

JBN PTO Treasurer's Tips for Committees (2015-16)

Please refer to the school year 2015-16 approved budget for your committee's goal expenses and revenue.

Paying for Expenses

- Please present the current Illinois sales tax exemption letter (expires 6/1/2017) to vendors to avoid being charged tax for purchases. Copies are available in the PTO bin and online in Google Docs. As a tax-exempt charitable organization, the PTO will **not** reimburse for sales tax.
- Fill out a PTO Check Request form (available online at Google Docs or PTO bin). Attach/include copies of all invoices, receipts, and any other supporting documentation.
- Email the Request form and supporting documentation to widmer84@yahoo.com.
- Or, you may submit the Request form and supporting documentation into the Treasurer's folder in the PTO bin in the office. Please email widmer84@yahoo.com or call/text 630-770-4395 to help expedite your request.
- Your check should be available within 1 week. Please specify if you would like the check in the PTO Reimbursement Folder or contact Linda Widmer to make other arrangements.
- Vendors may be paid directly--please attach a pre-addressed envelope (include JBN's address--334 William Wood Lane, Batavia, IL 60510 as the return address).

Depositing Revenues for JBN PTO Checking Account

****IMPORTANT! Verify that all received checks are made payable to "JB NELSON PTO". Checks not made out to the JB Nelson PTO will be returned to the committee chair for correction.**

- Submit Deposit Requests as soon as possible upon receiving and counting of monies.
- Use a PTO Deposit Request Form (copies available in PTO bin and online at Google Docs).
- Include with Deposit Request Form an accounting of the deposit total (i.e. attach Counter's Sheet(s), adding machine tape, spreadsheet, or hand-written calculations). **Note: this requirement is especially important when submitting a large number of checks!**
- Place completed form in Treasurer's Folder in PTO bin or email to widmer84@yahoo.com. If submitting paper form into the bin, please email or call/text Linda Widmer at 630-770-4395.
- Please do not leave cash amounts over \$50 in the office. If you have cash to deposit over \$50, please make arrangements with Linda Widmer for a place to transfer in person.

Committee Account financial reports are available upon request. Reports will typically consist of a checking register report of year-to-date transaction report.

Thank you for your time and efforts to support our wonderful JB Nelson students, families, teachers and staff!!

Tips from the Treasurer for Events (2015-2016)

Prior to the Event

- Please submit a Cash Box Request Form (available in PTO bin and Google Docs online) for each cash box requested at least 1 week prior to the event. Unless you document specific monetary requirements, the treasurer will provide cash boxes in quantity and monetary breakdown at his/her discretion, based on the past records.
- If applicable, the committee chair should identify "Counters" for the event. Please arrange for at least 2 counters to be available throughout the event.
- The Counters should arrange with the school to reserve a room for counting proceeds. A suggested location is the conference room in the Main Office. A Counter should arrange for someone to be available to open the Main Office safe to temporarily hold counted proceeds.

During Date(s) of Event

- On the (first) day of the event, approximately 30 minutes prior to the event start time, the PTO treasurer will delivery your cash box(es) and the seed money for your cash box(es). Please contact Linda Widmer to confirm that this exchange can be done in case other arrangements need to be done.
- Approximately every hour during the course of the event, counter or the treasurer will retrieve quantities of currency and checks from the cash box(es). Counters will not retrieve coins during the course of the event. Counters will leave at least as much currency in the cash box(es) as was seeded.
- When the counters or treasurer remove cash from the boxed during the event, a separate green Counter's Sheet must be used for each cash box withdrawal. The counter should count the cash removed and the number of checks in front of the cashier and then have the cashier count and sign the green Counter's Sheet.
- Counters or the Treasurer will take the currency and checks to the counting room, count the proceeds, and store the proceeds in the safe in the Main Office.
- Counters will record each count of currency and checks on a green PTO Counter's sheet. Use separate Counter's Sheets for each count and for each cash box. When multiple cash boxes are used for an event, record the sub-committee name or location in the appropriate space on the Counter's sheet (i.e. front door, raffle).
- The Counter and Treasurer must sign each Counter's sheet. If the grand total on the Counter's Sheet is more than \$500, a second count must be performed by a different Counter and that second counter must also sign the sheet.
- Attach adding machine tapes of totaled checks to the green Counter's sheet.
- Complete and attach to each Counter's sheet a gold PTO Deposit Request Form. Have one of the Counters or event committee chair sign the form.

Tips from the Treasurer for Events (2015-2016)

At the End of (Each Day of) Event

- Retrieve all remaining proceeds from cash box(es) and count the proceeds following the procedures described during “During the Event”, above.
- Treasurer will collect the proceeds, verify counts, collect and return cash boxes to storage, and take proceeds to the bank for deposit.
- If the Treasurer is not available at the end of an event to receive cash amounts over \$50, the event chairperson will need to take the cash and checks home overnight. Use the Post-Event Overnight Cash Form (available in PTO bin and online). Have a volunteer count the money, sign the form and put the Post-Event Overnight Form together with the Counter’s Sheet(s), in the Treasurer’s Folder in the PTO bin. The Deposit Request Form should be filled out and should accompany the cash/checks home with the event chairperson. Make arrangements with the Treasurer to deliver the deposit in person the next day.

Any questions, please contact Linda Widmer at widmer84@yahoo.com or 630-770-4395.