

These bylaws set forth this date on 4/12/17 will serve as a “Revised By-laws”. These bylaws revise those set forth on 10/10/10 known as "Proposed By-laws".

## **ARTICLE I: NAME**

The name of the organization shall be the Leadership Preparatory Academy Parent Teacher Organization ("LPA PTO") of Lithonia, Georgia. It is a local organization independent of any and all other organizations.

## **ARTICLE II: PURPOSE**

**Section 1.** The LPA PTO is organized for the purpose of supporting the education of children at Leadership Preparatory Academy Elementary ("LPA") by fostering relationships among the school, parents, teachers, administration, and community.

**Section 2.** The objectives of this organization are

- a. to promote the welfare of children and youth in the home, school, and community.
- b. to raise the standards of home life.
- c. to bring into closer relation the home and school, so that parents and teachers may cooperate intelligently in the education of children.
- d. to develop between educators and the general public such united efforts as will secure for all children the highest advantages in physical, mental, and social education.
- e. to support existing laws that provide for the care and protection of children and youth.
- f. promoted through an educational program directed toward parents, teachers and the general public; are developed through committees, projects and programs; and are governed and qualified by the basic policies set forth in Article III.

**Section 3.** The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c) 3 of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as “Internal Revenue Code”).

### **ARTICLE III: BASIC POLICIES**

The following are basic policies of the LPA PTO:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purposes not appropriately related to promotion of the objectives of the organization.
- c. The organization shall not, directly or indirectly, participate or intervene in any way including the publishing or distributing of statements in any political campaign on behalf of or in opposition to any candidate for public office.
- d. The organization shall work with the school staff to provide quality education for all children and shall cooperate with the decision-making process establishing school policy.
- e. The organization shall not enter into membership with other organizations except as may be approved by the Board of Directors ("BOD"). A LPA PTO representative shall make no commitments that bind the group.
- f. No part of the net earnings of the organization shall be used to benefit, or be distributable to its members, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.
- g. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by an association exempt from federal income tax under Section 501(c) 3 of the Internal Revenue Code or (ii) by an association, contributions to which are deductible under Section 170 (c) 2 of the Internal Revenue Code.
- h. Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations that have established their tax-exempt status under Section 501(c) 3 of the Internal Revenue Code and whose purposes are in accordance with those of LPA PTO.

## **ARTICLE IV: AFFILIATION**

The LPA PTO shall cooperate with groups and individuals to support its mission but shall not endorse, lend financial support to, in any way contract with, or become bound to such groups or individuals, unless the majority vote of the quorum of the BOD assent to any endorsement or financial support.

## **ARTICLE V: MEMBERS**

**Section 1.** Membership in the organization shall be made available without regard to race, color, creed or national origin to any individual who subscribes to the objectives and basic policies of the organization.

**Section 2.** Any parent, guardian, other adult standing in loco parentis for a student at the school or community member may be a member and shall have voting rights. The administration and any teacher employed or contracted at the school may be a member and have voting rights.

**Section 3.** This PTO shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

**Section 4.** Dues are \$10.00 per immediate family. The amount of such annual dues shall be reviewed annually by the BOD. A member must have paid his or her dues before a general meeting to be considered a member in good standing with voting rights.

**Section 5.** All dues shall be deposited to the treasury of the PTO until such time as they are spent on approved budgeted items.

**Section 6.** All members of the LPA PTO are encouraged to attend all LPA PTO meetings.

## **ARTICLE VI: EXECUTIVE BOARD OFFICERS AND ELECTIONS**

**Section 1.** Each officer of this PTO shall be a member of the organization.

**Section 2.** Officers of the LPA PTO ("Executive Board") shall consist of President, 1st Co-Vice-President, 2nd Co-Vice President, Secretary, Assistant Secretary, Treasurer and Parliamentarian.

