

2014-2015

Policies & Procedures for Fund Requests



Marlena Navarro
Belle Creek Charter School PTO
2014-2015

CHECK REQUEST

All requests for funds must be submitted with a completed Check Request Form and a completed W9 form (if Applicable). Completed requests must have either a receipt, estimate, or letter from business attached to the form upon submission. Many businesses will provide a bill/receipt, estimate, or letter via fax, mail, or email for payment purposes. Any incomplete forms or forms without backup for payment will be returned to the requester. Payment will not be processed without all information.

Requests for funds must be submitted at least one month prior to allow for PTO Board to review, make approval decision, and process check/return unapproved request to requester. Upon approval, check will be written within 7 business days to be mailed to payee, unless otherwise noted for check to be given to requestor.

Check requests submitted with less than one month notice will be reviewed at the PTO Board's earliest convenience for approvals. This may result in past due payment or an unapproved request due to time restrictions and the availability of all PTO Board members to vote. Please be sure to allow plenty of time for your request to be reviewed.

Copies of the Check Request Forms and W9 Forms will be located at the front office and on the PTO website.

REIMBURSEMENT REQUEST

All requests for reimbursement must be submitted with a completed Reimbursement Form and original Reimbursement Approval Form. Reimbursement request must have approval form and the original or copy of receipt(s) attached for payment to be processed.

Any Reimbursement Forms received incomplete, without Reimbursement Approval Form, or without receipts attached will be returned to requester. Payment will not be processed until all are received by treasurer. Requests must be given 5-7 business days for processing as each check requires 2 signatures, unless other arrangements have been made with both co-presidents and the treasurer.

PTO Board Members are not required to submit the Reimbursement Approval Form, **if** reimbursement is for items that have been approved in previous Executive Board Meeting and has been budgeted for current year. Otherwise, the Reimbursement Approval Form must be submitted prior to purchase of any items.

Copies of the Reimbursement Request will be located at the front office and the PTO website.

CHECK/ REIMBURSEMENT REQUEST

BELLE CREEK CHARTER SCHOOL PTO

Check Request Reimbursement Request

Name: _____ Email : _____

Date Submitted: _____ Date Needed: _____

Reason for Check or Reimbursement: _____

Amount: _____

Check Payable To: _____

Attach all receipts and/or estimates to form. Please indicate if check to be mailed to vendor. Check requests must be submitted one month prior to needed by date for PTO Board to vote on approval and issue payment unless special arrangements have been made with both Co-Presidents and the Treasurer.

For Board Member's Use only

Approved By:

PTO Officer

Date

PTO Officer

Date

For Treasurer's Use Only: Budget: _____ Check # _____ Logged: _____

Included in Annual Budget

Approved at Meeting Date: _____

CASH RECEIPT VOUCHER

This voucher should be used when submitting funds collected through PTO activities to the Treasurer for deposit to the Belle Creek Charter School PTO Bank Account.

Please ensure all information is completed as requested.

A log should be maintained by each Chair of the committee collecting the funds. Each time a voucher is submitted to the Treasurer, an entry should be created in the log. The log can be a simple piece of paper in the committee binder.

Sample log entry:

SMENCILS SALE LOG

<u>Date</u>	<u>Total Deposit</u>	<u>Source</u>	<u>Voucher Preparers</u>	<u>Delivered to Treasurer by:</u>	<u>Date given to Treasurer:</u>
1/1/01	\$222.00	Smencil Sales	Jane Doe/John Doe	Jane Doe	1/1/01
2/2/01	\$111.00	Smencil Sales	Jane Doe/Sally Jones	Sally Jones	2/3/01

The log entry should be made **before** delivery of the voucher to the Treasurer.

Two individuals (at least one PTO board member) **must** witness the counting of funds and the sealing of those funds in an envelope. Both individuals should then sign the voucher, initial the envelope, and contact the Treasurer to arrange delivery.

Once the Treasurer has verified the funds, a receipt will be issued to the committee chair to be attached to the log.

CASH RECEIPT VOUCHER

Fundraiser/Activity: _____ Date: _____

Persons Counting Money: _____

(at least TWO PEOPLE are required to count money)

This form is for verification purposes only. Please complete the following information, using **TOTAL AMOUNTS IN ALL AREAS.**

	x	\$50.00	=	\$
	x	\$20.00	=	\$
	x	\$10.00	=	\$
	x	\$5.00	=	\$
	x	\$2.00	=	\$
	x	\$1.00	=	\$
		Total All Coins *	=	\$
		Total All Checks	=	\$
		TOTAL **	=	\$

Treasurer's Verification \$ _____ ** SHORT/BALANCED/OVER (Circle One)

Treasurer's Signature _____ Amount (if short/over) \$ _____

Date Verified: _____ Date Deposited _____

Total		\$	
Less Cash Box	-	\$	
Gross Total Income	=	\$	
Less Amount Spent	-	\$	
Net Total Income	=	\$	

Total All Coins				
Quarters	x	\$0.25	=	\$
Dimes	x	\$0.10	=	\$
Nickels	x	\$0.05	=	\$
Pennies	x	\$0.01	=	\$
*Total All Coins				\$

