

PTO ACCOUNTING PROCEDURES

Mission Statement:

The mission of the Hudson PTO is to act as a communication link between parents and the school community; financially supplement the education of the Hudson school children; actively support the Hudson City Schools; and provide programs to instill a fun and positive atmosphere within the home, school and community.

DEPOSITS:

- All cash and checks should be presented to the **Assistant Treasurer** no later than two weeks of the completion of your event (or intermittently if the fundraiser is to occur over an extended period of time.) Call the Assistant Treasurer to set up a convenient time to deliver the deposit (to her home).
- A Deposit Form needs to be completed in its entirety for ALL deposits. Forms are available on the PTO website www.hudsonpto.org. **Deposits not accompanied by a deposit form will not be accepted.**
- All checks **MUST** be made payable to Hudson PTO and must be free of staples.
- All coins need to be in coin wrappers unless there are not enough to make a full roll.
- If a cash box is needed for a fundraiser, please inform the Assistant Treasurer one week prior to your event.

CHECK REQUESTS:

- Complete a **Check Request Form** for reimbursements or payment to a vendor and submit to the **PTO Treasurer**. Forms are available on the PTO website www.hudsonpto.org.
- All expenses should be submitted to the Treasurer within 30 days of the close of an event. If said event takes place near the end of the school year, all expenses must be submitted no later than June 1st.
- Always **staple receipts to the back** of the Check Request Form when requesting reimbursement. Forms without receipts will be handled on an exception only basis. Electronic copies will be accepted providing all supporting documentation is present and they are in PDF format. Photos are not accepted.
- Always include a purchase order, contact, order form, etc. with the Check Request Form when requesting payment to a vendor. Requests should be made a minimum of one week before the check is needed.
- Any school building reimbursement request over \$100 must be accompanied by Head Rep approval (can be emailed to the Treasurer at jenesalukac@hotmail.com).
- Head Reps will be called for authorization prior to the payment of any Hudson City Schools Food Service invoice to ensure its accuracy.

CREDIT CARD PURCHASES:

- Any purchase over \$250.00 must be made using a PTO Credit Card, which are held by the President, Vice President and Advisor.
- The Treasurer and Head Reps must be notified via email that credit card is being used along with purchase detail. Head Rep approval is required.
- **A Credit Card Purchase Form and receipt must be forwarded to the Treasurer to ensure correct accounting (vendor, date, amount, and purpose).**

GENERAL PRACTICES:

- Excess committee or school building funds cannot be carried into the following school year.
- Excess committee funds are rolled into the general PTO operating budget.
- Excess school building funds may be spent on events that enhance the curriculum, learning environment and/or teaching environment of the Hudson City School District.
- Any school building budget variances over \$250 from the initial budget must be voted on by the school building board.