

\$\$ Tips from the Treasurers \$\$

How to contact the 2011-12 Treasurers:

(checkbook) Amy Life: amylife@comcast.net or 823-5887

(deposits) Josh Gehring: jgehring@stellarone.com

1. BUDGET

- a. Most events have a budget or income target. These are not set in stone. We have some flexibility for items to be under/over budget.
- b. Budget is discussed at the Sept. 20th PTO meeting, voted on at the Oct 11th meeting.

2. SALES TAX

- a. We have to pay sales tax!! We are income tax exempt but not sales tax exempt.

3. USING CASH BOXES

- a. Let us know if you need to use the cash boxes. Each cash box has \$50 to start and we have 6 cash boxes.
- b. We do not have keys to the "vault" but Mrs. Haun, Mrs. King, Mrs. Barbour, Mrs. Brite, or Mrs. Jones can get the cash boxes for you.
- c. At the end of the event, please ensure that each box that you used has the same amount of cash remaining as it started with (should be \$50).
- d. The cash boxes and the cash/checks/deposit form need to go back into the vault at the end of the night.

4. DEPOSITS of CHECKS or CASH

- a. Fill out a deposit form.
- b. Ask to have the cash/check and deposit form in envelope put in the school vault. If it is just a few checks, you can put it in the PTO box.
- c. PLEASE let Josh know that a deposit is there.

5. REIMBURSEMENT

- a. Keep receipts and turn in with reimbursement form to PTO box in front office.
- b. PLEASE email us to let us know that it is waiting for us at school.

6. NEED A CHECK

- a. If you need a check in advance, call/email Amy with the amount and name. We can write the check, then get the receipt from you. The receipt is very important for our bookkeeping!

7. ACCOUNTING

- a. Please work out a system so you can track checks or payments. You are the one who will know exactly how much money is expected.
- b. Please list check #s or provide some type of list with that info on it when depositing money. It does not have to be formal.

8. FORMS

- a. Forms are on-line (brownsvillepto.org) or in the PTO room and in the cash boxes.