

HAINES PTO CO-PRESIDENTS BINDER

BANKING INFORMATION & PROCEDURES

The PTO bank is Nextier Bank in the Wal-Mart Plaza in Cranberry. We have a checking account and a money market account.

Nextier Bank
20249 Route 19
Cranberry Twp., PA 16066
(724) 772-2800

Checking Account #10009745
Money Market #10011380

The PTO checking account can be viewed online at thebank.com. The PTO Treasurer should supply the PTO Co-President with the updated login information for viewing the account online.

Prior to leaving their position, it is imperative that the Co-President change the signature cards at the bank for the incoming Officers. The current/outgoing Co-President will need to take a photo id to the bank and obtain a new signature card. Each new authorized officer will need to provide a copy of their photo id, sign the signature form and provide their Social Security Number and Drivers License Number on the form. The form can then be turned into the bank. This is typically done in May and we found that by adding the new officers and leaving the old officers on the account over the summer months worked well until all checks cleared and at then at the beginning of the new school year we updated the form again taking off the old signators.

Haines School PTO is a 501©3 non-profit organization thus making us exempt from PA sales tax on purchases not used for resale.

EIN #26-3283796
PA Tax Exempt #75561545

Per the PTO by-laws, all PTO checks need two signatures on them by authorized PTO officers. Currently, the authorized PTO Officers to sign checks are the Treasurer, Co-President and Parliamentarian.

The PTO Treasurer is responsible for working with the PTO Co-Presidents in creating the rules & guidelines for the PTO banking procedures so that they are upheld by all members of the PTO. The banking procedures should be emailed to all officers & chairpersons and hard copies should be provided at the first monthly PTO meeting to be placed in the committee binders.

Purchasing for the PTO

The PTO committees have a budget for expenses. The Treasurer and the Co-Presidents must make sure that all officers and chairpersons are familiar with their committee's budget and that anyone who purchases for the PTO is familiar with the PTO banking policies & procedures so they can be reimbursed properly.

All PTO purchases must be done separately. You cannot purchase items for yourself using the PTO's sales tax exemption number or we will lose the number. The PTO does not reimburse any sales tax if you forget to use our number.

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Requests/Reimbursements of PTO Funds

1. Obtain a check request form from Treasurers mailbox or from the PTO website.
2. Fill sheet out in full, sign and attach receipt and place back in Treasurers mailbox (or call prior to monthly PTO meeting and exchange completed form for check at meeting).
3. Email or call Treasurer to make aware form is in box to expedite turnaround time.
4. Check will be in an envelope labeled for the requesting committee/person and placed in the respective PTO mailbox ASAP or by discussed date.
5. Checks should not be requested sooner than the month the business will occur within, unless previously discussed and agreed upon.
6. Please cash checks prior to month's end if possible.
7. In certain instances Petty Cash can be obtained in advance. It is up to the discretion of the PTO Treasure & Co-Presidents whether to allow this. Please contact the Treasurer directly so that the necessary arrangements can be made. You will have to sign a receipt of petty cash in order to receive any PTO funds.

Every check written from the check book must have a corresponding request form with the requesting committee chairs signature. The Treasurer cannot forge anyone's signature.

Receipts should accompany and be attached to all request forms. No money will be paid out to an individual or committee in advance of receiving this required documentation. This is not only for auditing purposes, but also for the individuals/PTO's safety/benefit. In cases where the dollar amounts are quite large, the Treasurer will work to reimburse you that same day or shortly thereafter if they are notified prior and you provide the necessary receipts and paperwork is completed.

Requests for \$ of Funds Exceeding a Committees Budgeted Amount

- PTO Co-Presidents can authorize a necessary purchase up to the amount of \$200.
- Necessary purchases up to the amount of \$500 can be authorized with a majority vote of the Officers.
- All purchases over \$500 must be presented, discussed and put to vote for approval following our PTO bylaw procedures.
- Co-Presidents and or chairpersons are asked to keep the Treasurer aware of all approved expenditures up to and exceeding the \$500. This will ensure proper upkeep of the PTO bank account/checkbook.

ANY AMOUNT of money spent by and individual or committee that is not within their approved budget or that has not been approved through the above mentioned guidelines as outlined in our PTO bylaws WILL NOT BE REIMBURSED!!! Therefore, officers & chairpeople are responsible for knowing their current financial standings so as not to exceed their budgeted \$ amount without the proper PTO approvals listed above. This bylaw is in place to protect our children's money!

Donations to PTO

If you receive a donation to the PTO you must e-mail the Treasurer the name, address and amount of the donation and then follow the procedures for Depositing of PTO money. Donations checks must be deposited and recorded separately for tax purposes. Thank you notes will be sent to each

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individual donator for their tax records. The Treasurer will coordinate with the PTO Secretary to make sure thank you notes are sent.

Depositing of PTO money

1. Deposit slips and stamp are located in the Treasurers mailbox or you can get blank ones at the bank.
2. Donation checks should be deposited separately from all other checks.
3. Stamp back of checks and produce excel spreadsheet of all checks received to be verified against what the teller gets before leaving the bank.
4. Fill out deposit slip and take to bank.
5. Email or call Treasurer that SAME DAY to let them know the date and amount of deposit so it can be logged into the checkbook in date order and be credited to the proper committee.
6. Write the committee name of the bottom of the deposit slip and place in Treasurers mailbox at earliest convenience or at the very latest by month's end. If deposit was a donation write that as well on the deposit slip.

PTO Deposit Stamps

- 2 deposit stamps are located in the Treasurers mailbox.
- 1 stays there permanently for in school use or small amounts of checks needing stamped.
- 1 may be signed out temporarily for those committees that have large amounts of checks to stamp and can only spare the time at home.
- To sign out the stamp, please fill out the information on the sheet in the pouch when the stamp is taken and returned so others are aware of who has it should they also be in need.

NSF Information

Each year with the processing of so many checks throughout the year, the PTO must deal with NSF issues. Per the PTO banking procedures, anyone who incurs an NSF fee is required to pay the PTO a \$10 NSF fee by cash or money order along with the total amount of the order. The PTO Treasurer is responsible for keeping a current list of NSF individuals who have not rectified their issues from year to year and giving that information out only to the Co-Presidents and any committee who receives funds in the form of checks. If an individual happens to have an NSF issue and they pay the \$10 NSF fee by cash or money order along with the order amount they will be taken off the list. It is each committee's responsibility to collect on NSF charges for the current school year not the PTO Treasurer. If an individual is on the current NSF list and wants to purchase something they must pay in cash or by money order. The committee should contact the PTO Treasurer and ask them to contact the individual regarding the outstanding NSF issues.