**A. President shall**

1. preside over the meeting of the organization, executive board, and board of directors;
2. serve as the primary contact for the principal;
3. represent the organization at meeting outside of the organization;
4. serve as an ex officio member of all committees except the nominating committee;
5. appoint special committees and committee members;
6. establish a climate in which all members feel welcome to participate and coordinate the work of all the officers and committees so that the purpose of the organization is served;
7. represent the PTO or appoint another to represent the PTO at appropriate meetings or functions;
8. prepare for a smooth transition from year to year by studying and distributing to appropriate officers or committee chairpersons information and material secured from previous officers; and
9. perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the BOD.

**B. 1st Co-Vice President shall**

1. assist the President and carry out the President's duties in his or her absence or inability to serve;
2. serve as a member of the fundraising committee; and
3. perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the BOD.

**C. 2nd Co-Vice President shall**

1. assist the President and carry out the President's duties in his or her absence or inability to serve;
2. serve as a member of the fundraising committee; and
3. perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the BOD.

**D. Secretary shall**

1. secure meeting locations and send notices of meeting to the membership;
2. prepare meeting agendas;
3. take and record minutes;
4. transcribe minutes on a timely basis and disburse them to membership;
5. keep all records of the organization;

6. keep a copy of the minutes book, bylaws, membership list, and any other necessary supplies, and brings them to meetings;
7. handle correspondence;
8. retrieve mail from PTO's PO Box;
9. review and sign monthly bank statements; and
10. perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the BOD.

**E. Assistant Secretary shall**

1. carry out the Secretary's duties in his or her absence or inability to serve;
2. assist Secretary with preparing meeting agendas;
3. assist Secretary with taking and recording minutes;
4. assist Secretary with transcribing minutes on a timely basis and disbursing them to membership;
5. assist Secretary with keeping all records of the organization;
6. assist Secretary with handling correspondence; and
7. perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the BOD.
8. perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the BOD.

**F. Treasurer shall**

1. receive all funds of the organization and deposit all money in the name of and to the credit of the LPA PTO in such depositories as shall be designated by the BOD;
2. make deposits on a timely basis and keep copies of bank deposit slips;
3. make all withdrawals;
4. keep accurate record of receipts, expenditures, and disbursements in books belonging to the LPA PTO;
5. reimburse or provide monetary advances with appropriate written documentation and pay out fund in accordance with the approval of the executive board;
6. present a financial statement at every board meeting and at other times when requested by the executive board, and make a full report at the end of the year.
7. perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the BOD.

### **G. Assistant Treasurer shall**

1. carry out the Treasurer's duties in his or her absence or inability to serve;
2. assist treasurer with keeping accurate records of receipts, expenditures, and disbursements in books belonging to the LPA PTO;
3. assist treasurer with preparing monthly financial statements, yearend reports, and at other times when requested by the executive board;
4. assist treasurer with preparing books for yearly audit; and
5. perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the BOD.

### **H. Parliamentarian shall**

1. know bylaws of the LPA PTO and be able to advise members of these bylaws;
2. know Robert's Rules of Order and be able to advise members of these rules;
3. review and know the agenda before all board, general and special meetings;
4. effectively manage all board, general and special meetings;
5. advise the president during all board, general and special meetings, as needed;
6. maintain order during all board, general and special meetings;
7. assure that all members are treated fairly (ensures equality for all);
8. work with Nominating Committee to facilitate a fair and just election;
9. be available to advise all Committee Chairs of LPA PTO bylaws; and
10. perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the BOD.

## **Section 3. Nominations and Elections.**

- A.** Elections will be held at the last general meeting of the school year. There shall be a nominating committee comprised of, at least, three (3) members including a chairperson and a current or former Officer. The chairperson shall be named by the president. No member who accepts a post of the Nominating Committee shall run for an Executive Board position.
- B.** The Nominating Committee shall submit to the general membership the list of candidates for Board of Director positions (Officers and Committee Chairpersons), for the upcoming school year.

- C.** In preparing the list of nominees for the positions of the Officers and Committee Chairs, the Nominating Committees shall:
- a. solicit self-nomination of Officers and Committee Chairpersons by means of a form sent to all members of the LPA PTO;
  - b. not be limited to the self-nomination candidates; shall seek to select nominees with regard to the consideration of criteria such as past service to the LPA PTO; and
  - c. propose candidates for the vacant positions through a variety of means including, but not limited to, self-nominations, recruitment lists, attendance sheets from LPA PTO meetings, room parent lists and referrals from current and past Officers, Committee Chairpersons and committee members.
- D.** The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may be made from the floor.
- E.** A ballot vote shall be taken and a majority vote shall elect. When there is only one candidate for any office, that election may be held by voice vote.
- F.** Only those persons, who have signified their consent to serve, if elected, shall be nominated for or elected to such office.

