

NOTES FROM THE TREASURER

As Treasurer of the PTO, it is my job to accurately report income and expenses for our organization. In order to provide this information, I rely on you to provide me with all receipts and disbursements made on behalf of the PTO in a timely manner. Below are the steps for you to follow when handling monetary matters.

Reimbursement for Money Spent

Attached is a copy of the Funds Request Form. **All expenses you incur must be turned in within 30 days with the attached Funds Request Form in order to be reimbursed.** Reimbursement checks will be cut weekly and will be available for pickup in my porch mailbox(1034 Bolivar Point Ln). If you prefer the check be mailed to you please indicate that on the reimbursement form. If you do not receive reimbursements within a week's time, please contact me. Please remember we are a Non-Profit organization and can make tax-exempt purchases. Our tax exempt number is 17605513765 and there are copies of our tax exempt certificate attached and located in the PTO website if needed. **Please remember to provide the tax exempt certificate to the vendor when you make your purchase. Cline PTO cannot reimburse for sales tax paid.** Additionally, you must get Executive Board approval for any purchases outside the scope of your committee's normal operations or in excess of your budget.

1. Complete the Funds Request Form (copies on PTO website).
2. Please scan the Funds request form and all receipts and/or supporting information into one attachment and email it to me at Clineptotreas@gmail.com. Email is preferred, but hard copies can be dropped off in my porch mailbox if you let me know.
3. Make a copy of the above documents for your records.
4. Pick up the reimbursement check on my porch PTO mailbox or coordinate other arrangements.

The Collection of Money

Attached you will find a copy of the Funds Collection Form to be used anytime a committee collects money. Cash and/or checks should be promptly given to the Treasurer for deposit. Please contact me to arrange a drop off/pickup.

1. Complete the Cash Collection Form (copies on the PTO website).
2. Enclose all cash and checks with the form in an envelope.
3. Remember to include the total deposit amount on the first page.
4. Make a copy of the form to keep for your records.
5. Give it to me personally or leave it at the front desk to my attention.

Donations

The PTO may receive monetary or non-monetary contributions from individuals or businesses. As a tax-exempt organization, we should provide a tax deductible receipt to the donor. If you need to request a tax deductible receipt, please email me at Clineptotreas@gmail.com with the donation information regarding the donation.

Thanks for your help with our financial records keeping and your time spent volunteering for the school. Please feel free to contact me at any time if you have any questions. I can be reached at 440-915-4748 or clineptotreas@gmail.com. Looking forward to a successful and fun school year!

Lauren Middleton

Cline PTO Treasurer