



BEE CAVE MIDDLE SCHOOL PTO FINANCIAL PROCEDURES

Thank you for participating in the Bee Cave Middle School PTO programs! Your support is the heart of our organization, and we are thankful you are willing to serve.

Outlined below are some important financial procedures that need to be followed throughout the year. They are necessary to assure our auditors that the funds we raise and spend are being collected and recorded according to the rules that govern our non-profit status.

Deposit Procedures

1. **All funds need to be counted at the school.** Uncounted money, including coins and checks, is not to leave the school under any circumstances.
2. Two people must count, reconcile, and sign off on all money before giving it to the Treasurer.
3. There are two different forms for deposits.
 - Record all coins and bills received on the **BCMS PTO Cash Deposit Form**, which may be downloaded from the PTO website, www.raidersPTO.org. Follow the instructions on the form, and include all coins and bills. Please be sure to write down the activity and committee information, so that we can clearly identify the origin of the money. **This form must be completed and signed by 2 people other than the Treasurer.**
 - Record all checks received on the **BCMS PTO Check Deposit Form**, which may be downloaded from the PTO website, www.raidersPTO.org. Follow the instructions on the form and record the information for every check, including the check number and the amount of each check.
4. Once a deposit is counted and verified, the money and the completed deposit form must be locked away in the filing cabinet in the front office. Please ask the office staff if you are unsure where this is.
5. Please contact the Treasurer bcmsptotreasurer@gmail.com to let her know that money has been counted and make arrangements to hand over the funds. For security reasons, please do not leave any funds in the PTO mailbox. If the Treasurer is unavailable, another Executive Board member may take the cash from you after it has been counted and signed off on. This includes the offices of the President, Vice President, Secretary, 6th Grade Rep, 7th Grade Rep and 8th Grade Rep.
6. The Treasurer will verify the receipts and take the counted money to the bank for deposit.

Requesting a Check for an Expense or Reimbursement

1. If you need to be reimbursed for something that you had to buy for your committee or event, fill out the **BCMS PTO Check Request Form**, which may be downloaded from the PTO website, www.raidersPTO.org. After filling out the entire form, attach the receipt(s), and put the form in the PTO mailbox in the front office. Expenses must be submitted within ten (10) business days of the event.
2. If you need a check in advance for an event such as a catered meal, it is your responsibility to ask the vendor to e-mail you an invoice or bring one when the food or item is delivered. **Do not give them the check without receiving a receipt or invoice.** We are audited every year, and we must have receipts for every check we write.
3. Please plan in advance when requesting a check, and allow plenty of time for communication, printing, and delivery.

Requesting a Cash Box for an Event

1. If you need starting cash for an event, fill out the **BCMS PTO Cash Box Request Form**, which may be downloaded from the website, www.raidersPTO.org. Notify the Treasurer **2 weeks before your event** that you will need cash for an event, and she will collect the form from you and get cash from the bank for you.
2. At the conclusion of your event, fill out a separate **BCMS PTO Cash Deposit Form** for the same amount of cash that you started with. This will be a separate deposit from the event funds.

Hiring of Vendors

1. When hiring vendors for various services or events, there are very specific IRS rules with which we must comply. Please contact the Treasurer regarding the necessary forms. We may need to have them fill out a W-9 form to turn in to us, and we may then have to issue them a 1099-MISC form. You may contact the Treasurer at bcmsptotreasurer@gmail.com with questions.
2. When hiring a vendor that will be providing service ON CAMPUS and/or interacting directly with students, the LTISD Business Office recommends the completion, by the vendor, of the following forms:
 - a. LTISD Vendor Information Form
 - b. Conflict of Interest Questionnaire, FORM CIQ

The most recent version of these forms can be found on the LTISD website at <http://www.ltidschools.org/page/148>. Please direct any questions to the PTO Treasurer and/or the PTO President.

SPECIAL NOTE: LTISD is currently under contract with PEPSI. This means that events where LTISD makes money off of drinks, the only option to sell are PEPSI products. Please direct any questions to the PTO Treasurer and/or PTO President.