**Section 4. Eligibility.** Members are eligible for office if they are members in good standing and have the following qualifications: have attended 50% of the PTO general meetings in the past year and have served on a committee. Presidential candidates must also have served as a former board member.

**Section 5. Terms of Office.** Officers are elected for two years or until their successors are elected. Each person elected shall hold only one office at a time. With the exception of the treasurer, officers shall assume their official duties following the close of the last meeting of the school year. The treasurer shall assume his or her duties after the books have been audited.

**Section 6. Vacancies.** If there is a vacancy in the office of president, the 1st or 2nd vice president shall become president. At the next regularly scheduled board meeting, a new 1st or 2nd vice president will be elected. If there is a vacancy in

any other office, members will fill the vacancy through an election by a majority vote of the BOD, at the next regular board meeting.

**Section 7. Removal of Office.** Officers can be removed from office with just cause by a majority vote (assuming a quorum) at a regular or called board meeting where previous notice has been given.

## **ARTICLE VII- MEETINGS**

**Section 1. Regular Meetings.** There shall be, at least, four regular meetings of the organization held throughout the school year. The date, time and place will be determined by the BOD at least one month before the meeting. The annual meeting will be held in April. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.

**Section 2. Special Meetings.** Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request. Previous notice of the special meeting shall be sent to the members at least 2 days prior to the meeting, by flyer, e-mail, phone calls, text messages or postal mail.

**Section 3.** The Board of Directors shall be responsible for conducting urgent business that cannot wait until the next regular meeting. This can be done through an interim meeting, email discussion or text message discussion among all Board members. Any such business shall be reported on, in full, at the next general meeting of the LPA PTO.

**Section 4.** At the beginning of each school year, the calendar of LPA PTO meetings will be established. The BOD may cancel any meeting by a majority vote. Meetings cancelled need not be rescheduled.

**Section 5. Quorum.** The quorum shall be 4 members of the organization.

## **ARTICLE VIII - BOARD OF DIRECTORS**

**Section 1. Membership.** The Board of Directors, including Officers, and standing committee chairs shall consist of at least ten (10) members. Only Directors have the authority to vote. In addition, the Principal of Leadership Preparatory Academy shall serve as a Director and shall invite at least two faculty members to attend LPA PTO meetings and represent the teaching staff.



**Section 2. Duties.** The Board of Directors shall formulate the objectives and policies of the LPA PTO, shall supervise the execution thereof, create standing and temporary committees, prepare and submit a budget to the membership, approves routine bills, prepares reports and recommendations to the membership, and shall generally manage the affairs of the LPA PTO. The Directors are encouraged to attend as many LPA PTO meetings as possible during the year. If a Director is not able to attend a meeting, he/she should inform the Secretary. The significance of attending these meetings is to inform the Directors, as well as the entire membership, of the ongoing: activities and events occurring at Leadership Preparatory Academy. Since the Directors are the only members with voting privileges this will give them a basis on which to vote. If a Director misses three (3) meetings, he/she will be notified and will be asked to step down as a Director.

**Section 3.** No Director shall accept LPA PTO funds or LPA PTO gifts for payment for any service rendered unless such payment or gift has received prior approval at a LPA PTO meeting by a majority of those Directors present and voting. This shall not apply to the routine business of the LPA PTO (i.e. reimbursements for supplies, etc.).

**Section 4.** Each Director of the LPA PTO shall be entitled to one vote. Voting by proxy shall be prohibited.

**Section 5.** Any Director whose activities or interests are contrary or in conflict with the purpose of the LPA PTO, or who fails to take an active part in the affairs of the LPA PTO, may, upon written notice to such Director and an opportunity to be heard, be removed as a Director upon approval of such action by at least two thirds (2/3) of the Directors present, acting at any meeting of the BOD, provided that written notice of the proposed action is mailed and/or emailed to the BOD at least five days in advance of the meeting.

