

# Symmes Elementary PTO

To: PTO Committee Chair - \_\_\_\_\_

From: Leigh Grause, Treasurer

Subject: Treasurer's Guidelines for 2020-2021

Your Budgeted Income: \_\_\_\_\_

Your Budgeted Expenses: \_\_\_\_\_

Your Budgeted NET Income or Expense: \_\_\_\_\_

Budget – Please see listed above the budget for your program or committee. If you have concerns/questions about the amount budgeted, please contact me. *You will need the approval of the PTO Board before spending more than the budgeted amount.*

Sales Tax Exemption – Symmes PTO is a tax-exempt organization and should not be charged sales tax. A Blanket Certificate of Exemption is available for you; if you need additional copies, please contact me or one of the co-presidents. Some vendors just need to see it, while others will need you to fill in the vendor's name and leave it for their files. *If you opt to pay sales tax when purchasing an item, please understand that sales tax will not be reimbursed.*

Reimbursement – To be reimbursed for your expenses, submit your receipt(s) or invoice, along with a completed and signed Reimbursement Request form (copy provided). Send the form to school with your child in their VIP Folder, addressed to "PTO Treasurer", or put it in the PTO Treasurer's mailbox when you are at school. Extra copies of the reimbursement form can be found in the file rack in the school lobby, or printed from the Symmes PTO link at the district website: [www.sycamoreschools.org](http://www.sycamoreschools.org). Once you receive a check from the PTO, you will have 90 days to cash the check, or it will be automatically voided.

Please turn in your reimbursement requests as soon as possible! Reimbursement requests should be submitted as soon as possible and within 30 days of incurring expenses. *Reimbursement requests received more than 30 days after event/program completion run the risk of not being paid.*

Direct Payment to a Vendor - Whenever possible, direct billing to the PTO will simplify things for everyone. Bills can be sent to the school address, attention to PTO Treasurer.

Cash Box- If you are in charge of an event or activity that needs to have change prepared, submit a CASH BOX REQUEST form to the PTO Treasurer at least one week in advance of your event. Cash boxes require a trip to the bank, so advance notice is essential.

Cash/Check Deposits - Please turn checks and cash over to me as quickly as possible. We need to ensure that checks clear *before* handing over school supplies, author visit books, etc. Please complete a Deposit Record (available in the school lobby file rack or at the Symmes PTO website) when turning checks/cash in to me. If you have a large amount of cash (over \$100) to turn in, please contact me to arrange direct drop-off.

Thanks in advance for your cooperation! If you have any questions, please don't hesitate to contact me at [sypto-treasurer@sycamoreschools.org](mailto:sypto-treasurer@sycamoreschools.org) or 513-508-3942.