



# BHS PTO Funds Protocol

## Effective 9/1/19

### Funds accepted by the BHS PTO:

- Online payment at <https://booth-hill-school-pto.square.site> is the only RSVP payment option to PTO social events. There are no processing fees to pay online.
- Cash, checks (payable to **BHS PTO**) and credit card payments will only be accepted in person at PTO social events and can be sent into school for PTO non-social events (book fair, plant sale, etc) when a child purchases and brings home an item.

### Funds sent in to school for all PTO purposes:

- Funds must be counted at school by two people, either two BHS PTO Executive Board members or a BHS PTO Executive Board member and a Committee Chair.
- The PTO Event Deposit and Income Form must be filled out by using a paper copy or the [boothhillschoolpto.org](http://boothhillschoolpto.org) form. The completed deposit form must be signed by both people counting the funds.
- Funds and the completed deposit form, if using a paper copy, should be placed in a sealed envelope with the two verified signatures on the seal of the envelope.
- The BHS PTO Executive Board member or the Committee Chair will leave the school with the funds in the sealed envelope and will deliver to the Treasurer for deposit.

### PTO Events held at school:

- All PTO events at school during the day or evenings, including but not limited to, fundraisers and socials, must have funds counted at the end of the event before leaving the school.
- It will be the responsibility of the Committee Chair to confirm a BHS PTO Executive Board member will be at the conclusion of the event to handle the funds.
- Funds must be counted at school by two people, either two BHS PTO Executive Board members or a BHS PTO Executive Board member and a Committee Chair.
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- The BHS PTO Executive Board member or the Committee Chair will leave the school with the funds in the sealed envelope and will deliver to the Treasurer for deposit.

### Important Notices:

- The two people counting funds may not be: related individuals, reside at the same residence or be a student volunteer.
- The Committee Chair must coordinate with the BHS PTO Executive Board members to determine which member can verify funds and to schedule a day and time for verification.
- Should a BHS PTO Executive Board member be unable to verify funds with the Committee Chair, the School Secretary has authority to verify funds.