

PTO Financial Procedures 2019-2020

Change in procedures to count money

- All funds will be kept in the school safe until PTO reps arrive
- Counting will take place in public within the school
- There will always be two representatives counting separately
 - Use of the new [Counting Money Form](#)
- Money counted, verified, and deposited within 48 business hours

Banking Items

- Two signatures on all checks
 - Treasurer, Secretary, Teacher Rep, Administrative Liaison
- Carbon Copy Checks
- Block ATM Withdrawals
- Deposit Slips with PTO Rep Initials and Event's Name
 - New Internal [Deposit Form](#)
- No more cash withdrawals, only carbon-copy checks
- Increased oversight of [reimbursement/debit card use](#)

Treasurer Report

- Monthly bank statements for all accounts
- Spreadsheet of Expenses
- Review with board member prior to meeting

