

September 5, 2007

TO: PTO Committee Chair
From: Annette Budzak

RE: Financial Responsibilities

Outlined below are simple procedures for each PTO committee member to follow when using your budget, making purchases, submitting expenses, handling cash and checks or requesting funds. If you have any questions, please feel free to call me.

Budgets

Attached is a copy of the 2007-2008 PTO budget. Please refer to it before making any purchases. All functions where expenses are anticipated have a budget. If your project/event is not included on the budget, it is assumed to be self-funding or considered a PTO fundraiser. You must work within your budget.

Sales Tax

The PTO is a tax-exempt organization. Whenever making a purchase on behalf of your committee, please present a copy of our tax-exempt letter to the merchant to avoid paying sales tax. A copy of the letter is attached. Additional copies of the tax-exempt letter can be found in the PTO cabinet in the Main Office.

Request for Funds

If you believe you will exceed your budgeted amount, you will need additional approval from the board. Please review your budget as far in advance as possible to allow for discussion at a PTO board meeting prior to your event. Please contact Mary Magro (mrymags@yahoo.com) to request time on the PTO agenda (the agenda is posted one week before the PTO meeting so please let her know before then). A Request for Funds form will need to be completed for any additional funding. Complete the form and then submit the top copy to me and retain the bottom copy for your file or binder.

Cash Boxes

The PTO has several cash boxes available for use at events. Please contact me to obtain a cash box. If you also need cash for your event, please let me know how much and in what denominations. Please complete a Request for Funds form for these funds. You need to give me one week's notice as to what amount of cash you will need and how many boxes.