

Bennett Hemenway PTO Money Guide

Guidelines for Check Requests and Expense Reimbursement

During the school year there are many events that take place at Ben-Hem. Some events are fundraisers and earn money for the PTO like Monster Mash, Book Fair and An Evening Out Auction. Other events like Cultural Arts performances, Biography and International Nights and Family Fun Night are sponsored in full or in part by the PTO. Regardless of the event type, parents who organize the event (event chairperson) and volunteers need to know how to pay for them or how to get reimbursed for expenses paid out-of-pocket. The Bennett Hemenway PTO Money Guide provides the following information:

1. How to request a check for:
 - A deposit payment to a vendor or performer
 - The payment of a vendor's invoice due at an event
 - Reimbursement of expenses already incurred
2. How to submit cash and/or checks from fundraising events to the PTO for deposit
3. How to request money to stock a cash box for an upcoming event involving cash sales

1. Requesting a check for payment to a vendor or requesting reimbursement of expenses.

- Fill out the *Check Request Form* (found at benhempto.org under the About Us tab, Financial Reports and Forms or in the PTO mailbox in the main office). Note: A separate form must be completed for **each** check requested.

Please include the following information on all check / reimbursement requests:

- Today's Date
 - Payee Name
 - Mailing Address (Reimbursement checks can be either mailed home or left in the PTO mailbox for parent pick up. Checks to vendors are typically mailed directly to the vendor. Please be specific about how you want the check delivered.)
 - Check Due Date
 - Event or Expense Category
 - Event Chair Name/Approval
 - Individual Making Request (include phone or email)
 - Explanation of the expense (*examples: deposit for Cultural Arts performance, payment of an invoice for a DJ, paper goods purchased for Fourth Grade Fun Day.*) Attach the relevant receipt(s) (copies are acceptable)
 - Total dollar amount requested
- For a payment to a vendor (either a deposit for an upcoming event or the payment of an invoice), include a copy of the executed contract or purchase order. Keep a copy for your records.
 - Leave the *Check Request Form* in the PTO mailbox. Alternatively, the *Check Request Form* may be filled out online and emailed to the PTO Treasurer along with scanned copies of receipts. This method will often result in faster turnaround.

- Please allow *at least 7* business days for check requests to be processed.
- The PTO Treasurer will email you once the check has been processed.
- Please submit check requests within a couple weeks of the event. The deadline to submit all check requests is the last day of the current school year for any expense incurred that school year. If you cannot meet this deadline, please contact the PTO Treasurer to make other arrangements.

Other Important Information:

If the check will be paid to an **individual** for services rendered and the total payment (deposit plus final payment) is \$600 or greater, include the individual's Social Security Number (SSN) or Federal Employer Identification Number (FEIN). This is for tax purposes and is required by the IRS. This typically happens with Cultural Arts programs.

2. How to submit cash and/or checks to the PTO for deposit.

- Proceeds from events and fundraisers should be given to the PTO Treasurer for deposit within a week after the event for deposit in the PTO bank account.
- Single checks can be left in a sealed envelope (including an explanation of the deposit) marked to the attention of the PTO Treasurer in PTO mailbox in the main office. Large bundles of checks or cash should not be left in the PTO mailbox. Please contact the PTO Treasurer to make arrangement for such deposits.
- Prior to submitting cash or checks for deposit, the event chair should count the money being submitted. The total dollar amount and sub-totals by denomination (checks and cash denominations) should be included with the money submitted to the PTO Treasurer. The event chair should also keep this amount for their records.

Check Review Guidelines for Event Chairs:

Event chairs **must** review all checks for the following before submitting them to the PTO Treasurer:

- ✓ Payable to **Ben-Hem PTO** (Any check not payable to Ben Hem PTO must be returned and reissued. The bank will not deposit the check otherwise.)
- ✓ Written in pen, not pencil
- ✓ The dollar amounts written in *both* places on the check (\$10.00, ten dollars)
- ✓ Signed
- ✓ Dated
- ✓ All tape and staples removed

The PTO Treasurer will return incorrect checks to the event chair for resolution.

3. Request money to stock a cash box for an event involving cash sales.

Cash boxes are available for use at events that will have cash sales. Some of the events that use cash boxes are Ice Cream Social, Monster Mash, Book Fair and Yard Sale. If you need money to stock a cash box, please contact the PTO Treasurer *at least 5* business days before the event so that the amount and denominations can be determined and delivered to the event chairperson.

If you have any questions, please do not hesitate to contact the Ben-Hem PTO Treasurer, Gretchen DuBois at gdubois@benhempto.org.