



# OPERATING HANDBOOK

Executive Board

## Purpose & Mission

The purpose of the PTO is to enhance and support the educational experiences at CTA-Goodman Campus, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at CTA-Goodman Campus through volunteer and financial support.

*Last Updated: September 6, 2022*

# Critical Officer Roles & Responsibilities

## President

Oversees all PTO functions, responsibilities & funds. Is the liaison between the Principal and the PTO Committee.

- A. Chair & attend PTO meetings.
- B. Enforce all by-laws and policies.
- C. Assist and coordinate chairpersons, as needed.
- D. Outline and supervise all PTO fundraising efforts.
- E. Set general and Executive Board meeting times.
- F. Retain all official records of the PTO.
- G. Own, or appoint a designee, for Contract signing authority.

## Vice President

Acts as an aide to the President and performs the duties of the President in the absence or inability of that officer to serve.

- A. Attend PTO and Executive Board meetings, assist the President and chair meetings in the absence of the President.
- B. Establish and oversee the committee system of the PTO.
- C. Coordinate chairpersons for committees as needed.
- D. Serve as [Volunteer Coordinator](#) unless/until another Member is assigned for the role.

*Coordinates volunteers for PTO events and school activities. Collect list of general volunteers at beginning of year. Assure that volunteer data is recorded and available to both the Committee and teachers. Work with teachers, staff, and leaders of committees to assure volunteers are recruited for programs and events.*

## Treasurer

The Treasurer shall serve as the custodian of PTO funds. Working with the President the Treasurer shall determine a yearly budget and will amend and allocate funds throughout the year as necessary. Maintains all financial books and records.

- A. Attend PTO meetings and Executive Board meetings.
- B. Coordinate and maintain financial records for all PTO sponsored activities.
- C. Maintain all PTO bank accounts, keeping accurate records of all receipts and expenditures.
- D. Receive all monies of organization, and make deposits into bank account.
- E. Present a current report of financial status at PTO meetings.
- F. Prepare a monthly bank reconciliation for all bank accounts, and ensure that reconciliations are reviewed by a non-signatory.
- G. Serve as the Representative to CSB.

## Secretary

Takes minutes of each PTO meeting. Ensures distribution of the minutes upon President's review. Maintains the active PTO roster and contact list.

- A. Prepare agendas for official PTO meetings.
- B. Attend PTO meetings and Executive Board meetings.
- C. Record and maintain written documentation of all meetings, executive and general. As a minimum, minutes must include a list of all expenses (amount, date expended, description and check number, if applicable) since the last minutes were approved.
- D. Present a written report of previous PTO meeting minutes.
- E. Handle correspondence of the organization, including oversight of Communication planning and execution.
- F. Hold historical records of the PTO.
- G. Serve as the Alternate Representative to CSB.

## Coleaders

If the role seems like more than you can take on, one option is to serve as copresident with another parent or split the vice president role into two positions, each handling different responsibilities. To serve as a coleader, it's important to divide responsibilities clearly and have good communication so that you're not duplicating efforts.

## Operations/Admin

### Accounts

- Social Media & other accounts tracked via master sheet. New Board to reset all passwords
- [CTAGoodmanPTO88@gmail.com](mailto:CTAGoodmanPTO88@gmail.com)

### CUSD & Chandler School Boosters

- Update Principle & PTO President info for CUSD
- Update CTA-G PTO contact information
- Update vendor details and contact information
- New members register [www.chandlerschoolboosters.org](http://www.chandlerschoolboosters.org)
- President transition RunPTO site

### School/Admin Dependencies

- Demographics for year (students & staff)
- Funding Goals (how can PTO help?)
- Admin calendar/dates
- Idea/Brainstorm session (lessons learned and new goals)

### Key Materials to Create/Maintain

- "Thanks to you..." quick list of past PTO accomplishments
- Quick summary of major plans for the year
- Names, phone numbers, email addresses of PTO officers
  - Draft next year calendar with placeholders (one sheet excel for parents to keep on hand)
  - Determine Committee structure & volunteer needs per event (for July/Aug events)
  - Determine standard calendar events to highlight (ex. Admin days, national holidays)
  - Develop initial Executive & General Meeting calendar
- PTO Handbook
- End of Year Board Summary
- Update Handbook & Committee Books
- Committee/Event Binders

### Calendar

PTO maintains 2 separate calendars linked to Google Account.