**Section 6. Meetings.** Regular meetings shall be held monthly. The date, time and place will be determined by the BOD at least one month before the meeting. The annual meeting will be held in May. The annual meeting is for transitioning outgoing officers to incoming officers and conducting other business that may arise.

**Section 7. Quorum.** Half the number of board members constitutes a quorum.

## **ARTICLE IX - COMMITTEES**

**Section 1.** Membership. Committees may consist of members and board members, with the president as an ex officio member of all committees.

**Section 2.** Standing Committees. The following committees shall be held by the organization: Membership, Nominating, and Fundraising.

**Section 3.** Additional Committees. The board officers may appoint additional committees as needed.

**Section 4.** The chairperson of each committee shall be recommended by the Nominating Committee and selected by the BOD. A Chairperson is limited to no more than three (3) consecutive years in that position for a given committee.

**Section 5.** Committee chairpersons are responsible for submission of checks for deposit and receipts for reimbursement to the Treasurer within one week of an event. In the case of yearlong fundraisers, monies for deposit and receipts for reimbursement must be submitted to the Treasurer as follows:

collected 1st-14th: submitted by the 15th day of each month (or the next school day); and

collected 15th-last day of month: submitted by the first day of the next month (or the next school day).

**Section 6.** All committee communications distributed to the school community and the public must be approved by the Principal and the LPA PTO President.

## **ARTICLE X – BUDGET PROCEDURES**

**Section 1.** The BOD shall develop and approve specific funding goals for each year and the amount of money to be allocated to LPA PTO programs and activities. The Budget shall be approved by a simple majority of the BOD.

**Section 2.** Once the Budget is approved by the Board of Directors, the Treasurer will advise the committee chairpersons of their operating budgets. Expenditures exceeding any committee's operating budget require approval by the BOD. Expenses over any committee's operating budget that are incurred without approval may not be reimbursed.

## **ARTICLE XI – FISCAL MATTERS**

**Section 1.** The fiscal year of the organization shall end June 30. The Treasurer's documentation for the prior year shall be returned to the school for review and storage at that time.

**Section 2.** The treasurer shall keep accurate records of any disbursements, income, and bank account information.

**Section 3.** The board shall approve all expenses of the organization.

**Section 4.** Two authorized signatures shall be required on all checks. Authorized signers may be the President, 1st Co-Vice President, 2nd Co-Vice President, Treasurer and Assistant Treasurer .

**Section 5.** The Executive Board of the LPA PTO has the authority to approve expenditures up to \$200.00 without approval of the Board of Directors

**Section 6.** The treasurer shall prepare a financial statement with the assistance of a licensed professional, at the end of the year, in accordance with the IRS guidelines, to be reviewed by the Executive board.

**Section 7.** An annual audit of the Books of the LPA PTO shall be made to coincide with the end of the fiscal year by the audit committee following the audit checklist.

**Section 8.** The Board of Directors shall review the audit report prepared by the audit committee each year at an LPA PTO meeting and shall vote on any recommendations put forth.

**Section 9.** At a minimum, a \$1,000,000 general liability insurance policy and a \$25,000 commercial crime bond policy shall be maintained.

**Section 10.** Monthly bank statements shall be mailed to the designated address of LPA PTO. The Secretary will then review the statement and hand deliver it to the Treasurer, in a timely manner, so he/she can reconcile the account. Both the Treasurer and the Secretary will keep copies of the statement in their files.

**Section 11.** Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

**Section 12.** The LPA PTO financial records will be audited annually by an outside source.

## **ARTICLE XII - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

## **ARTICLE XIII - DISSOLUTION**

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of the executive board present at the meeting. In accordance with the IRS Guidelines.

## **ARTICLE XIV - AMENDMENTS**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given. Notice may be given as follows: prior meeting, postal mail, e-mail, facsimile or text message. Amendments will be approved by a two thirds vote of those present, assuming a quorum. These by-laws should be reviewed annually by the BOD and revised as necessary. These by-laws shall be used as the governing guidelines of the LPA PTO.

