

## PEAKVIEW ELEMENTARY PTO FINANCIAL POLICIES

### PURPOSE AND INTENT

These policies are intended to document PTO policies and procedures regarding using and receiving cash and credit cards (to meet the needs of Cherry Creek School District Parents' Council) as well as outline general financial policies and procedures used by the PTO to ensure appropriate fiscal management.

The PTO financial policies should be given to PTO Executive Board members as well as event chairpersons (and others) who will be responsible for receiving, requesting, and/or making payments relating to PTO business. The policies are intended to provide both an understanding of how PTO financial processes work and provide protection to volunteers themselves.

Points highlighted in red in this document are a mandatory requirement for inclusion in all PTO financial policy documents.

Information included:

1. Cash Policies
2. Credit Card Policies
3. Check Policies
4. Online Payment Policies
5. General Financial Policies
6. Teacher Grant Request Policies

Attachment: Check Request Form

Attachment: Deposit Notice Form

Attachment: Grant Request Form

Attachment: PTO Spending Policies Guideline

## PEAKVIEW ELEMENTARY PTO FINANCIAL POLICIES

### 1. CASH POLICIES

#### Paying with Cash:

Peakview PTO does not maintain a petty cash account and cannot pay cash for PTO purposes.

#### Accepting Cash Payments:

Peakview PTO accepts cash for payments made to the PTO.

Two people must be present when cash is being handled or counted. The final tally needs to be noted and signed off on by both parties and the matching funds must be deposited into the Peakview PTO bank account within 48 hours of the event.

Order forms should be used, and those order forms should indicate that the purchaser paid with cash, and the cash amount paid. The order forms should be kept by the PTO until at least 30 days after the purchased items are delivered.

Order forms and accompanying cash payments should be kept secured in the school's front office until the cash is deposited.

In cases where an order form is not applicable (e.g. Popcorn Sales), the event chairperson and one other must count the cash and sign the Peakview PTO **Deposit Notice Form** indicating the amount of cash received.

Cash should be given to the PTO Treasurer or President, with a completed **Deposit Notice** immediately after the event or sale. If the PTO Treasurer or President is not present at the event, cash awaiting deposit must be secured at the school until receipt by the Treasurer or President.

Under no circumstances should any cash raised at an event or sale be spent (even with a receipt) before being deposited. It must be deposited into the Peakview PTO account and then spent under the PTO spending policy guidelines.

The Treasurer must retain the bank cash deposit advice (equaling the amount counted and signed off on the Deposit Notice) and attach it to the Deposit Notice for record keeping. This will verify that all funds accounted for are deposited into the PTO bank account with complete transparency.

### 2. CREDIT CARD POLICIES

#### Paying with Credit Card:

Peakview PTO has a debit card and can pay for purchases with the debit card that is linked to the bank account. Any transactions are approved by the board first and reviewed by the Treasurer and President.

- The president is responsible for keeping the debit card
- All receipts are maintained by the Treasurer

#### Accepting Credit Card Payments:

Updated 10.2023

Peakview PTO has a credit card reader available and can therefore process credit card payments for items and events payable directly to the PTO. Peakview PTO will use an Executive Board approved third party credit card processing company to process credit card payments payable to the PTO. The money is then transferred to the PTO's checking account. Any monies received through a third party credit card reader will be transferred into the PTO's checking account within 2 business days of the completion of the event.

The president or treasurer is responsible for keeping the credit card readers.

Peakview PTO will accept online payments for donations and events using third party sites. The money is then transferred to the PTO's checking account. Any monies received from an online third party will be transferred to the PTO's checking account within 2 business days of the completion of the event.

In cases where a vendor accepts credit cards as a form of payment (e.g. Book Fair), order forms or credit card receipts must be kept secure and locked in the school safe until the vendor collects the information. This will minimize the risk of unauthorized access to credit card information.

### **3. CHECK POLICIES**

#### **Paying with Check:**

Peakview PTO maintains a checking account and can pay for purchases with a check.

A **Check Request Form** is required to request and document any check to be written from the Peakview PTO checking account, including paying vendors and reimbursing individuals for expenses they incur on behalf of the PTO. PTO bills can be paid without a check request form as long as an invoice is provided. Appropriate documentation for the purpose of the request should be attached to the form (e.g. receipts, invoices, etc.).

Checks will not be written for any purpose without an approved **Check Request Form**. Requests must be received within 30 days of purchase or an event to receive compensation.

The **Check Request Form** requires approval by the Treasurer, except in cases where the check would be made payable to the Treasurer (i.e. for reimbursement). In that case, the Co-Treasurer or President must approve the **Check Request Form**.

