

PTO Committee Members - Things to Remember

- **Budget** - Most PTO Committees have a budget. The President will give you the budget amount once the annual budget is approved by the PTO. Please stay within your committee's budget. If at any time you feel you may exceed your budget please discuss this with the PTO President and Board.
- **Payment via PTO Check or School Purchase Order** - A PTO check or school purchase order can be used to directly pay a vendor rather than using a personal check or credit card. Kirkwood School District policy and our PTO By-laws state we are to ensure our earnings do not benefit its members and that the PTO pays reasonable compensation for services. Due to these policies, the PTO uses the district policy of 3 closed bids for large purchases.
- **Reimbursement Requests** - In some cases it makes more sense for an individual to buy supplies directly then get reimbursed, especially for items totaling less than \$100. Keep the following in mind when purchasing items for PTO:
 - Do not co-mingle your money - the receipt you submit to the Treasurer should only contain items purchased for PTO.
 - PTO is exempt from paying sales tax in Missouri. Tax exemption forms can be requested from the Treasurer. You will need to present this form to the store from which you are purchasing items.
 - Reimbursement and payment requests can be submitted online. Just complete and submit the online form, then email a picture of your receipts to the PTO Treasurer (westchestertreasurer@gmail.com). You are encouraged to submit your requests online whenever possible to ensure timely payment processing. A link to the online form can be found on the PTO website.
 - Copies of the reimbursement and payment request form can also be found in the PTO mailbox in the school office and on the PTO website. Completed forms should be turned in to the treasurer mailbox in the WE office - be sure to include copies of all receipts.
 - To ensure proper budget tracking and allocations, ALL money collected for PTO purposes MUST be turned into the treasurer. Committee members may NOT use money collected to pay for committee purchases. Instead, the money must first be submitted to the Treasurer and deposited into the WE PTO account, then committee members must follow standard procedures to submit a reimbursement request with all applicable receipts for expense reimbursements.
 - If you have any questions about budget or reimbursement guidelines, send an email to the WE PTO Treasurer westchestertreasurer@gmail.com.
- **Cash** - All incoming PTO cash will be deposited in the PTO safe until one of the Treasurers is able to count it and take it to the bank. Teachers will send all money collected to the office each morning, and Diana will deposit it in the PTO safe. Cash will be counted by a PTO Treasurer in Dr. Ricker's office then taken directly from WE to the bank for deposit.
 - Note that money collected by room parents for classroom parties and teacher gifts is excluded from this policy, as these are not formal PTO-sponsored events and are not included as line items in the PTO budget. When collecting money for classroom parties and teacher gifts, room parents will be responsible for collecting and

managing the money. Once collected, they will spend all money collected on the respective party or gift (rather than turning in the money collected and then going through the formal PTO reimbursement process).

- **Communication** - Dr. Ricker must approve all fliers, PTO letters, and Sunday Evening Update in advance. Please email the PTO President at westchesterpto@gmail.com by Saturday the content for review and passing onto the Principal's approval. Weekly update email blasts will go out on Wednesdays. Please send your information to Julie Ravensburg, our PR person, at pr.westchesterpto@gmail.com) to be included in the weekly email blast. All information must be to Julie Ravensburg by **Tuesday morning at 10 am** to be included in the upcoming week's eblast. If you feel a form needs to be sent out in hard copy, you can have that go out in backpack mail. Backpack mail goes out weekly on Wednesdays. Please send your form to Diana at least one week to 10 days in advance so it can be sent to the copy center.
 - All flyers for PTO events with the exception of Trivia Night and a few others need to include – ***Financial assistance to attend is available upon request. Please talk with our school counselor.***
- **PTO meetings** – Meetings are held to communicate, share ideas and vote on important PTO matters. We meet on an early Tuesday of every month except December and March, which there are no meetings. You may not be able to make every meeting, but we would ask each committee to have at least 1 representative present at each PTO meeting or email a committee update to the President to share with the PTO. It really helps when everyone on PTO is in touch with what each committee is doing. If you have any questions about PTO business throughout the school year, please contact Kary Mangers at westchesterpto@gmail.com or kary_ackerman@hotmail.com or at 309-369-2993 or Shannon Igney shannon.igney@gmail.com.