## **ARTICLE XV - PUBLICATION**

These by-laws shall be published annually on the LPA website.

## **ARTICLE XVI - COMMUNICATIONS**

All materials or activities proposed for inclusion on the LPA PTO website, facebook page, newsletter, flyers (or any other form of communications) shall be reviewed by the communications committee and approved by the BOD on the basis of:

- a. educational value;
- b. benefit to pupils and parents;
- c. factual accuracy; and
- d. good taste.

## ROBERT'S RULES OF ORDER

- 1. Conduct business one item at a time.** Jumping around from one item to another can be confusing, and it generally delays progress on any of the items.
- 2. Let committees do their work.** Your general meeting is to resolve the major issues. Save everybody's time by letting committees deal with the smaller details.
- 3. Don't allow cross talk.** Require all speakers to address the chairperson. This helps you keep control and ensures everyone will hear the business at hand.
- 4. Limit discussion to the topic at hand.** Keep things focused, and don't be shy about asking speakers to deal only with the current topic.
- 5. Cut off discussion when it becomes redundant.** For controversial topics, setting a time limit for each speaker can help. When discussion becomes circular, Summarize the points on each side and ask for anything new- or shut off discussion by calling for a motion.

### Agenda

A typical order of business for a regular parent's group meeting might be:

1. Welcome
2. Approval of minutes (from the last meeting)
3. President's report
4. Treasurer's report
5. Principal's report
6. Committee reports
7. Unfinished business
8. New business
9. Announcements (including date and time of the next meeting)
10. Adjournment

### Motion

A motion is a formal way to propose something of which the group should vote. The proposer says, "I move that..." and clearly states what is being considered. Someone else "seconds" the motion. Guided by the president, the group discusses the motion until they are ready to vote. Finally, the president asks for an indication of "all those in favor" followed by "those opposed." There is no need to ask for "abstentions" (those who choose not to vote at all), because abstentions are not counted toward the outcome of the motion.

## **Quorum**

A quorum is the minimum number of members required to conduct business at a meeting.

## **Minutes**

The minutes are the permanent record of the business conducted during a meeting, typically prepared by the group's secretary. They include details such as the date, time, and location of the meeting, whether a quorum was present, and the presiding officer. Specific motions and their outcomes (but not exact vote counts) are also included in the minutes. Discussion is not documented in the minutes. The minutes for each meeting are presented for the assembly's approval at the next meeting.

## **Adjournments**

Adjournment is simply a formal way to close a meeting so everyone knows the session has come to an end. The time to adjournment is recorded in the meeting minutes.

## **Tabling a Motion**

If it is clear that a motion cannot or should not be voted upon at the current time, it is typical to postpone (“table”) it until the next meeting. Technically there should be a new motion to table the current motion but most groups can agree to delay discussion without layers of parliamentary procedure. Often, it helps to appoint a committee or a member to study the issue and report back to other members at the next meeting. This tactic can save time on circular debate, especially when all of the facts aren't available.

## **INSTRUCTIONS FOR TREASURER AND SECRETARY (Including By-laws, Monetary Policies and Procedures)**

PTO funds are intended to benefit the students through the enhancement of school programs and activities. The PTO Officers are the guardians of these funds and have an obligation to see that they are protected and used wisely. It is very important that everyone follow these policies.

### **Budget:**

1. The Board of Directors ("BOD") shall develop and approve specific funding goals for each year and the amount of money to be allocated to LPA PTO programs and activities. The Budget shall be approved by a simple majority of the BOD.<sup>1</sup> The Treasurer documents the Budget following the Treasurer's report format.
2. Once the Budget is approved by the BOD, the Treasurer will advise the committee chairpersons of their operating budgets. Expenditures exceeding any committee's operating budget require approval by the BOD. Expenses over any committee's operating budget that are incurred without approval may not be reimbursed.<sup>2</sup>
3. The Executive Board of the LPA PTO has the authority to approve expenditures up to \$200.00 without approval of the BOD.<sup>3</sup>

