

Kim Vu, the school bookkeeper, is the primary POC for PTO deposits. Her work days vary so make sure you call her if you need to see her in person. Her phone number is 703-455-2300 X140. Her email address is [kvu@nativityschool.org](mailto:kvu@nativityschool.org). Trina Meyer is the PTO Treasurer for the 2011-2012 School Year. The best number to reach her is 703-717-1272 or via email, [meyertrina@yahoo.com](mailto:meyertrina@yahoo.com)

## Making a PTO Deposit

The *Nativity School PTO Deposit Envelope (Blue)* and *Nativity School PTO Deposit Form* are needed to make a deposit for PTO. **The Blue Envelopes may be found in the school office. The PTO Deposit Form may be found on the school website under PTO.** When a PTO deposit is to be made, the blue envelope will be used. The following steps must be completed prior to submitting a deposit:

- Two individuals must count the money (the treasurer will be one of them) per Diocesan policy
- Deposit Form is completed and put in envelope. A copy is made for the Treasurer's record-keeping.
- All checks should be copied and provided for the Treasurer's record-keeping.
- All checks must be stamped with the "Nativity Catholic School For Deposit Only". The PTO Treasurer is the "keeper" of this stamp. The treasurer will stamp the checks.
- All checks should include PTO on the memo line.
- All Cash and Checks are put in the *Nativity School PTO Deposit Envelope* and sealed. Both counters provide their signature.
- A copy of the outside of the envelope is made for the Treasurer's record-keeping.

Most of the fields on the *Nativity School PTO Deposit Envelope and Form* are self-explanatory. On the Deposit Form please indicate the committee where the deposit should be credited. Write a description if needed and note the dollar amount credited to that committee. This will help the bookkeeper crediting the correct committee for the deposit.

There are several different scenarios where money is collected for the PTO. The first scenario is prior to an event or in support of a fundraising event (e.g., ticket sales for a social event, Innisbrook fundraising, lunch room opt-out). When collecting money prior to an event, it is essential that the form of payment, either cash or check, is documented. Copies of the checks will suffice.

All money collected prior to an event should be brought to the school on the date of the event, in addition to the supporting documentation for the pre-sale.

The other scenario when money is collected is during an actual event. All information collected for the pre-sales should also be documented on the evening of the event. This will assist the Treasurer as well as the Committee Coordinator for future planning. All money will be locked in the school safe at the end of the evening. IF possible, two individuals from the PTO should count the money at the close of the evening prior to placing in the safe.

If there are any questions regarding the deposit form or envelope, please contact the PTO Treasurer.