#### *Internal PTO Calendar*

- Create entries for planning/committee sessions etc. & invite participants
- Create entries for Executive Meetings (invite Principle, Office Staff & Board members)
- Invitations can be used to share agendas, meeting purposes, etc. as they are not shared publicly

#### *Public Calendar*

- Create entries with only critical information and no invitees
- Items added to the public will populate the Events & Meetings webpage on [www.ctagoodmanpto.com](http://www.ctagoodmanpto.com).

### Back to School

- Busiest time of the year
- Planning to be supported by Prior Board members
- Funded in Prior Year budget (Fiscal Year Close/new school year overlap impede funding in next school year)
- Gator Gear should be organized
- Consider how to educate broader community about the PTO and how we help

## Meetings

- All officers need to show up a half an hour early to help set up & greet people as they arrive.
- Keep the meeting an hour long, start on time and end on time. Respect peoples time to keep them coming back.
- Stick to the agenda. When conversation goes on a tangent it can cause the meeting to go over time.
- Thank them for coming. Remind them that you can't do this without them.

## Executive Board Meetings

Typically held 1-week PRIOR to General PTO Meetings but you can do it whenever you can. It is a good idea to have it planned ahead so you'll have time to make decisions as a board BEFORE the General PTO Meetings.

### *Executive Meeting Agenda*

- Review Bylaws (every other year)
- Review Budget
- Discuss & Prepare General PTO Meeting Agenda
- Plan meeting handouts
- Input FB events, schedule FB posts, other communications
- Discuss special requests, reimbursements, etc.

## General PTO Meetings

- Now is time to decide as a Board what TIME and DAY you will have these meetings so it can go on the MASTER Calendar for Teachers/staff. C. August, November, January, April (Nominations) and May (Elections)
- New ideas need to be at the end of the meeting to ensure that all other matters were gone through. The PTO is nothing without new ideas!!!

### *General PTO Meeting Agenda*

- Set Up
  - o Name tags/ Markers
  - o Plates, napkins, cups (& Food, drink, dessert, etc.)
  - o Set up projection/screen share
  - o Put out handouts & sign-up sheets
- Handouts
  - o Welcome Packet
  - o Budget
  - o Agenda
  - o PTO Event & Meeting Calendar
- Sign-Ups
  - o Staff Appreciation Committee
  - o Gator Gear Committee
  - o Family Nights Committee
  - o "Fun" Raiser Committee
  - o 6th Grade Graduation
  - o Call on Me!
    - Contact Information
    - Family Food Nights
    - Finance, Donation & Passive Income
    - Public Relations & social media
- Principals Reports
  - o Request for funding is (if applicable): \_\_\_\_\_
- Treasurer's Report
- Committee Updates

- Completed since last meeting
- Planned/occurring prior to next meeting
- Time for questions and suggestions.
- Thank you for coming!!!! We can't do this without you!!!!

#### First of the Year / FYQ1 (add to standing agenda)

- Handouts
  - Bylaw updates (odd years)
  - Prior year end financial summary
  - Proposed Budget
- Welcome: Introductions (Board & Committee Chairs)
- About the PTO (President):
  - Mission Statement
  - What we do
  - Last year's accomplishments
  - We need you!
- Treasurer's Report
  - Proposed Budget
  - Prior Year Close & Audit Findings
- Parent Survey Information
- By-Laws acceptance vote at next meeting please take home the By-Laws to review on your own, it will also be reviewed prior to vote at the next meeting.

#### Second of the Year / FYQ2 (add to standing agenda)

- Handouts: Bylaws
- Vote on acceptance of By-Laws Odd years

#### April / FYQ3 (add to standing agenda)

- Handouts: Nomination forms, flyers and/or instructions to submit
- Nominations for next year's Board Member positions. Voting will take place at next month's PTO meeting

#### May / FYQ4 (add to standing agenda)

- Handouts: Ballots
- Vote in next year's board members. Collect and exchange contact information to begin training.
- Details on Parent Survey to be collected and shared at next year's First General PTO Meeting.

## Financials

EIN 32-2451830

CTA Goodman PTO does NOT have its own 501C3, we are essentially a subsidiary of Chandler School Boosters, Inc.

