

Financial 101 for Committee Chairs at Brooks

Treasurer: Contact Barbara Bernard with any financial questions about spending, budget, what to do with cash and checks, reimbursements, getting a check, etc. The very best way to reach me is by email, but you can also call leave messages. I respond more quickly to e-mail.

Reimbursement and checks to be paid: You can drop requests by my house or leave them in the PTO box at school. Just send me an email or give a call to let me know it is there – I usually check at school on Mondays. Please use the attached form. To avoid jeopardizing our nonprofit status, make an extra effort to keep receipts. For the same reason, it is best to have the PTO write any big checks directly to the source rather than as reimbursements. All forms are due by last day of the month following event or expenditure. Ex: January 15 event, form due by last day of February.

Printing: Take the time to have your projects, flyers and order forms printed through the district. There are forms in the office that need to be signed and then sent to the district print shop. If you are in a hurry, stop by the office to get the form signed and take the project to the district office yourself. It is *many* times cheaper than Kinko's or other copying places.

Sales Tax: GBMS is a Tax Exempt organization. Therefore we pay no sales taxes. Please obtain a copy of the tax exempt letter when purchasing for PTO activities. Please use the letter and save some money.

Budget: You will find the budgeted amount for your committee on the school budget. How you spend your budget is up to your committee. Make sure everyone knows the budgeted amount and there is a plan to spend it. If you are going to need more money, it has to be approved by the PTO. Give me a call or send an email with plenty of notice.

Donations: Many committee members fail to get reimbursed for all their expenses, figuring it is a donation to the PTO. If the money is budgeted, please spend it – you can donate in other ways. If you do want to donate supplies, etc and want a tax receipt from us, let me know.

Collecting Money: Money should be counted and tracked by the committee members in conjunction with a PTO officer.

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