

# **2009-2010 Barrington PTO Treasurer Guidelines**

## **What do I do with incoming funds?**

**Tina Muldoon, Treasurer-Elect, will make your deposits. Call Tina at 486-8053 [tinamuldoon@live.com](mailto:tinamuldoon@live.com).**

**Tina receives all incoming funds. There is folder in the Aides' room labeled "PTO Incoming Funds" to receive them. Please include the committee name and total amount to be deposited.**

**Leslie and Tina will be at Clown Around to receive and deposit the day's proceeds.**

## **Who do I go to if I need PTO money?**

**Leslie Heath, Treasurer, will write you a check or get cash/change for events. Call Leslie at 486-6024 or e-mail [lmheath@columbus.rr.com](mailto:lmheath@columbus.rr.com) (e-mail is best).**

**Leslie receives and processes all requests for checks to third parties using the CHECK REQUEST form.**

**Leslie receives and processes all requests for reimbursement using the EXPENSE REIMBURSEMENT form.**

**You can find additional forms and place completed forms in the folders in the Aides' room in the office.**

**Leslie can also provide committee income and expense reports upon request.**