



2021-2022 Flagstaff Academy PTO Treasurer Guidelines

What do I do with incoming funds?

The PTO Treasurer, Katie Trader, is responsible for depositing all funds for the PTO. All checks received for the PTO should be placed into the PTO lock-box to the left of the front entrance door or given directly to the PTO Treasurer. If your committee has cash or a large number of checks to be deposited (ie. after an event), the CHECK/CASH DEPOSIT form is required. This form can be found in the Treasurer file of the PTO Google Drive, in the Documents section of the PTO website, or in the files above the PTO lockbox. Please complete the CHECK/CASH DEPOSIT form and place the funds along with the form in the PTO lockbox or give directly to the PTO Treasurer. Remember to have two people count the funds and sign off on the CHECK/CASH DEPOSIT form.

What do I do if I need money from the PTO?

The PTO Treasurer, Katie Trader, processes all requests for money via the CHECK REQUEST form. This form can be found in the Treasurer file of the PTO Google Drive, in the Documents section of the PTO website, or in the files above the PTO lockbox. Please complete the form, attach the necessary receipts, and either place it in the lockbox, email it to the PTO Treasurer, or give it directly to the PTO Treasurer. Email is the preferred method of delivery and will result in the fastest payment turnaround. You will receive confirmation when your payment has been issued and you should receive your payment within a week.

What do I do if I need a cash box for an event?

This year, each committee will be responsible for their own cash box. Empty cash boxes have been given to Angela Nechvatal and Karen Simmonds. If you need to use a cash box for an event outside of their committees, please coordinate with them to use one of their cash boxes. The event chair will be responsible for filling the cash box with the starting cash. The chair may include the receipt for the withdrawal of starting cash on a CHECK REQUEST form for reimbursement. Two people must count the starting cash and sign the receipt to confirm the amount.

If you have any questions or need additional assistance, please contact the PTO Treasurer.

Katie Trader

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