Checks will be made out and signed by the Treasurer, unless the check is payable to the Treasurer (i.e. for reimbursement). In that case, the Co-Treasurer or President (another approved account signatory) will sign the check. Checks must not be made payable to the same individual that is signing the check, a different authorized signer is required.

Any fee incurred for a lost or stolen check will be the responsibility of the person requesting check reimbursement. Fees will be deducted from the reissued check. Please reach out to [treasurer@PeakviewPTO.com](mailto:treasurer@PeakviewPTO.com) if you have a lost or stolen check.

Checks over \$1000.00 require approval by both the Co-Treasurers or President. These checks must be co-signed by the Co-Treasurer or President (another approved account signatory) unless it is for a specifically budgeted expense.

Updated 10.2023

Treasurers should never write a check for anything without an invoice or receipt. Documentation is mandatory, not optional. The Check Request Form is additional documentation to support the invoice or receipt.

Accepting Check Payments:

Peakview PTO accepts checks for payments made to the PTO.

Order forms should be used, and those order forms should indicate that the purchaser paid with a check, the amount paid and the check number. The order forms should be kept by the PTO until at least 30 days after the purchased items are delivered.

Checks must be kept and secured in the school front office until deposited.

Checks must be given to the Treasurer with a completed **Deposit Notice** as soon as practical after an event or sale. Checks should be deposited within 2 business days of an event or sale in order to minimize the risk of “returned” checks.

For deposits with multiple checks, a spreadsheet detailing names, amounts and check numbers should be attached to the Deposit Notice and given to the Treasurer for accurate record keeping.

Peakview PTO will attempt to collect bank fees and the original check amount for checks that are returned. Peakview PTO reserves the right to refuse to accept checks from individuals who have “bounced” checks to the PTO in the past.

#### **4. ONLINE PAYMENT POLICIES**

Paying with an Online Payment Account:

Peakview PTO does not have an online payment account and therefore cannot pay for purchases with an online account.

Accepting Online Payments:

Peakview PTO accepts online payments for items payable directly to the PTO from online payment processors such as PayPal, CheddarUp, RevTrack etc.

- This service should be set up and managed by the Treasurer or President. The account should be in the PTO's name and associated with the generic email address used by the PTO. Personal accounts and personal emails are NOT to be used for PTO finances.
- A master list of each transaction including payee's name and amount paid must be kept for financial record keeping. If the online payment system can produce a list, that list will be sufficient. If not, a manual spreadsheet needs to be maintained and kept.
- Once the payments have been processed, a statement should be printed showing the total payments processed. This list must be kept by the Treasurer and used for reconciliation with the bank deposits from the payment processing company.
- Online payment processing companies charge a fee for their service. It will be decided by the PTO Executive Board whether the fee will be picked up by the payee/donor or by the PTO.

#### **5. GENERAL FINANCIAL POLICIES**

The General Membership must approve the Peakview PTO budget annually. Once the budget is approved, budgeted items do not need further membership approval in order to be paid.

Non-budgeted items over \$500.00 need the approval of General Membership.

Peakview PTO bylaws allow the Executive Board to approve a non-budgeted expenditure up to \$500.00.

Bank Statements and the bank reconciliation must be reviewed monthly (and signed off) by the PTO President or appointed Executive Board representative other than the Treasurer. Copies of all written checks are to be included. This ensures the reconciliation payees match the cashed checks and removes all liability from the Treasurer and other Board members of your fiscal responsibility to the parent community.

The PTO President or appointed Executive Board representative should have access to online or paper bank statements.

### **Fraud Reporting Process**

In the unfortunate event that fraudulent activity is uncovered, it is the responsibility of a representative of the Peakview PTO Executive Board to inform the Principal **and** the President of CCSD Parents' Council of such activity on the same day you learn of the activity either by phone or email. The Principal will report the matter to the Cherry Creek School District as will the Parents' Council President. Appropriate action will be taken by the District.

Under no circumstances should any member of Peakview PTO enter into negotiations for funds to be repaid without reporting the matter.

### **Guidelines on Appropriate PTO-related Expenses**

#### IRS Guidelines for Non-Profit Organizations

Peakview PTO is a tax-exempt 501(c)(3) organization. For an organization to continue to be classified as tax-exempt under section 501(c)(3) of the Internal Revenue Service Code, the organization must be organized and operate "exclusively" for public purposes.

Any public, tax-exempt charitable group, such as Peakview PTO, must use all of the group's assets for its public, tax-exempt purpose. Therefore, none of the PTO's funds can be used to benefit private individuals. The only exception is when an individual benefits as a by-product of carrying out the Peakview PTO's purpose.

