



Riverwatch Middle School PTSO General Accounting Procedures

All members of the PTSO should complete the following procedures for deposits and check requests.

Petty Cash – This is the money that is needed up front to make change. These funds would not be included in an event financial summary. In general, we keep \$100 petty cash in the school vault for events. If additional petty cash would be required, please notify the Treasurer at least one week prior to when you need the cash.

Checks – Checks may be collected and must be made payable to: *Riverwatch PTSO* with “event name” noted in the memo section.

How to make a deposit:

- 1. Deposits** – Complete a *Funds Verification Form* for ALL proceeds, dues, etc. collected. This should include both cash and checks for the deposit. Note: “Petty cash” being returned to the bank should be on it’s own *Funds Verification Form*.
- 2. Checks** – All checks should be recorded on a *Check Detail Form (back of the Funds Verification Form)*, which includes check #, Name and amount.
- 3. Make a Copy of Checks** – Please make a copy of all the checks to be deposited. (Note: If you don’t have access to the copier or time to make the copies that is ok).
- 4. Prepare & Turn in Deposit** – Submit your deposit to the Treasurer or to the School Administrator that can place the deposit in the school vault. The deposit should always include the following:
 - Funds Verification Form w/ Check Detail Form on back (if checks included)
 - Cash and/or Checks
 - Copy of Checks (if applicable)

If the Treasurer is unavailable, leave the deposit in the safe/vault for the Treasurer to pick up at a convenient time. Notify the Treasurer that the deposit is in the safe/vault and ready to be deposited.

How to request a check:

Prior to any purchases, the Board Representative must be aware and approve the expenditure.

Check Request – Complete a *Check Request Form* when you need to be reimbursed for approved expenses. Check Request (s) should be turned in, with the original receipts/invoice, as soon as possible after the purchase. A check will be cut based on your specification on the *Check Request Form*. Check Requests must be signed by the President so please allow ample time to get proper signature.

NO reimbursements can be made from your proceeds. This does not provide an accurate count of monies collected.

Note: Money should never be taken off the school grounds, except for making a deposit. All money should be dropped into the school vault/safe for storage. You will be able to retrieve the money from the safe/vault during school hours.

Both forms Funds Verification and Check Request forms are available in the PTSO mail slot as well as on our website at www.rmsptso.org