

## **COMMITTEE CHAIRPERSON PROCEDURES**

Treasurer- Georgene O'Loughlin- goloughlin1@yahoo.com

Asst.Treasurer- Debbie Laborda- diorchik19@aol.com

### **Money Collected for Fundraisers or Events**

Any money collected by chairperson for fund raisers or events should be counted and documented on the following forms:

**Cash received--** For cash collected, a "Cash Receipts Form" should be completed and signed by both chairperson and assistant treasurer or co treasurer.

**Checks received-** For checks collected, a "Deposit Form for Checks" should be completed. This includes listing the date, name of individual on the check, check number, amount and fundraiser the check represents.

Monies should be turned over to **assistant treasurer** for deposit into the APT PTO bank account after receiving the money.

For large fundraisers, such as Book Fair and Holiday Fair, the chairperson should arrange with the treasurer or assistant treasurer to collect the money daily.

### **Reimbursement for Supplies or Payment to Vendors for Fund Raisers and Events**

**Reimbursement for purchases-** A “check requisition form” should be completed by PTO chairperson or APT staff in order to be reimbursed for supplies purchased in conjunction with a PTO fundraiser or event. All supporting documentation (receipts, invoice, etc) must be included with the reimbursement form.

Chairpersons should not make out of pocket purchases on a personal credit card, etc, that are in **excess of \$250**. Large purchases should be made with a PTO check.

**Payment to a vendor-** The same “check requisition form” should be completed by PTO chairperson to pay a vendor for their services. All supporting documentation, including an invoice and contract (if applicable) should be included with the check requisition.

Wayne Council of PTO’s is a sales exempt organization, so no sales tax should be paid on purchases. A sales tax exemption certificate, form ST-5, must be presented at time of purchase. Individuals will not be reimbursed for sales tax.

All check requests need to be **signed by PTO president** and then forwarded to **Treasurer**.

Please complete check requests at least 3 days prior to time payment is needed.

**W-9 Form- have vendor send directly to Georgene O’Loughlin**

A W-9 form must be obtained from all vendors **if a check is going to be issued directly to that vendor**. Examples include payment for all fundraisers made directly to our various vendors - Book fair, Holiday Fair, Spiritwear, etc.

It also includes payment to vendors to support non fundraising events- 5<sup>th</sup> Grade Events, Cultural Arts Events, Field Day, After APT, etc.

**Only exception** where a W-9 form is not needed is for reimbursement for purchases. Example- A chairperson purchases supplies for a fundraiser and then gets reimbursed. The check is made out to the chairperson.

We only need to collect a W-9 **one time** from a vendor, not annually. We did collect many W-9s last school year, so please verify with Georgene O'Loughlin first to see if it is needed. W-9 forms include tax identification numbers and are highly confidential, so please have the vendor **forward directly** to Georgene O'Loughlin's email (goloughlin1@yahoo.com).

## **Certificate of Insurance**

Any chairperson engaging an outside company to do work at APT or if an event is hosted off site, must receive a certificate of insurance. The outside company / vendor is responsible for obtaining this from their insurance company. It is a standard insurance form that is completed by their insurance company. It ensures they have insurance in the event something should happen.

## **ALL FORMS are located on the APT Website.**

Go to **Wayneschools.com**, In top upper right section, select "**APT**" from "**Select a School**" drop down menu.

Select "**Organizations**" on top blue bar.

Then select "**APT PTO**" from drop down menu.

Scroll down to bottom of page under "Files".

See all forms under "Treasurer Forms".

