

Summary of PTO policies

By Motion:

The PTO board should meet with each major chair at the beginning of the year. The purpose of this meeting is to meet with appointed chairpersons and explain to them (a) the budget allotted to their event, (b) PTO expense reimbursement policies and (c) plans for their event.

All Expense Vouchers must be submitted to the board no later than 7 days after the PTO event.

Funds raised from PTO events must be delivered to the treasurer. PTO policy requires committee chairs to deliver funds (checks or cash) directly to the treasurer. Intermediaries (such as children, school secretaries and others) are not to be used.

All communication regarding fundraising and use of PTO funds must be reviewed and approved by the PTO board before it is broadly distributed.

The PTO shall not reimburse any sales tax charged by a vendor, including Costco.

The PTO shall not reimburse cash gratuities, unless said gratuities are approved by the board (via motion) in advance.

In the Bylaws:

Officers are authorized to execute any contract that obligates this organization to pay \$2,000 or less, provided that such amounts are within the budgeted amounts. Officers are authorized to execute contracts that obligate this organization to pay more than \$2,000 only if specifically authorized by the board. No other persons are authorized to execute contracts that bind the Butler 53 PTO.

This organization shall not give gifts or other remuneration to its board members. No board member shall receive a gift solely because of his or her service as a board member from (i) this organization or (ii) an entity that transacts business with this organization.

An act of the board is required to authorize any gift, other than perishable gifts given on account of death, birth, and other events that require prompt response. All gifts by this organization shall be recorded in the minutes.

An act of the board (as recorded in the minutes) is required for any expenditure over \$2000.

The chairperson of each standing or special committee shall present a plan of the work to the Executive Board for approval. Each chairperson shall work with the treasurer to develop a budget for such chairperson's committee's activity. Each chairperson shall maintain a notebook describing the committee's activities. Each notebook/F.E.E.T. sheet shall (a) contain the annual report of each chairperson at the end of the school year and (b) compare budgeted estimates to actual results.

PTO schedule:

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| March: | Propose membership dues for the next school year |
| March: | Nominating committee appointed |
| May: | Annual Meeting at which new officers are appointed |
| June 30: | New officers (other than treasurer) assume their positions |
| Mid-July | Former treasurer compiles F.E.E.T. sheets and proposes budget |
| Late-July | New Board considers and recommends budget for following year |
| July 31: | End of fiscal year; budget for following year must be approved by this date |
| August 1: | Start of new fiscal year |
| August 15: | Audit complete; new treasurer assumes position |
| October 1: | File annual report with the Illinois Secretary of State |
| December 15: | File tax returns |