### **Treasurer's Report Format:**

1. The Treasurer shall keep a written record of all income and expenditures, including bank deposit slips, and provide a monthly written report, to the BOD at each LPA PTO meeting.<sup>4</sup>
2. The Treasurer's report ("TR") shall clearly identify the revenue and expenses associated with each program as compared to the approved budget amount for that item.
3. Treasurer reports are based on a standard month, the first to the last day of the month. Activity happening between the last day of the month and the

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<sup>1</sup> LPA PTO By Laws - Article X, section 1

<sup>2</sup> LPA PTO By Laws - Article X, section 2

<sup>3</sup> LPA PTO By Laws - Article XI, section 5

<sup>4</sup> LPA PTO By Laws - Article VI, section 2, F

PTO meeting can be reported by the Treasurer at the meeting but will be incorporated into the TR for the proper month.

4. Monthly TRs are submitted to the LPA PTO BOD prior to the organization's meetings for review and approval.

5. Approved monthly TRs will be signed and dated by PTO Treasurer before filing in the PTO binder.

6. Approved monthly TRs will be posted on the LPA PTO website.

### **Handling of LPA PTO Funds:**

1. The Treasurer shall have custody of the LPA PTO funds and shall keep account of all receipts and disbursements in books belonging to the LPA PTO. The Treasurer shall reimburse or provide monetary advances with appropriate written documentation. The Treasurer shall deposit all money in the name of and to the credit of the LPA PTO in such depositories as shall be designated by the Board of Directors. The Treasurer shall make these deposits on a timely basis. The Treasurer is expected to serve a two-year term and follow the established procedures.<sup>5</sup>

2. Treasurer will provide a Tally sheet with each cash box, noting the amount of the starting money, if any.

3. All money (checks, cash, and credit card receipts) collected by committees for fundraising and other activities must be noted on tally sheets or on a committee prepared detailed income statement. Cash that is collected should be counted by two members of said committee and tally sheets initialed accordingly. A copy of the tally sheet/income statement must be kept in the committee binder for the record. The originals are given to the Treasurer when money is handed over for deposit.

4. The Tally Sheets and corresponding monies for deposit must be submitted to the PTO Treasurer - within 1 week of the event.

5. The Treasurer must deposit checks and cash within 2 days of receipt. Deposit slips should be clearly labeled for the event with which they are associated, large events like winter carnival or book fair should have

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<sup>5</sup> LPA PTO By Laws - Article VI, section 2, F



separate deposit slips. All deposit slips must be retained in the financial records.

6. Committee chairpersons are responsible for submission of checks for deposit and receipts for reimbursement to the Treasurer within one week of an event. In the case of yearlong fundraisers, monies for deposit and receipts for reimbursement must be submitted to the Treasurer as follows:

- collected 1st-14th: submitted by the 15th day of each month (or the next school day); and
- collected 15th-last day of month: submitted by the last day of each month (or the next school day).<sup>6</sup>

7. When cash is collected two signatures are required to confirm the amount received. Further, there must be at least two people in the room with the money at all times.

8. All checks drawn upon bank accounts maintained by the LPA PTO shall require two (2) Officer signatures, one of which must be the signature of the Treasurer. Checks are required for all bank withdrawals.

### **Documentation and Tools:**

1. Monthly bank statements shall be mailed to LPA PTO at the designated address. The Secretary will then review the statement and hand deliver it to the Treasurer, in a timely manner, so he/she can reconcile the account. Both the Treasurer and the Secretary will keep copies of the statement in their files.<sup>7</sup> The PTO President may request member(s) of the Executive Board to assist with review of the monthly bank statements.

2. The LPA PTO shall provide the Treasurer with software to perform their duties, and help facilitate audits and tax filings.

3. The Treasurer shall use the financial management software provided by the PTO to track all income, expenses, void checks, and for reconciliation with bank statements.

4. The Treasurer will keep all documentation in an organized binder(s) (provided by the PTO) with separate tabs for each event/activity. All tally

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<sup>6</sup> LPA PTO By Laws - Article IX, section 5

<sup>7</sup> LPA PTO By Laws - Article XI, section 10

sheets, deposit slips, reimbursement requests, invoices, bank statements, audit reports, tax filings or other items should be kept in the binder(s).