### *Money Handling*

- There must be at least two (2) people to count money at ALL times. Both must sign/initial all materials related to counts, deposits, etc.
- NO money received leaves the campus at any time unless to be deposited by President or Treasurer with pre-filled deposit slip.
- PTO has both a mailbox and locked "ATM" that is used to store financial materials. Things such as the lockbox, check stock, checks received in the mail, etc. should be stored in the ATM until it is accounted for with deposit slips and on its way to the bank. Each new Board should replace the lock.

### *Bank Account @ MidFirst*

Remove all Board from Accounts. Add new Board (Appointment needed with Business Banking Advisor)

- 1 prior member in attendance to sign off prior members
- All new members in attendance
  - o Minutes with announcement/approval of new members
  - o Up to 3 Signers (President, Treasurer, Secretary)
  - o Up to 2 Debit Card Holders

### *Credit Cards*

- Link to CSB account and not CTA Goodman
- Monthly full payment withdrawn as single line item from CTA Goodman account (28<sup>th</sup>/29<sup>th</sup> monthly)
- Statements are to be sent in hard copy to CTA Goodman Campus c/o PTO
- All receipts to be provided to Treasurer monthly to reconcile to Statements
- Transactions to be itemized in RunPTO, with receipt attachments monthly to validate/report on monthly withdrawal
- Need to be cancelled upon transition
- Minimize recurring payments to prevent issues during transitions

### *Budget*

- Prior year budget will be shared by Treasurer
- This budget is the basis for planning the coming year
- Budget proposal is to be presented/aligned in first Executive Meeting.

### *Staff Accounts*

- Historically
  - o PTO provided reimbursement for some staff purchases to directly support or incentivize students.
  - o Funding for these has been done through annual Carnival activities where grade levels generated funding through game ticket sales.
  - o Funds were not always available and not available early in the school year.
- 2022-2023
  - o Funding was incorporated in Check-A-Thon structure to ensure it was available early in the school year.
  - o Additional funding incentives added in Check-A-Thon based on grade level targets.
  - o Process changes attempted to have Staff create "PTO Wish Lists" with items that can be vetted by PTO and Goodman Administration to ensure it is appropriate for funding through PTO. Process included in "Templates"

### *Art Masterpiece*

PTO has included a line item to provide supplies to Art Masterpiece. In 2022-2023 proposed to handle via Staff Purchase Process (included in "Templates")

## *Annual Audit*

### *What & Why*

- The annual audit is an independent verification of the PTO's financial practices. An audit can also highlight ideas for improvements in financial control and reporting. In the PTO world, an audit is a financial review, but the word does not refer to the legal opinion of a professional accounting firm, as is the case in the business world. PTO members, parent volunteers, or a paid professional can complete the PTO's audit.
- Some PTOs define the make-up of their audit committee in their bylaws. Other groups recruit one parent volunteer. In any case, if you have consistently applied good financial controls, your audit should run smoothly and be completed quickly. Your auditors will appreciate organized files, balanced records, and complete data.
- Keep in mind that the people on the audit committee should not include anyone who has check-signing authority for the group or anyone with a relationship that would bias the review process. The people who do the audit do not have to be members of the organization—consider asking former officers. It is usually only a time commitment of a few hours.

### *Year End Activities*

- Prepare a final treasurer's report that shows the income and expenses for the year, preferably in comparison with the amounts budgeted for the different categories.
- Make sure your records are in order for the audit.
  - o At a minimum, you need your check register and the backup for all your entries in it.
  - o Meeting minutes from the past year.
  - o Current bylaws, along with any standing rules or procedures documents that dictate how financial transactions should be handled.
  - o The final audited statement (and filed tax return) from the prior year.
  - o Copy of the bank signature cards in effect for the period under review, showing who was authorized to sign checks and how many signatures needed to be on each check.
- Draft a budget for the next year
- Make sure IRS return is completed

## Fundraising & Events

- Every fundraiser needs an event form to be completed. Forms are located on the CSB website.
- Event Planning forms need to be completed and approved prior to an event/fundraiser to occur.
- PTO can NOT sign ANY contracts. ALL contracts must be sent to CSB or CUSD depending on the event, and THEY will sign it and send PTO a copy.
- ALL vendors ON CAMPUS require a Certificate of Liability Insurance (Special forms/insurance for Inflatables)
- The CTA Goodman PTO uses the overall Chandler School Boosters EIN for income. When registering/applying for revenue, be sure to include the CTA Goodman Elementary Campus address to ensure that revenue is allocation to CTA Goodman PTO when received in the overall CSB account.
- Event Post Mortems are required to be completed and documented for all activities.

