or in-kind contributions. As a Federally tax-exempt 501(c)(3) organization, the PTSO has certain responsibilities to donors.

- Donation requests should be submitted to potential donors on letterhead.
- Any donor who requests documentation of the PTSO’s tax exempt status should be provided with our IRS tax exempt “determination letter.” A copy of this letter is available in the PTSO mailbox or on the website.
- Committees who solicit donations are also responsible for producing thank you notes to donors. Depending on the type and amount of donation, certain wording to satisfy IRS requirements may be necessary; check with the Treasurer. Copies of thank you notes can be submitted to the Treasurer to satisfy the reporting requirement noted above.

## **10. ACCEPTING CREDIT CARDS:**

- Most credit card transactions should be handled through the PTSO website or Membership Toolkit app. However, there may be times when another method of accepting credit cards is necessary.
- The PTSO does own some credit card readers; arrangements must be made with the Treasurer at least two weeks in advance to use the readers. (Note that due to internet reception issues within the school, ability to use the readers is not guaranteed.)
- The setup of any other methods of accepting credit card payments, such as through event or auction software, must be approved by the Treasurer in advance to ensure that the transactions can be properly accounted for.

## **11. OTHER:**

- Our insurance policy requires that bank statements be reconciled monthly and that a non-check signer signs off on the reconciliation.
- Any bank or credit card related statements must be mailed to the school office, not anyone’s home address.
- Any funds remaining unused at the end of the year revert back to the PTSO general fund; they do not carryover to individual committees for use in the next year.

**PTSO website: [www.southcountyppto.org](http://www.southcountyppto.org)**