



Henry P. Clough Elementary

Handling of PTO Funds Received

Rules & Policies

- The Chairperson of each PTO event shall work with the Treasurer and other officers to plan for the handling of all funds in an approved manner.
- Chairpersons/Project Coordinators must make sure any volunteers dealing with funds understand the process.
- All PTO funds must be counted by the Chairperson / Coordinator and the following information provided with the funds:
 1. Itemized fund sources (membership, T-Shirt sales, event sales, etc.) as well as cash vs. checks. If check, then list name on check and student's name, as applicable.
 2. Copy the information and give to the Treasurer or an PTO Executive Board Member.
- The Treasurer will make all deposits unless specifically planned otherwise.
- Funds should be deposited to the bank within a week of acquisition or specified reasonable amount of time.

All checks should be recorded on the bank deposit slip or a spreadsheet can be attached instead.

PTO funds are intended to benefit the students through the enhancement of school programs and activities. The PTO Executive Board Members are the guardians of these funds and have an obligation to see that they are protected and used wisely. It is very important that everyone follow these policies.