5. The fiscal year of the organization shall end May 31, The Treasurer's documentation for the prior year shall be returned to the school for review and storage at that time.<sup>8</sup>

### **Audits and Tax Filing:**

1. The LPA PTO shall prepare tax filings annually with the assistance of a licensed professional.<sup>9</sup> The Treasurer shall, with BOD approval, locate and hire said professional and ensure filing is completed per the law.

2. An annual audit of the Books of the LPA PTO shall be made to coincide with the end of the fiscal year by the Audit Committee following the Audit Checklist.<sup>10</sup> The Treasurer shall provide all documentation and computer generated reports to the Audit Committee.

3. The LPA PTO Board of Directors shall review the audit report each year at an LPA PTO meeting and shall vote on any recommendations put forth.<sup>11</sup>

### **Other Duties:**

1. The Treasurer is responsible for gathering the invoice for the liability and bonding insurance and submitting the payment on-time.

2. The Treasurer is authorized to order additional checks as needed to operate the organization as efficiently as possible.

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<sup>8</sup> LPA PTO By Laws - Article XI, section 1

<sup>9</sup> LPA PTO By Laws - Article XI, section 6

<sup>10</sup> LPA PTO By Laws - Article XI, section 7

<sup>11</sup> LPA PTO By Laws - Article XI, section 8

## **MONETARY POLICIES AND PROCEDURES**

### **1. REIMBURSEMENTS FOR EXPENSES:**

- Generally speaking, the PTO prefers to pay bills directly, rather than requiring individual volunteers to pay expenses and then get reimbursed. However, there will be circumstances where reimbursements are necessary.
- All reimbursements require a receipt. There can be no reimbursement of costs without the actual receipt or invoice.
- Please do not eat expenses. We do our budgeting and plan our fundraisers based on prior year's experience; if volunteers do not submit expenses, we underreport our expenses and cause budgeting problems for future years. If someone wishes to donate items they have purchased, please contact the Treasurer to ensure that the donation is correctly accounted for.
- The chair of an event/activity is responsible for collecting and submitting all receipts and completed reimbursement forms to the PTO Treasurer within 2 weeks of the event. Please do not accumulate receipts and wait to submit them; submit all receipts as soon as possible.
- Volunteers must turn in completed "Check Request" forms and the receipts to their respective committee chairperson.
- The officer responsible for the budget line item involved must sign the form before funds will be disbursed; please contact the responsible officer to let them know you have a request form to be signed.
- Blank "Check Request" forms are available from the Treasurer.
- If payment is needed prior to an event, please contact the treasurer as early as possible to schedule the payment. Please have the "Check Request" form complete with approval signature of the appropriate officer to exchange for the check. The check will not be disbursed without the officer's approval, and our insurance policy requires that all checks have two signatures, so it takes some time to get a check processed. Please plan ahead for these situations!

### **2. REQUESTING CHECKS:**

- Completed "Check Request" forms shall be given directly to the Treasurer.
- Blank signed checks will not be issued for any reason.
- As a general rule, allow two weeks for processing of a reimbursement. If the request is more time critical, contact the Treasurer by phone or email.
- PTO's books close May 31st, when all budgeted accounts revert to the general purposes of the PTO.

- All requests for reimbursements must be in the hands of the Treasurer by May 1st to allow adequate time for processing. The only exceptions are end-of-year parties and other May events, which are due by the last day of school.
- No reimbursements will be made after May 31st.

### **3. COLLECTION OF FUNDS:**

All committees involved in fund-raising or events handling money should designate volunteers to manage the monies and must follow these procedures. Note that for most events or fundraisers where money is sent in advance or through the classrooms, cash payments should be discouraged as we have no way to safeguard cash moving through the school or in the office.

#### **For Events with Cash:**

##### **Before the Event:**

- Cash Box request must be given to the Treasurer at least one week before an event.
- Be sure to have calculators and pens/pencils at each event for calculating totals.

##### **At Event:**

- The Treasurer will give you the cash boxes requested.
- Never leave the money alone. Always have two adults with the money at all times.