The Peakview PTO's purpose is "to assist in attaining the highest level of education and welfare for the entire student body of Peakview Elementary School".

Expenses related directly to the educational environment and student experience are clearly allowable under the IRS guidelines. Examples include: technology hardware and software, playground equipment, assemblies, instructional equipment, books, and costs associated with PTO-sponsored school/community events such as Family Nights, Movie Nights, Popcorn Days, and School Carnivals.

Appreciation gifts do not directly support the Peakview PTO's purpose, and are considered inappropriate expenses. Under IRS guidelines, the most conservative approach would be to have no expenses in this category at all. However, the Peakview PTO follows the standards for federal employees which allows "modest items of food and refreshment" and gifts with a market value of \$20.00 or less.

Updated 10.2023

Reimbursement of expenses incurred by an individual on behalf of the Peakview PTO is not considered “individual benefit” as long as the expenses being reimbursed are approved and/or appropriate and have a receipt.

## **6. TEACHER GRANT REQUEST POLICIES**

The Peakview PTO Executive Board will determine the timing of teacher grant cycles, but will have at least two per school year. Teacher grant requests should be submitted in accordance with grant cycle deadlines and all grants for a particular cycle will be evaluated at the same time in order to prioritize limited funding.

Grants must be awarded in time for the grant to be used within the fiscal period that it was raised. It is important to give teachers enough lead time to use funds that have been approved. It is recommended that all grants be finalized, approved and funded by March 31<sup>st</sup> of each school year.

Prior to submission to the PTO, teacher grant requests should be reviewed by the Principal. Principal recommendations should be taken into consideration but final approval is made by the appropriate grant committee or PTO Executive Board. The Principal does not have the authority to veto grant requests but may prioritize requests and recommend action and/or outcome.

PTO Grants must benefit the majority of students. Grants will not be approved for specialists as their services are not open to all students. If the request is for field trips or subscription services, such as online learning tools or magazines, it must benefit at least one entire grade to warrant grant approval.

The PTO cannot pay for the costs associated with receiving credit from a training or workshop for teachers, as that is considered a personal or private benefit. However, non-credit portions of workshops or training will be considered on a case by case basis, with preference given to matching training grants provided by the Cherry Creek School District up to \$250.00.

**PEAKVIEW ELEMENTARY SCHOOL PTO**  
**Check/Reimbursement Request**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Amount \$: \_\_\_\_\_ Date: \_\_\_\_\_

Committee: \_\_\_\_\_

Reason for Check/Description:  
\_\_\_\_\_  
\_\_\_\_\_

Check Payable to: \_\_\_\_\_

Remit Check:         Mail         PTO Mailbox (Front Office)     Pick Up

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If this is a bill that needs to be paid directly to a vendor, please attach the bill/ invoice to this form and the Treasurer will mail it. Leave in the PTO Mailbox in the front office at school or scan and email copies to [treasurer@PeakviewPTO.com](mailto:treasurer@PeakviewPTO.com)**

**If this is a reimbursement of personal funds, please attach original receipts and leave in the PTO Mailbox at school for the Treasurer to collect. Treasurer is required to collect and keep original receipts. **Please note reimbursements will not be made without appropriate documentation.****

Check #: _____
Amount \$: _____
Date Paid: _____
Treasurer Initials: _____
QuickBooks Entry: _____

**PEAKVIEW ELEMENTARY SCHOOL PTO**

**Deposit Notice**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Name of person submitting deposit: \_\_\_\_\_

Total Amount: \$\_\_\_\_\_

Specific Description of Source (e.g. Popcorn Sale, Fall Carnival, School Supply Sale):

\_\_\_\_\_

**Cash:**

**Checks:**

\$100 x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_

\$50 x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_

\$20 x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_

\$10 x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_

\$5 x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_

\$1 x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_

.25 x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_

.10 x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_

.05 x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_

.01 x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_

**Total Cash: \$**\_\_\_\_\_

**Total Checks: \$**\_\_\_\_\_

Cash Counted and Signed Off By: (Person 1) \_\_\_\_\_

(Person 2) \_\_\_\_\_

**Accepted by (Treasurer):** \_\_\_\_\_ **Date:** \_\_\_\_\_



## PEAKVIEW ELEMENTARY SCHOOL PTO GRANT PROCESS

Applications for 20\_\_-20\_\_

Thank you for applying for a PTO grant. We will try to award as many grants as our funds allow.

