

# Kaneland McDole Elementary PTO

## 2010-2011 Money Procedures

- The current fee for all NSF checks is \$10. Take note of this for all forms that are created/submitted.
- Procedures for collecting money:
  1. All money is collected in clearly labeled collection folders for the specific event/purpose in the school safe until it can be counted. These collection folders can be found in the PTO shed in the school. See Carol Goff for the key.
  2. All cash must remain on school property until the monies have been counted and verified by two unrelated parties.
- Procedures for tallying deposits:
  1. Money must always be counted in the presence of two unrelated parties. Both parties should count the monies independently to verify the totals.
  2. The tally supply kit, containing an adding machine, calculators and deposit forms, and bank bags, is available in the PTO shed.
  3. Separate cash from checks.
  4. Sort cash in order of denomination.
  5. Sort checks in order of amount.
  6. Add the checks with an adding machine, running a tape to show the detail/total.
  7. Complete deposit tally form, attaching the adding machine tape for checks.
  8. Both parties should sign and date the deposit tally form.
  9. Place money, checks and deposit tally form together in a bank bag.
  10. Make arrangements to transfer the money to the PTO Treasurer within 24 hours for deposit. Money not turned in to the treasurer within this time period shall be locked in the safe at school. See Carol Goff or Debbie Clifford for this. Checks shall not be held for a period of time greater than 30 days.
  11. Should any funds from other events be mixed with your deposit, indicate the amount and event on the tally form so this can be properly accounted for.
- Procedure for using the PTO credit card account:
  1. Whenever possible, use the PTO credit card for your PTO purchases. This enables our organization to take full advantage of the rewards it offers.
  2. If you need to make a purchase on the PTO credit card, please contact your PTO Board liaison to do so.
  3. Receipts for all PTO credit card purchases, along with a check request form, must be turned in to the PTO Treasurer school mailbox within 7 days of purchase.
- Procedure for requesting reimbursement/payment:
  1. Complete a check request form and submit to PTO Treasurer via school mailbox.
  2. Allow 2 weeks for receipt of payment whenever possible. Typically checks are cut on Wednesdays.
  3. Remember, the PTO does not reimburse for tax.
- All forms are available on the PTO website: [www.mcdolepto.org](http://www.mcdolepto.org).
- Any questions should be directed to the PTO Treasurer: Stephanie Beattie at 630-409-5030 or [stephaniepto@gmail.com](mailto:stephaniepto@gmail.com).