

AES PTO Financial Procedures

2014-2015

Deposits

- Committee chairpersons should complete a Deposit form. This can be found in the the Treasurer's folder labeled Deposits in the PTO files located in the school office.
- Preferably, you should make arrangements to meet with **Jen Younce** or drop the deposit by her house. Especially if it is a cash deposit or large amount. If this cannot be done, you may leave it the Candy Smith, the school secretary, who locks it in the school safe. An email or phone call to Jen is required to notify her of a deposit in the school safe.
- **Jen Younce** 571-918-0300 or treasurerAESPTO@gmail.com

Expense Reimbursement

- Individuals should complete the PTO reimbursement form which can be found in the Treasurer's folder in the PTO files located in the school office
- Place the completed form and all receipts in an envelope in the Treasurer's folder.
- The reimbursement forms will be picked up weekly and checks will be either mailed or delivered within a week.
- If you need a reimbursement immediately, we would be happy to accommodate you. Please contact **Jen Younce** at 571-918-0300 or treasurerAESPTO@gmail.com

Cash Boxes

- One week prior to your event, please contact Jen Younce with your cash box request.
- Please include an estimate of how much cash you need for change and a monetary breakdown of what type of change you think you will need.
- Cash boxes can either be picked up prior to the event or one of us will deliver the cash box to the event, if absolutely necessary.
- Upon receiving the cash box there will be a form in it noting how much beginning cash is in the box. This form will be signed by Jen.
- Upon receipt the committee head should also count the cash in the box and sign the form verifying the amount of cash at the beginning of an event.
- After the event 2 people, separately, need to count the cash and record it on the form. If Jen is at the event, she will need to be one of the two people to count the cash.
- The cash box needs to be delivered back to Jen Younce immediately after the event or the following day. If you have back to back events, please make arrangements with Jen and accommodations can be made.
- The PTO also has the Square device to take credit cards at your event. You will need an iPhone or Android phone that supports the Square. Please ask for the device to be added to the cash box.

Thank you! As always, please email AESPTOpres@gmail.com with any questions or concerns