Please complete the application and return it to the PTO. Grant applications are due 21 calendar days prior to a scheduled grant cycle. PTO will have at least two grant cycles per school year. Application due dates will be communicated to staff once grant cycles are scheduled. Grant awards will be made by **March 31st**. Additional requests will be reviewed later in the year if PTO funds are still available. Please note that grant requests will not be approved without appropriate documentation.

The PTO applications address the following four types of requests:

- 1) **Purchases** – for the one time purchase of specific items needed for classroom and extra-curricular activities. If the item(s) is not a unique item such as a specific software program or set of books, please submit at least two competitive bids with the application when possible.
- 2) **Student Training Programs** – for costs such as tuition, supplies/equipment, speakers, etc.
- 3) **Elective Course Support** – for ongoing support of established elective curricula. These funds will generally cover the costs of student materials.
- 4) **Capital Improvements** – for the purchase of permanent fixed building improvements, i.e., blinds, sound systems, security cameras, etc. These applications must include bids that follow the Cherry Creek School District approved bid process.

**ALL FUNDS MUST BE SPENT BY May 31st.** If they are not spent, the funds will be returned to the PTO bank account for later use and may be used for a different purpose. If you have any questions regarding the application process, please contact the PTO President ([President@PeakviewPTO.com](mailto:President@PeakviewPTO.com)).

Please submit your completed grant proposal by the deadline to the Principal for review.

All items purchased through the grant program become the property of Peakview Elementary School and must be retained by the school in the event the staff person who requested the items is no longer an employee of the school.

Please remember that the Cherry Creek Schools Foundation may be another source of funds – [www.ccsdfoundation.org](http://www.ccsdfoundation.org)

Thank you for your interest and application.

**PEAKVIEW ELEMENTARY SCHOOL PTO GRANT PROCESS**

Grant Request Form

Applicant: \_\_\_\_\_

Email: \_\_\_\_\_

Request: \_\_\_\_\_

Amount requested: \_\_\_\_\_

Description of Program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grade and Number of Students Supported?

\_\_\_\_\_

How will this enhance or improve student performance?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluation/Results:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has this request been previously funded? \_\_\_\_\_

If yes, who funded it previously? \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by:

\_\_\_\_\_  
Date

## PTO/PTCO Spending Policies Guidelines

The mission statement of the PTO/PTCOs of the Cherry Creek School District is to **support the education of our students**. This means that money raised is to be used to enhance the education of our students. The IRS requires that all non-profits state their mission and use their tax deductible donations for that mission. To do this, the following practices should be observed. For more detailed information, refer to the Parents' Council Procedures and Practices Handbook, available on the website, [www.ccparentscouncil.org](http://www.ccparentscouncil.org).

1. The majority of the tax deductible funds raised by the PTO/PTCO are to be used for direct educational enhancement. Auxiliary items such as Hospitality and After Prom may be supplemented by the PTO/PTCOs but the amount should be viewed in context of the percentage of the total budget and should not be the primary expenditure.
2. Monies raised are to be spent in a timely manner to most benefit the students that attended the school during the fundraising efforts. Parent donors expect that the funds contributed should benefit their children.
3. **The IRS requires that the funds be spent for the purpose indicated when solicited.** If PTOs solicit for specific funding goals, then recordkeeping will have to indicate any unused funds so that they can carry over to the next year for the same purpose.
4. **The IRS does not allow non-profits to accumulate "profits".** PTO/PTCO's should not carry balances unless a specific expenditure has been identified. The IRS does not allow "profits" to accumulate without potential taxation. The PTO may indicate that a reserve is required under the bylaws to cover expenses that will be due before funds are raised, (i.e. TA salaries) or money that has been earmarked for a specific purpose such as an ongoing fundraising for computers, playground equipment etc. PTOs can also "prefund" their budget as long as their intent is clearly indicated in the minutes and has been approved by the general population annually. Once the approved reserve has been funded, any additional donations should be spent or any additional fundraisers should be limited until the funds have been allocated and spent.
5. Grant Requests - Teachers and staff should be informed of funds available and encouraged to make grant requests under policies established by the PTO/PTCO's for items that would enhance the education of their students.
6. PTO Grant Accounts held at the district – an accounting should be done annually to ensure that unexpended funds aren't being held year after year. Unused funds should be returned to the PTO for future allocation.
7. **The IRS does not allow non-profits with the "Educational Support" mission to benefit individuals.** Funds can be raised with PTO support for the occasional community needs BUT no funds can be deposited into the PTO account and then disbursed to a family or an individual. This includes "Thank You" gifts within certain guidelines outlined in our manual. Any funding solicitations for individual needs should indicate the alternative payee and include language that these donations are not tax deductible.