

**Sarah W. Starkweather Elementary School
PTO Budget and Finance
Financial Procedures**

**Treasurer: Niki Bugey
E-mail: swspto.treasurer@gmail.com
Phone: 484-639-3618**

Please feel free to contact me with any questions!

Check Requests & Reimbursements	Cash Box Requests	Cash Deposits	Interim Budget Requests
<p>For payment, check request forms must be submitted to the PTO Treasurer, as follows:</p> <ol style="list-style-type: none"> 1. Download a Check Request Form or obtain a copy from the folder in the Treasurer’s school mailbox. 2. Completed forms along with supporting documentation (i.e. receipts, invoices, etc.) should be placed in the Treasurer’s school mailbox. 3. Notify the Treasurer that you have submitted a check request. 4. COMMITTEE MEMBERS: Have the Committee Chair sign and date the request before submitting to the Treasurer. 5. TEACHERS: Have the principal sign and date the request before submitting to the Treasurer. 6. Checks will be left in the Treasurer’s school mailbox unless other arrangements are made (please identify on the Check Request form). 7. If a check is needed for a PTO function, please notify the PTO Treasurer at least one week prior to the event. 	<p>Notify the PTO Treasurer of any cash requests at least a week prior to the PTO function, as follows:</p> <ol style="list-style-type: none"> 1. Download a Cash Box Request Form or obtain a copy from the folder in the PTO Treasurer’s school mailbox. 2. Complete <i>one form per box</i> requested and place in the Treasurer’s school mailbox. 3. Notify the Treasurer that you have submitted a cash box request. 4. The Treasurer will notify you when the funds are available for pickup/drop off. 	<p>To make deposits:</p> <ol style="list-style-type: none"> 1. Obtain a deposit slip from the folder in the Treasurer’s school mailbox. 2. For large quantities of checks, a PTO stamp is available from the Treasurer to stamp checks. 3. Deposit monies at TD Bank (Route 926 and 202). 4. Please label the deposit slip receipt with the PTO function and the name of the person who made the deposit. 5. Place all deposit slip receipts in the folder in the Treasurer’s school mailbox. 6. Please note that funds are never given directly to the Treasurer for deposit to the bank. 	<p>Requests for additional PTO funds that are not in the current annual budget can be made as follows:</p> <ol style="list-style-type: none"> 1. Provide written request, with supporting documentation, to the Budget Committee by the Friday before the preceding Budget Meeting. 2. TEACHERS ONLY: Have the principal initial and date the request before submitting to the Budget Committee. 3. Leave your written requests in the PTO Treasurer’s school mailbox clearly marked <u>PTO Budget Committee – Attn: VP Budget.</u> 4. Please note that the Budget Committee can only approve requests less than \$250. Any requests greater than \$250 must be approved by the PTO at large. These requests would be forwarded by the Budget Committee along with their recommendation to the General PTO and voted on at the next PTO meeting.