

Administrators must make sure any volunteers dealing with funds

accounted with 2 people present, each signing the “ _____ ”

and itemize the fund sources (membership, T-Shirt sales, event sales, etc.), and cash or check deposits. All checks must be cashed and deposited into the PTO bank account. Deposit checks in the PTO box and cash checks into the PTO box. Deposit checks in the PTO box and cash checks into the PTO box.

Form and give to Deposit Treasurer to file. A copy of the completed form must be given to the Ledger Treasurer.

Keep the original form in an envelope.

Make all deposits unless specifically planned otherwise.

Deposits must be made the same day acquired. If not possible, funds will be secured at the PTO locked area.

Deposits must be made on the day received or, at most, one business day later.

Deposits must be made within 5 business days.

Record all checks on the bank deposit slip – a spreadsheet can be

PTO funds are intended to benefit the students through the enhancement of school programs and activities. The PTO Officers are the guardians of these funds and have an obligation to see that they are protected and used wisely. It is very important that everyone follow these policies.