



DISCOVERY ELEMENTARY SCHOOL PTO

Programs /Events Checklist and Accounting Guidelines

Prior to Event/Program:

Obtain the amount allocated in the budget from PTO Treasurer or V.P of Events. Contact the V.P of Events for the expense approval before you make the expense. Review the previous year's expenses for the event/program. Any change in the budget must be pre-approved by the PTO Board.

Determine if you will need advanced funds to purchase any items. You will need to submit a detailed list of items that need to be purchased and fill out the "Advance Funds/Invoice Payment form" at least 2 weeks in advance. All receipts and remaining funds must be returned.

For events that collect money prior to the event, please use the "Check & Cash Log Form". All cash and checks collected must be recorded. Email the "Check & Cash Log Form" to PTO Treasurer weekly. Submit all cash and checks to the PTO Treasurer weekly (by Friday morning)

Will you need cash boxes for your event, if so please fill out the "Cash Box Request Form" at least 2 weeks in advance of the event, please fill out one for each box needed and also the purpose of cash box.

At the Event:

Prior to the start of the event, the PTO Treasurer (or PTO Board member) and Event chair will each count the monies in each of the cash box/boxes.

At the end of the event, the PTO Treasurer (or PTO Board member) and Event chair will each count the monies in each of the cash box/boxes.

Finalize all event income. Submit all funds received to the PTO Treasurer or V.P of Events after the event or the next day by noon.

After the Event:

Submit any request for reimbursements to the PTO Treasurer within 5 days of the date of the event.

Provide a final detailed sheet including all event related income and expenses within 5 days of the event.

******* All expenses should be submitted by May 20 2016 for reimbursement, any expense submitted after this date will be processed for 2017 budget year. *******