

FRG PTO Committee Budget & Financial Information

Thank you for volunteering to be part of a PTO committee this year. Below are some answers to general questions that will hopefully help you throughout the year. If you have any questions, please do not hesitate to contact me. My contact information is included at the end of this letter.

Answers to Frequently Asked Questions:

What do I do if I need to spend money for my committee?

- First verify that your purchase is within your annual budget amount. If not, see “What should I do if I expect my committee will go over budget” below.
- If you would like to make the purchase with your own money and get reimbursed by the PTO, first obtain a copy of FRG’s tax-exempt letter. Keep all receipts for reimbursement.

NOTE: Since we are a tax-exempt organization, FRG PTO will not reimburse tax on any purchase you make. If you present the letter to a vendor prior to making a purchase, they will not charge tax. If you choose not to take the letter, please be aware that you are responsible for paying for the tax and it will not be reimbursed.

- The FRG PTO does not expect you to pay for the items yourself or to charge items to your credit card and wait for reimbursement. If you do not want to make the purchase with your own money, please contact me and I will be happy to meet you to write a check for the items you are purchasing.
- Where possible, obtain an invoice from a vendor and make a request for payment to be made directly to the vendor.

What do I do if I need a check from the FRG PTO?

- Obtain and fill out a “Check/Reimbursement Request” form. Attach the contract, invoice, receipt, etc that supports the expenditure. If the “Check/Reimbursement Request” is not fully completed, it may delay your reimbursement.
- Once your paperwork is complete, please mark the envelope with “PTO Treasurer” and drop off your request at ARS’s main office, send the request via backpack mail, or contact me via email or phone to arrange another method. Most requests will be completed within a week but delays can occur. If you include your email on the “Check/Reimbursement Request” form, I will send you an email once payment is made.
- If the check request is urgent, please contact me directly to arrange a meeting place to exchange paperwork and the check.

What do I do if I need to receive a cash box for an event?

- Obtain and fill out a “Cash Box Request” form, mark the envelope with “PTO Treasurer” and drop off your request at ARS’s main office, send it via backpack mail or contact me directly for another method. If the cash box is needed right away, please contact me via email or phone.
- I will contact you to determine a time and place to deliver the cash box.
- Count the beginning cash box balance and record the amount on the “Cash Box Request” form as well as sign and date the form.
- At the end of the event count the ending cash box balance and record the amount on the “Cash Box Request” form as well as sign and date the form.

- Obtain a copy of a “Deposit Request” form and complete.
- Return the cash/cash box, “Cash Box Request” form and “Deposit Request” form to me. I will verify the count prior to depositing it in the bank.

What do I do if I need to deposit checks or cash into the FRG PTO account?

- Obtain and fill out a “Deposit Request” form.
- A listing of all sources of cash and/or checks must be provided. Included on the list must be the last name of the person giving the check or cash and the amount. If a check is from a vendor, list the vendor name in place of the last name. If more space is needed to list each transaction, either attach an Excel spreadsheet or separate list, or continue on the back of the form.
- Summarize the total amount of cash, total amount of checks, and then total amount of cash and checks.
- If you wish to make a deposit which includes funds from two or more separate committees, a separate deposit form must be used for each committee deposit.
- Put the cash/checks in a sealed envelope marked “PTO Assistant Treasurer” along with the completed “Deposit Request” form and drop off the envelope at ARS’s main office, or arrange to meet the Assistant Treasurer by contacting the Assistant Treasurer directly. If leaving at the ARS office, please mention to the office that your envelope contains cash for the PTO Assistant Treasurer and they should put it in the lockbox right away.

How will I know how much I’ve spent and how much I have left in my budget?

- If at any time you would like to see the year-to-date activity of your committee, please contact me.

What should I do if I expect my committee will go over budget?

- It is the chairperson’s responsibility to ensure the event remains within budget. However, sometimes expenditures can be higher than expected.
- If you believe your committee will need to go over its approved budget, please contact me before any additional expenditures are made. Approval of additional funds needs to be made by the Executive Board.
- I will contact the Executive Board for approval and will discuss the results with you.

Where do I obtain a copy of all the various Treasurer forms?

- A copy of the “Cash Box Request” form, the “Check/Reimbursement Request” form, and the “Deposit Request” form are can be found online at the FRG PTO webpage.
- A copy of FRG’s tax-exempt letter can be obtained by email request.

2015 - 2016 Treasurer Contact Information:

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FRG PTO Website
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