



WESTERGARD ELEMENTARY PTO FINANCIAL GUIDELINES & POLICIES

Westergard Elementary PTO funds are intended to benefit the Students of Westergard Elementary School through the enhancement of school programs and activities. The PTO Board Members have an obligation to see that these funds are protected and used wisely. The guidelines and procedures are outlined for school-wide consistent handling of cash and should be adhered to by Faculty, Board Members, Committee Chairs and Volunteers.

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CASH HANDLING / COLLECTION OF FUNDS

Whenever money is involved, it is recommended that two people share the job of recording, counting and verifying each other's amounts. It is important to have an accurate paper trail. All Committees handling money at an event or sale should designate Volunteers to manage the funds and must follow these procedures:

Before the Event: if startup cash is needed for an event, complete the **Cash Request Form** and contact the Treasurer at least one week prior to the event. Arrange a time to meet with Treasurer to obtain funds and confirm the amount received.

At Event: never leave money unguarded. Always have two adults with the money at all times. Pre-printed sequentially numbered receipt books should be used wherever practical. Document money received with a written report regarding sales and cash collection totals.

After the Event: at all PTO functions where funds of more than \$250.00 cash will be collected, there must be at least two money counters to prepare the bank deposit and sign off on the funds received. Please contact the PTO Treasurer to make arrangements as to how the deposit will be

handled and kept safe prior to deposit in the bank. The Committee Chair is responsible for totaling all receipts and submitting a signed and completed **Deposit Form** including cash and check to be deposited. All funds must be turned in to the Treasurer as soon as possible after the event. Under no circumstances should event money be taken home for safe keeping, nor stored in a classroom or car trunk, nor deposited to an individual's personal bank account. See DEPOSIT PROCEDURES for more details.

For events running longer than one day, cash and checks should be counted and deposited daily. If your committee will be collecting CHECKS for an event or activity, you may use the PTO box in front of the school office as the collection point. To do so, label an envelope with your event name and instruct parents to make checks payable to "Westergard Elementary PTO."

Do not reimburse yourself, pay any vendors or tip vendors with cash collected from your event. Please follow the reimbursement guidelines

If startup cash for change is needed for an event, complete the **Cash Request Form** and contact the Treasurer at least one week prior to the event. Arrange a time to meet with to obtain funds and confirm the amount received.

All checks collected should be made payable to Westergard Elementary PTO. Starter checks, unnumbered checks, or non-personalized checks should not be accepted.

DEPOSIT PROCEDURES

Any money collected should be counted at school (by Committee Chair and Treasurer) unless prior approval from the Treasurer is obtained.

- Obtain **Deposit Form** from PTO website
- Separate checks from cash. Checks should be listed with the check number and amount on the **Deposit Form** (use spreadsheet if necessary)
- Complete **Deposit Form** and submit to the Treasurer for immediate deposit.
- To minimize the potential for lost or misplaced checks, please submit checks from an event on ongoing sale on a frequent and regular basis. Do not hold funds until the sale or event concludes
- Small amounts of cash, \$25 or less, can be sealed in an envelope and placed in the PTO box with the **Deposit Form**

CREDIT CARDS

Westergard Elementary PTO does not provide corporate credit cards to its volunteers or committees. Volunteers may use personal credit cards for PTO business related expenses, and will be reimbursed based upon the reimbursement for expenses policy OR volunteers can complete a **Direct Payment Form** and the PTO will make the purchase directly.

PETTY CASH

The PTO does not maintain a petty cash account and does pay cash for PTO purposes.

EXPENSE REIMBURSEMENTS

Westergard PTO will reimburse its Board Members, Event Leads, and Volunteers for any authorized expenses incurred on its behalf in accordance with the policies listed herein. Authorization of expenses (e.g. approved event budget, approved Special Funding Request, etc.) must be obtained from the PTO Treasurer and/or PTO Board PRIOR to incurring any expenses.

Westergard PTO will also reimburse Westergard teachers and staff for expenses incurred related to annually awarded stipends, grade/department level grants, and other school support.

To receive reimbursement, an **Expense Reimbursement Form** must be completed and submitted with *all original itemized receipts and/or invoices* (receipt photocopies, phone/computer screenshots, and/or credit card statements are not valid forms of documentation). Any expenses submitted for which a valid receipt is missing run the risk of not being reimbursed.

The **Expense Reimbursement Form** can be printed directly from the PTO website www.georgewestergardpto.org ; alternatively, paper copies of the form are available at school (located in a file on the PTO bulletin board across from the music room). Once completed, please securely attach all receipts to the reimbursement form and leave in the PTO Mailbox located in the front office.

Reimbursements will be made via check and will be mailed/delivered within 10 business days after the form is received by the Treasurer, provided all documentation is complete and all receipts have been submitted. Please keep in mind:

- Reimbursement will only be made if prior authorization was issued; total expenses must not exceed budgeted/approved amount. Any over-spending will not be reimbursed without prior approval from the PTO Treasurer and/or PTO Board, in accordance with the limits outlined in the PTO bylaws.
- Personal expenses should be kept separate from expenses made on behalf of the PTO. Please do not submit receipts with mixed personal and PTO related charges.
- Reimbursement requests should be submitted within 90 days of the expense/receipt date.
- The cut-off date for all reimbursement requests is the last day of the current school year (with the exception of Event reimbursements, which are due within 30 days following the event date).

