

# *Notes from the treasurer*

As Treasurer of the PTO, it is my job to accurately report income & expenses for our organization. To provide this information, I rely on you to provide me with all receipts and disbursements made on behalf of the PTO. 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 on my porch (509 Eagle Lakes Dr). If you prefer the check be mailed to you please indicate that on the reimbursement form.

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 located on the PTO website.

**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](mailto:clineptotreas@gmail.com).
3. Make a copy of the above documents for your records.
4. Pick up the reimbursement check on my porch 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](mailto:Clineptotreas@gmail.com) with the donation information regarding the donation.

Thank you so much 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 **713.492.1347** or [clineptotreas@gmail.com](mailto:clineptotreas@gmail.com). Looking forward to a successful and fun school year!

*Lauren Runge*  
Cline PTO Treasurer