

# A NOTE FROM THE WJHS PTO TREASURER 2013-2014

To: WJHS PTO Board Members

August 2013

From: Susan Petito, Treasurer  
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I hope the following will help you in your financial dealings with the PTO. You will find the following documents on the PTO website - check request forms, income/deposit forms, and copies of the sales tax exemption letter. Please call or email if you have questions.

## **Expenses**

- **Fill out and SIGN an expense form.** You can either request a check prior to an expense, or request reimbursement after an approved expense.
- **Attach receipt or invoice.** If you are submitting several receipts at one time, please list them on the reimbursement/check request form (or on a separate piece of paper).
- Send by mail, hand deliver to me or leave the request in the treasurer's folder in the WJHS office. **E-mail me if you leave a request at school.** Be sure to submit check request form **at least a week before you need the check.** I will mail the check to you or to the appropriate person.
- Please have invoices for your event sent to **you**, not directly to the treasurer. A PTO committee chair needs to approve the expense before we can write a check.
- If you need a cash box for an event (a bank), please plan ahead and let me know at least a week in advance.

## **PLEASE NOTE:**

- **The PTO does not pay sales tax.** When making purchases for the PTO, please either use the PTO sales tax exemption letter, or pay for the sales tax yourself. Sales tax will not be reimbursed by the PTO.
- **Reimbursements will not be made unless there are funds in your committee's budget.** The budget will be submitted to the PTO General Board for approval at the first PTO meeting in the fall. After that time, changes to the budget must be approved by a vote of the board. Please make sure you understand your budget and which expenses are allowed. If you have questions or comments, please contact the treasurer or one of the co-presidents.
- **Please submit all reimbursement requests within 30 days of the expense and definitely before the last day of school** in June. (Graduation party and landscaping committee members can have a little more time!)

## Deposits

- Count cash, and separate bills by denomination. Count the number of checks and determine the total dollar amount.
  - When you give me the checks, please have them sorted in the following order:
    - First by dollar amount, largest to smallest
    - Second by last name (use the father's last name if it is different than the mother's) within each dollar amount grouping.

I'm asking for dollar amount first because it is easier to total all the checks when the same amounts are grouped together.

I'm asking for the sorting by last name within the dollar amounts because it is easier to find the check (or not as the case may be) in six months when I start getting the "did I write a check for...." emails that invariably happens.

- Fill out an **income/deposit form** and turn it in to the assistant treasurer with the funds to be deposited.
- **Please do not leave large amounts of cash or checks in the school office!** Call the assistant treasurer, Sharon Glennon, and make arrangements to drop the deposit with her directly.