

# Encinal PTO Financial Guidelines

## Expense Reimbursement

Expenditures should be approved in advance by the person in charge of that budget (usually the committee chair). When you have an expense to be reimbursed or a bill to be paid, please fill out an Expense Voucher, attach your receipts or invoice, have the appropriate committee chair or board member sign it, and put the form in the Financial Secretary's folder located in the PTO file drawer in the Teacher Workroom. Expense Vouchers can be found online in the PTO Overview section of [www.EncinalSchool.com](http://www.EncinalSchool.com) or in the Financial Secretary's folder in the PTO file drawer in the Teacher Workroom.

Checks that go to teachers will be delivered to the teacher's box, and checks that go to committee members will be placed in the committee folder in the PTO file drawer in the Teacher Workroom. For checks to be sent directly to a company or other individual (such as a speaker), please provide the address (or location) to which you would like the check delivered.

Checks are paid once per week and have to be signed by 2 members of the board, so you can expect a check to be paid within 2 weeks. Please plan ahead. (We realize that sometimes unavoidable situations arise - if this happens, please contact the Financial Secretary directly to request rush processing.)

## Cash Boxes

Committee chairs who have events scheduled that require cash collections may request up to 2 Cash Boxes for storing money and making change. Please make sure you send requests to the Financial Secretary at least 1 week prior to the event. Each box will include \$100 in change (25x\$1, 5x\$5, 5x\$10) and a combination code that will open both the lock box and the security cable. During the event, please remember to attach the security cable to the Cash Box and to a table or other large object. Cash Boxes should be returned to the Financial Secretary with 1 school day following the event with the same dollar amount and (if possible) the same denominations originally received.

## Deposits

All deposits should be accompanied by a Revenue Voucher form. Please make sure the form is filled out completely and check your arithmetic before you submit it. You can find the Revenue Voucher form in the Financial Secretary folder in the PTO file drawer located in the Teacher Workroom or online in the PTO Overview section of [www.EncinalSchool.com](http://www.EncinalSchool.com). When complete, you may **drop your deposit into the lock box** located in the lobby of the Encinal School office or make arrangements with the Financial Secretary to submit the deposit in person.

### ***Collecting Checks***

All checks should be made out to Encinal PTO. Please make sure your flyers are very clear that checks are made out to Encinal PTO. Checks that are for Laurel or are otherwise incorrectly made out may be returned to your committee. Please also verify that checks are signed and dated and **remove all staples** before submitting your deposit.

Database and other spreadsheet listings of checks may be substituted in lieu of the Revenue Voucher Form as long as the printed document contains the same information as the Revenue Voucher. In any case, please make sure you include **no more than 30 checks** in each deposit.

### ***Collecting Cash***

Remember to obtain a Revenue Voucher form prior to accepting a cash deposit or attending an event where cash will be collected. For cash collections of \$100 or less, one committee or board member may count and initial the Revenue Voucher at the time of receipt. Cash collections in excess of \$100 must be double counted and the Revenue Voucher form must be initialed by **2 committee &/or board members at the time of receipt and before leaving the event.** All deposits containing cash should be dropped into the lock box located in the lobby of the Encinal School office or hand delivered to the Financial Secretary **within one school day of receipt.** Please DO NOT put cash deposits into the PTO file cabinet. The Financial Secretary will collect the deposits from the lock box weekly, verify the deposit amount and initial the Revenue Voucher Form upon receipt.

### **Questions? / Financial Contacts**

Treasurer - Kristin Campbell  
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Financial Secretary - Cristy Barnes  
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