

OPERATING POLICIES OF
CROCKER/RIVERSIDE PARENT TEACHER ORGANIZATION, INC.

1. Budget Approvals and Modifications.

- a. Initial Budget Approval. The annual PTO budget shall be prepared by the Treasurer and approved by the Organization at the first general meeting of the year (i.e., the Fall general meeting).
- b. Budget Amendments.
 - i. Check requests and/or reimbursement requests that exceed their budgeted amount by 10% or less may be approved by the Treasurer in accordance with Section 2(b) or 2(c) below, as applicable.
 - ii. All other check requests and/or reimbursement requests for expenses that are not budgeted require amendment of the budget prior to approval. The budget may be amended by approval of the Executive Board.

2. Finances/Books and Records.

- a. Procedures for Incoming Funds.
 - i. Cash: Cash collected at or on behalf of any PTO event should be counted by 2 volunteers participating in the event and submitted to the Controller (via the designated box in the school office) together with a form: (a) indicating the amount submitted, (b) indicating the event from which such cash was collected, and (c) signed by both counters. The Controller regularly collects all cash submissions, recounts, and submits a copy of the signed form together with the cash to the outside treasurer (with a copy to the Treasurer). If the Controller's count differs from the submitted form by more than 5%, the Controller and the outside Treasurer shall notify the Executive Board for further investigation/verification (which shall include notification by the Executive Board to the 2 submitting volunteers).
 - ii. Checks: Checks collected at or on behalf of any PTO event should be logged into a spreadsheet maintained by the Controller and then submitted by the Controller to the outside treasurer.
 - iii. Electronic Payment Methods: Incoming receipts received via PayPal/Square or any other electronic payment method (e.g., Venmo) should be directed to the PTO account and include an

email notice to Controller. Controller will log such receipts into a spreadsheet maintained by the Controller.

- iv. Neither the Officers of the Organization nor the Controller will serve as a chair of any PTO event for which incoming funds are collected.

b. Procedures for Check Requests.

- i. All check requests should be submitted by Committee Chairs via email directly to the PTO's professional treasurer (at chelsea@cjandassociatesinc.com) with a cc to the Treasurer. Each submission should include: detailed vendor invoice (including taxpayer ID), identification of event, budget for event and the date check is needed.
- ii. For all budgeted check requests \$500 or less, the Treasurer shall have the authority to approve and each approval shall be documented in the spreadsheet by the Treasurer.
- iii. All budgeted check requests that exceed \$500 require approval by two Officers. In such event, the Treasurer will contact an additional Officer and request a second approval before payment is issued by the outside Treasurer. Each approval shall be documented in the spreadsheet by the approving Officers.

c. Procedures for Expense Reimbursements.

- i. All requests for reimbursement by the PTO should be submitted electronically using the electronic Crocker/Riverside PTO Reimbursement Form available through the school website. The Reimbursement Form auto links to a spreadsheet that is accessible by each of the Officers. Each request should include a receipt, signature and/or other acceptable documentation evidencing delivery/receipt of the item/service. Submissions are reviewed and approved on a weekly basis by the Treasurer of the Organization. The Treasurer will monitor the PTOreimbursements@gmail.com weekly. If the Treasurer is unavailable, an alternate designated Officer will be responsible for these responsibilities during the Treasurer's absence.
- ii. For all budgeted reimbursement requests \$500 or less, the Treasurer shall have the authority to approve. Each approval shall be documented in the spreadsheet by the Treasurer.

- iii. All budgeted reimbursement requests that exceed \$500 require approval by two Officers. In such event, the Treasurer will contact an additional Officer and request a second approval before payment is issued by the outside treasurer. Each approval shall be documented in the spreadsheet by the approving Officers.
 - iv. All reimbursement requests shall be submitted prior to the end of the annual budget cycle (June 30th). Reimbursement requests submitted after such date may be paid at the discretion of the Officers.
 - d. Procedures for Amazon Orders.
 - i. Classroom items may be ordered directly from Amazon using accounts established under each participant's SCUSD email address. Amazon orders should not exceed the amount budgeted for classroom expenses for the fiscal year. Teachers are responsible for ensuring that their Amazon orders, when combined with other purchases made outside of Amazon and submitted for reimbursement, do not exceed budgeted amounts.
 - ii. Grade-level enrichment budgets are not currently supported for direct purchasing, but may be added in the future. Grade-level enrichment expenses should be submitted through the normal Expense Reimbursement process (see Section 2(c)).
 - iii. Teachers are encourage to use Amazon Smile (tag Crocker PTO) to enhance purchasing power for classroom expenses.
 - e. Actions Requiring Approval of the Organization. In accordance with the bylaws of the Organization, the following actions require approval of the Organization: (i) any action to incur debt on behalf of the Organization or to encumber any assets of the Organization; or (ii) any expenditure exceeding 10% of the Organization's annual budget.
 - f. Books and Records: Access/Viewing Rights/Storage. In addition to the outside treasurer, the Officers shall have viewing rights for all programs/books/records relating to the management of PTO finances and taxes (e.g., Quickbooks, tax filings, etc.). All documents and records relating to PTO finances and taxes should be scanned (if necessary) and electronically stored on the PTO Google drive located at: https://drive.google.com/drive/u/0/folders/1y7hNgxpH5uWYWZG5_5voeqxHk4RyLG5 with access to such shared repository provided to all Executive Board members. Upon request, all

relevant documents and records shall be made available for viewing by any other member of the Organization.

3. **Auditing**. The Executive Board member(s) in charge of auditing will plan and implement audits that will demonstrate that PTO finances are being conducted in accordance with the PTO's desires. Audits focus on whether checks written by the Treasurer have sufficient documentation/receipts to warrant the check, and to a limited extent, whether the expense can be linked directly to an item in the PTO budget. Audits should also include examination of receipts from various sources (e.g, cash, checks, PayPal, Square, etc.), including submission receipts from event chairs, submissions by Controller to outside treasurer, and reconciliation of deposits by outside treasurer into the PTO bank account. Audits should occur no less frequently than every six months (i.e., audits conducted in July and January with reports issued at February and August Executive Board meetings).
4. **Taxes/Organizational Filings**. The Treasurer and President shall be responsible for timely completing all required tax filings by November 15 following the end of each fiscal year, as set forth in the PTO Operations Calendar.
5. **Conflict of Interest Annual Statements and Periodic Reviews**. The Executive Board shall be responsible for ensuring that: (a) the annual statements required by Article XIII, Section 6 of the Bylaws are signed, collected and retained; and (b) the periodic reviews required by Article XIII, Section 7 of the Bylaws are undertaken and documented.

Approved September 25, 2019