- The PTO will not reimburse for any gift cards purchased without prior approval; gift cards being purchased for events (e.g. as prizes, etc.) should be directly purchased by the PTO when possible.

PTO DIRECT PURCHASES

Whenever possible, the PTO will issue direct payment to vendors or make direct purchases for expenses greater than \$150.

To request a direct payment/direct purchase by the PTO, a **PTO Direct Purchase Request Form** should be completed and submitted preferably with at least 10 business days advance notice. The form should be completed in its entirety with applicable documentation attached (e.g. invoice, vendor agreement, etc.).

The **PTO Direct Purchase Request Form** can be printed directly from the PTO website www.georgewestergardpto.org ; alternatively, paper copies of the form are available at school (located in a file on the PTO bulletin board across from the music room). Once completed, please leave in the PTO Mailbox located in the front office.

GRADE & DEPARTMENT LEVEL STIPENDS

Stipends awarded by the PTO are intended to assist teachers and support staff in enhancing the learning experience for Westergard students. Stipend awards may be used on educational items intended to directly benefit students such as:

- Classroom materials (both consumables and non-consumables).
- Instructional materials / aids / equipment (e.g. flash cards, posters, bulletin board materials).
- Books for classroom library

Stipend awards may be spent all at once or spread throughout the current school year; total reimbursement will be capped at the awarded amount for the school year with no exception. Any unused funds at the end of the school year do not rollover to the next year and will be forfeited.

To obtain reimbursement after purchasing qualifying materials, please follow the PTO guidelines and procedures outlined under “*Expense Reimbursement*”. The deadline to submit for reimbursement is the last day of the current school year.

Any non-consumable items funded by the PTO should remain at Westergard with the teacher who purchased the items or left with the classroom at Westergard should the teacher leave the school entirely.

SPECIAL FUNDING REQUESTS (SFRs)

Special Funding Requests (SFRs) are intended to provide teachers, staff and the PTO with a means to request additional financial support not previously awarded or designated in the current school year's PTO budget. The **Special Funding Request Form** can be printed directly from the PTO website www.georgewestergardpto.org ; alternatively, paper copies of the form available at school (located in a file on the PTO bulletin board across from the music room). Once completed, please leave in the PTO Mailbox located in the front office.

SFRs will be accepted at any time during the current school year, up until 3 business days prior to the FINAL PTO Board Meeting, provided that:

- the SFR is done in advance of the purchase/prior to incurring the expense;
- a signature from Westergard Principal must be obtained on the form prior to submission;
- the SFR is submitted at least 3 days prior to the nearest PTO Board meeting

If your SFR is approved, total spending must not exceed the approved amount without prior authorization from the PTO Treasurer and/or PTO Board, in accordance with the limits outlined in the PTO bylaws. To obtain reimbursement after purchasing qualifying materials under the approved SFR, please follow the PTO guidelines and procedures outlined under "*Expense Reimbursement*". To request that the PTO do a direct purchase for larger purchases, a **PTO Direct Purchase Request Form** should be completed and submitted preferably with at least 10 business days advance notice (as outlined above under "*PTO Direct Purchases*").

COMMUNITY/SPECIAL EVENT SPENDING

The PTO has established an annual budget for Community and Special Events. Parents, Westergard staff and Westergard teachers may request funding for additional or new events using the **PTO Event Proposal Form**. Once the Event Proposal Form has been submitted and approved, the following policies apply.

Community and Special Event spending will be managed by the PTO lead(s) and/or committee lead(s) assigned to the event. Westergard PTO will reimburse or make a direct purchase/direct payment for any authorized expenses incurred on its behalf in accordance with the policies listed herein. Please refer to the policies above regarding "*Expense Reimbursement*" and "*PTO Direct Purchases*".

Authorization of event expenses (e.g. approved event budget, approved Special Funding Request, etc.) must be obtained from the PTO Treasurer and/or PTO Board PRIOR to incurring any expenses.

Submission for expense reimbursements must be made **within 30 days** following an event. All expenses associated with an event should be submitted for reimbursement--committee members should not cover any expenses out-of-pocket, as the PTO needs to accurately account for total event spending.

Any donated items with monetary value (e.g. gift cards) should be reported to the PTO Treasurer for recording purposes.

Any unused/unopened items purchased for an event should be returned whenever possible, **prior** to submitting for expense reimbursement, as those funds can be reallocated to other events/funding needs. Please attach return receipts to the original purchase receipts to reflect the net amount needing reimbursement.

DONATIONS TO THE PTO

Westergard Elementary School Parent Teacher Organization is an Internal Revenue 501(c)3 Charitable Organization.

Donations to the PTO are tax-deductible. The PTO will provide a written acknowledgement for any single contribution of \$250 or more for the donor to claim a charitable contribution on their federal income tax returns. A letter verifying a donation of any amount will be provided for the purpose of corporate matching following company or donor request.

CONTACTS AND FORMS

Please contact your PTO Treasurer if you have any questions about any of the guidelines or procedures at treasurer@westergardpto.org

All necessary forms referenced can be located on the PTO website, georgewestergardpto.org All completed forms are to be returned to the Treasurer.