##### **At End of Event, The Money Must Be Processed As Follows:**

- All funds received in cash must be counted by two people, preferably with one of the two being a PTO Committee Chair or Officer.
- Please separate currency by denomination (with a paperclip), and fill in amounts on the "Deposit Voucher" form.
- Please log number of checks and total value on the "Deposit Voucher" form. If a tape calculator is available, please provide a tape of all checks with their total.
- The "Deposit Voucher" form signed by counters, and the money, must be given to the Treasurer within 24 hours. Contact the Treasurer to make arrangements to transfer funds. When the Treasurer receives the bank receipt for the deposit and verifies that the deposit is in the PTO account, the receipt will be forwarded to the person who originally wrote up the deposit as a receipt.

Blank copies of the “Deposit Voucher” and "Check Request” forms are available from the Treasurer.

#### **4. CHECK ACCEPTANCE POLICY:**

- All checks should be made payable to: LPA PTO
- If a check is returned NSF, the check writer will be assessed a processing fee of \$20-\$30 or the maximum amount allowed by law. The check writer is also responsible for all other check recovery costs, including all attorney's fees, court costs and taxes.

#### **5. DEBIT/CREDIT CARD:**

- The PTO does not have a debit or credit card.

#### **6. BUDGETARY PROBLEMS:**

If you have budgetary problems, let the Treasurer know as soon as possible. If a revision or over-run is warranted, it needs to be approved by the BOD. Such changes should be approved prior to any money being spent.

#### **7. CONTRACTS:**

- The PTO should only enter into written (not verbal) contracts.
- Contracts are valid only when signed by the President or one of the two Vice Presidents.
- Any other person signing a contract can be held personally liable for the full amount.
- For significant purchases, at least three price quotes/bids should be obtained to help ensure that the PTO is receiving the best value.
- Any potential contracts with persons or companies related to a PTO officer or committee chair must receive special review to ensure that no conflict of interest exists. After exercising due diligence, the PTO officers shall determine whether the PTO could obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- Independent contractors earning above \$600 must supply a street address and social security number for IRS purposes; use Form W-9, available at [www.irs.gov](http://www.irs.gov).

## **8. TAX EXEMPTION:**

- The PTO is a federally tax-exempt 501(c)(3) organization. A copy of the Federal tax exemption paperwork is kept in the PTO files. If additional copies are needed or if a specialized letter is needed, please contact the Treasurer.
- The PTO has Georgia state sales tax exemption status. Copies of the sales tax exemption certificate can be obtained from the Treasurer. In order to take advantage of the exemption, purchases must be made directly with PTO funds. You cannot purchase items with personal funds or cash and receive the sales tax exemption. Certain stores (such as Wal-Mart, Staples) require the PTO to apply for sales tax exemption with their store and receive a special exemption card to be used at that store. Consult with the Treasurer for a list of stores with these special requirements.
- Exemption from Georgia sales taxes is separate from Federal tax exemption; there are two different documents proving our tax exempt status.

## **9. SOLICITING AND RECEIVING DONATIONS:**

Certain committees may have a need to solicit donations in the community, in the form of cash or in-kind contributions. As a federally tax-exempt 501(c)(3) organization, the PTO has certain responsibilities to donors.

- Donation requests should be submitted to potential donors on letterhead.
- Prior to requesting a donation, check with the Community Partnership Chair. The Community Partnership Chair is responsible for maintaining a list of donations received, and care must be taken to not request donations from the same company on a repeated/excessive basis during the School year.
- Any donor who requests documentation of the PTO's tax exempt status should be provided with our IRS tax exempt "determination letter." A copy of this letter is available from the Treasurer.
- Report any donations received to the Community Partnership Chair in a prompt manner.
- Committees who solicit donations are also responsible for producing thank you notes to donors. Depending on the type of donation, certain wording to satisfy IRS requirements may be necessary; check with the Treasurer. All thank you notes should be signed by the PTO President, Community Partnership Chair, and person who solicited donation. Copies of thank you notes can be submitted to the Treasurer to satisfy the reporting requirement noted above.