

# Peekskill CSD PTO

## Money Policies

### **Check Acceptance Policy**

- Checks must be made payable to Peekskill CSD PTO
- No starter Checks will be accepted
- Phone numbers are required on the checks- may be legibly written on memo line
- No checks made out for higher amounts to allow cash back
- Writers of returned checks are responsible for paying the PTO the bounced check fees that our bank imposes
- Student name and homeroom teacher should be written on check
- The PTO reserves the right to pursue any and all remedies to recover funds from returned checks

### **Handling of Money/Deposits:**

- The Treasurer, President or Committee Chairperson or may pick a LIMITED number of members to help them handle funds
- There should always be TWO members who count the funds- one of which must be either the Treasurer, President, Finance Committee member or Committee Chairperson
- Money received should be turned in to the Treasurer and/or Finance Committee on a timely basis. We do not need to wait until the event is over to hand in all cash or checks at once. Several deposits can be made during the course of the event.
- All paperwork (receipts voucher) should be filled out completely and accurately and must have the signatures of the members who counted the money
- Funds received for different purposes should not be combined on the same receipts voucher

### **Reimbursements/Cashbox:**

- Any request for **reimbursement** needs to be submitted with a completely filled out and SIGNED expense voucher. These vouchers can be obtained from the treasurer or the PTO website ([www.peekskillpto.org](http://www.peekskillpto.org))
- Receipts must be attached with the request
- Requests for cashbox funds for fundraising events that require cash to be given out for change should be made 3-4 days before the event
- For cashboxes, the requesting chairperson will need to sign receipt of the cashbox check. Upon return of the cashbox funds, which are to be kept separate from any receipts from the fundraising event, the Treasurer will counter sign the same form to acknowledge return of the funds.
- Any expense request by an Officer may not have the check signed by that same Officer