

# Suffield Elementary PTO Reconciliation Process

- **Accounts Payable**
  - All requests for checks from the PTO accounts should be accompanied by the PTO Check Request form.
    - In addition, an invoice should be included with every request.
      - \*Any requests without an invoice included along with this form request will not be paid.
    - *Text messages are not an acceptable form to request for checks to be cut.*
  - Requests should be emailed to both the Accounts Payable Officer and the Treasurer.
  
- **Accounts Receivable**
  - All deposits should be given to the Accounts Receivable Officer accompanied by the PTO Deposit Notice form.
    - In addition, all deposits for events should include a listing of all students attending and how they paid – PayPal, check or cash. Totals should match the deposit slip.
  - All reconciliation should be easily identified – may be off slightly due to last minute payments, but overall, total should match.
  - Deposits should be given to the Accounts Receivable Officer. All documentation should be emailed (both the list of students/payments and deposit form) to both the Accounts Receivable and Treasurer.
  
- **Reimbursement Requests**
  - All requests for checks from the PTO accounts should be accompanied by the PTO Reimbursement form.
    - In addition, an invoice or itemized receipt should be included with every request.
      - \*Any requests without an invoice or receipt included along with this form request will not be paid.
    - *Text messages are not an acceptable form to request for reimbursement.*
  - Requests should be sent to both the Accounts Payable Officer and the Treasurer.
  
- **Event Chairs**
  - Event Chairs are responsible for providing the list of students signed up for the event and how they paid.
    - Simple spreadsheet format should include student name, teacher, amount paid and payment form – cash, check, PayPal.
  - Reconciliation is provided to Vice Presidents, Treasurer and Accounts Receivable along with payments for deposit.
  - Regular Accounts Receivable process is followed.