

Laurel School PTO Financial Policies

Expense Reimbursement

Expenses should be approved in advance by a committee chair or the PTO President. When you have an expense to be reimbursed or a bill to be paid, please fill out a Reimbursement Request form or a Check Request form as appropriate. Please attach your receipts or invoices to the form and have the appropriate committee chair or board member sign it. Put completed forms in the Treasurer's folder in the PTO file box located in the Laurel School Front Office. Reimbursement and Check Request forms can be found on the Laurel School PTO website or in the PTO file box in the Front Office.

Deposits

All deposits should be accompanied by a Deposit Form. Please make sure the form is filled out completely and double check your arithmetic before you submit it. Deposit forms are available on the Laurel School PTO website or in the PTO file box in the Front Office. **Please put completed forms and deposits in the PTO Lock Box** located in the Front Office or make arrangements with the Financial Secretary to submit the deposit in person.

Collecting Checks

All checks should be made out to Laurel PTO. Checks should be placed in the Lock Box within 24 hours of receipt or at the end of a time-limited drive. If checks are collected during a time-limited drive (such as the Membership Drive or the Book Fair), weekly deposits are acceptable. However, please be sure that you include **no more than 28 checks** in each deposit. Database or other spreadsheet listings of checks may be submitted in lieu of the Deposit Form.

Collecting Cash

All deposits containing cash should be dropped into the Lock Box or hand delivered to the Financial Secretary **within one school day of receipt**. Please DO NOT put cash deposits into the PTO file box. For cash collections of \$100 or less, one committee or board member may count and sign the Deposit Form at the time of receipt. **Cash collections in excess of \$100 must be double counted and the Deposit Form must be signed by two committee and/or board members.** The Financial Secretary will collect the deposits from the Lock Box weekly, verify the deposit amounts, and initial the Deposit Form upon receipt.

Other Items

For large events, please pre-arrange committee members responsible for cash counting/verification and arrange for monies to be dropped into the Lock Box or handed off to the Financial Secretary at the end of the day.

All cash-register boxes are to be kept at the school. If holding collected monies (i.e., for start up the following day), the amount must be noted and verified by two committee members, using a Laurel School PTO Deposit Form. Cash register boxes that contain collected monies must be locked in the Principal's office or in a designated Teacher's classroom at the end of each day of a multi-day event.