

**Dixon PTO Committee Chair**  
2016-2017 Financial Responsibilities

Handling Deposits:

- Collect cash and checks in a safe place
- Cash boxes are located in the PTO closet
- You may turn in a yellow deposit form with all deposits and keep a copy for your record. Fill out deposit slips available inside the folder in treasurer's mailbox.
  1. Small deposits can be left in the treasurer's mailbox.
  2. Large deposits and any cash should be left in the safe (see Julie Johnson). Email the treasurer to that effect.
  3. Itemize all the checks, make sure the memo line is filled with what was it for.
  4. Stamp all checks for deposit – Stamp is in treasurer's mailbox.
  5. Large amounts of cash should be bundled by denominations. (Bundle slips are in treasurer's mailbox)
  6. Complete all totals on the deposit form.
- The treasurer will contact you immediately if any deposit discrepancies occur.
- You may make smaller deposits as money is received or wait and make one large deposit.
- Extra Deposit forms are available in the gray folder in the treasurer's mailbox.

Handling Disbursements:

- Dixon PTO is a tax-exempt organization. **DO NOT pay sales tax on any items.** The tax exempt number is on the purple disbursement form near the top.
- You must turn in a completed **purple disbursement form** for every reimbursement and/or bill to be paid – Leave purple form in the treasurer's mailbox.
  1. Complete the party to whom the check should be written
  2. Complete the committee/event for which the money was spent
  3. Itemize by vendor and total the amount to be paid.
  4. Do not fill in the check number or date – treasurer will complete these.
  5. Must Attach receipts/bills with the form.
  6. Include your child's name and classroom at the bottom (if you want your child to bring the check on their folder through school mail) and your signature.
- Check will be left with Julie Johnson at the office.
- If you would like to take advantage of Mobile payment, email treasurer with the mobile number or an email address that is connected to Mobile payment receiving bank account.
- Extra disbursement forms are available in the gray folder in the treasurer's mailbox.

Cash Advances/Start Up Cash:

- Complete **purple disbursement form** and email treasurer a week ahead of time.
- Indicate that check should be written to you.
- Indicate the event and that it is for start-up or cash advance.
- Your signature is required for this type of disbursement.
- If your event collects money, the amount of the start-up will be taken out of final deposit.
- Otherwise, a separate deposit should be turned for the exact amount, or for a lesser amount with receipts attached, indicating repayment of the advance.

If you have any questions, please email the PTO Treasurer, Jeneeya Suwal at [dixonptotreasurer@gmail.com](mailto:dixonptotreasurer@gmail.com).