



4601 Glenmont  
Bellaire Texas 77401

Phone: 713-295-6500  
Fax: 713-295-6511  
treasurer@pinoakpto.org

## PIN OAK MIDDLE SCHOOL PTO

### Handling of PTO Funds Received

#### Rules & Policies

- The Chairperson of each PTO event shall work with the Treasurer and other officers to plan for the handling of all funds in an approved manner.
- Chairpersons must send “acknowledgment” letters to all donors who provide \$250.00 or more in contributions or gifts-in-kind, no later than 30 days after receipt of the gift by the P.T.O.
- Chairpersons must make sure any volunteers dealing with funds understand the process.
- All PTO funds must be deposited in the account. **Do not utilize cash to pay for expenditures.**
- All PTO funds must be counted with 2 people present, each initialing the “**Summary of Funds Received**” form.
  1. Complete the form and itemize the fund sources (membership, T-Shirt sales, event sales, etc.) as well as cash vs. checks.
  2. Copy the completed form and give to the PTO treasurer to file.
  3. Seal the funds and the original form in an envelope.
- The Treasurer will make all deposits unless specifically planned otherwise.
- Funds should be deposited same day acquired. If not possible, funds will be secured at the school in the designated locked area. Make sure you notify the Treasurer of any funds that have been secured by the school.
- Cash must be deposited on day received or, at most, one business day later.
- Checks must be deposited within 5 business days.
- Deposit slip must be returned and attached to Summary of Funds form.

It is not necessary to record all checks on the bank deposit slip – a spreadsheet can be attached instead.

*PTO funds are intended to benefit the students through the enhancement of school programs and activities. The PTO Officers are the guardians of these funds and have an obligation to see that they are protected and used wisely. It is very important that everyone follow these policies.*



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### Pin Oak Middle School PTO SUMMARY OF FUNDS RECEIVED

Date: \_\_\_\_\_ Committee Chair: \_\_\_\_\_

Contact Information: Submitted by: \_\_\_\_\_ e-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date Collected: \_\_\_\_\_

Total Deposit Amount: \_\_\_\_\_ : Cash: \$ \_\_\_\_\_ Checks \$ \_\_\_\_\_

Credit Cards \$ \_\_\_\_\_

Check the appropriate Income category(ies) below and list the amount attributable to each account:

Corporate Campaign Contributions \$ _____	Evening with the Stars \$ _____	Box Tops \$ _____
Individual, Business Contributions \$ _____	Pin Oak Idol \$ _____	Membership Dues \$ _____
Direct Public Support – Other \$ _____	Fun Food Fridays \$ _____	Other: _____ \$ _____
School Store: \$ _____ Uniforms	Earth Day Fundraiser \$ _____	
\$ _____ Candy Sales	Retail: _____ (name) \$ _____	
\$ _____ Supplies	Book Fair \$ _____	
	School Directory \$ _____	

#### ADDITIONAL INFORMATION FOR CREDIT CARDS:

Use the Income categories above to note appropriate account.

- \*\* Attach Credit Card “transmittal report” and “credit card” receipts to this Summary.
- \*\* Note: The date should reflect the date that the report was run.
- \*\* Complete separate Deposit Notice for Credit Cards. I.E. if you have check/cash complete one Notice for those and a separate notice for the Credit Card deposits.

#### ADDITIONAL INFORMATION FOR CHECKS:

- \*\* If possible list the Child’s name and House on the Memo section of each check.
- \*\* If possible obtain Driver’s License Number and list on top of check.

**NOTE: IF YOU NEED TO KEEP RECORDS FOR YOUR OWN COMMITTEE; PLEASE BE SURE TO DO SO AS THE TREASURER REPORT MAY NOT REFLECT THE NEEDS OF THE COMMITTEE REPORT.**