



From the ANP PSO Treasurer:

Oct 2015

Hello everyone! Glad to have you all on board and looking forward to working with each of you this year!

This is my second year as PSO Treasurer and I just want to let you know what my role will be and what you can expect from me. It is my responsibility to make sure the PSO is fiscally responsible and that the monies we raise are put to appropriate use as deemed by the Board and Headmaster. To that end, we do have some rules set up for the committees regarding spending.

Budgets: Each committee has a budget for the school year. These budgets are real budgets and not suggestions. You, as a chair, will be required to keep your budget within the limits given to you. If you feel that you need to extend your budget, you will need to contact me for approval. Any expenses submitted to me that fall beyond your budget will not be reimbursed unless you obtained previous approval. I will contact each one of you separately to give you your budget for the year.

Please keep track of your spending and let me know as soon as possible if you think you will be over budget. *Please remember that the purpose of the PSO is to provide support to Archway North Phoenix and our children.*

Petty Cash: In order to receive cash you must fill out a "Request for Petty Cash" form and send to me. I will then provide you with an envelope of the requested cash. As you spend the cash, you will need to place the receipts from the purchases in the envelope along with any leftover cash and get it back to me or put in Petty Cash box.

Expense Reimbursement: When you make purchases for your committee with your own monies, you can fill out an "Expense Reimbursement" form and attach all receipts. Any expenses without receipts will not be reimbursed. Please be diligent about submitting expenses in a timely fashion.

Deposits: If your committee sells any items, you need to collect the cash/checks and submit to me in an envelope with the "Deposit" form. If you are using the petty cash box, please make sure to note the beginning balance before you start accepting payments. Then you can calculate your total cash sales for the event and give those sales to me. Please do not just give me a handful of money/checks or leave cash sales in the petty cash box for me to try to figure out. You are responsible for keeping track of all sales. **ALL CHECKS MUST BE MADE OUT TO "ANP PSO"!! WE CANNOT ACCEPT CHECKS MADE OUT TO THE SCHOOL!**

All forms are on the PSO website www.anppso.org.

I am looking forward to working with all of you! Let's have a fun year!!!!

Lynn E Gerveler
Archway North Phoenix PSO Treasurer
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