## Passive Income Sources

Community Programs are available and require maintenance. Details are summarized online and we are always looking for new and exciting channels.

## Active Income

### *Sponsorships/Advertising*

IRS has specific guidelines for how these are defined and handled for tax purposes. See CSB Training and IRS.GOV for information and guidelines.

Corporate: Matches, Volunteer Funding, Donations, Grants, etc.

- Many organizations in the Valley of the Sun will provide donations of funding, and material goods following an application process. (ex. Fry's, Bashas, Costco)
- Parent/Caregiver Employers often have incentive programs to provide funding for Donation Matching, Funding for Volunteer Hours submitted, Grant programs or other opportunities.

### *PTO Sponsored Fundraiser Events ("\*-A-Thon's)*

- In addition to smaller opportunities that engage the community (food nights, gator grams, etc.), the PTO sponsors one large Fundraising event annually that provides 80+% of the operating funds for the organization.
- In recent years this has been formatted as a "Check-A-Thon" providing direct donations to the PTO but has been structured as "Read-A-Thon" in prior years. Fundraising fatigue can set in for families so endeavor to stay creative and engaging in choice of "a-thon" types and themes.

### *Event Checklist*

- Event Form
- Authorization Form
- Meeting Proposal
- CUSD Vendor/Form/Approvals/Contracts
- Confer with Comms/Volunteer
- Post Mortem (Event Form)



## Committees

### Committee/Event Binders

Creating a procedures book involves purchasing a binder for each officer and committee chairperson. Each person three-hole punches printed items pertinent to the job, makes a notation about what it is (when necessary), and places it in the binder. At the end of the year, you have at least a basic reference to help the next person who does that job. Compared with starting from scratch, this simple organizational plan can be a godsend for any new officer.

### Year End Activities

- End of Year Committee Summary
- Update Handbook & Committee Books

### Orientation

- Ensure each member is provided an up-to-date Committee Handbook
- Review Committee Orientation Checklist to welcome each member and ensure they have tools and information needed to best accomplish their goals

### Committee List (2022-2023)

#### *Staff Appreciation*

Helps plan, promote and manage teacher appreciation events. This includes monthly treats and/or events. This also includes Teacher Appreciation Week. We need your help spoiling our staff!

(Est. hours/month: 2-4 for chair, 1-2 for volunteers)

#### *Gator Gear*

Volunteers are needed to help with acquisition, storage and sales of products such as T-shirts and other items. If new shirts or other products are being offered, the volunteers will design or collaborate on the design, with feedback from the board.

(Est. hours/month: 1-2 for chair, less than 1 for volunteers)

#### *Family Nights*

Organize events that foster engagement in the Gator Community such as Family Movie Nights, Meet the Teacher, Kinder Parent Tears & Cheers, Back to School Bash, Fall & Spring activities and more!

(Est. hours/month: 2-4 for chair, 1-2 for volunteers)

#### *"Fun" Raising*

Coordinate activities that foster engagement and help the PTO in our Mission through "Fun Raisers" such as Gator Grams (Harvest, Valentines, etc.), Harkins Sales, and our biggest event of the year - the Check-A-Thon!

(Est. hours/month: 2-4 for chair, 1-2 for volunteers)

#### *Call On Me Support!*

We know many parents are not available during the day, but would love to help by donating items for our wonderful staff and the classrooms or help from home. Please let us know if you are willing to be called upon for various opportunities.

## Templates

*Executive Board*

PTO Owned

[CTA Goodman PTO Bylaws \(pending vote\)](#)

[Current \(Updated 2013\)](#)

[Proposed New \(2022-2023+\)](#)

CSB

[CUSD PTO Collaboration Group](#)

[RunPTO - CTAGoodman](#)

[CUSD/CSB: Links, Forms & Documents](#)

CUSD/District

[Contract / Agreement Procedures & Vendor Checklist](#)

[Purchasing Home: \(Current Contracts, Current Vendor List, Vendor Forms, New Vendor Registration\)](#)

*Financial*

PTO Owned

[Expense Reimbursement Request](#)

[Missing Receipt Form](#)

[Partnership & Donation Request Email Template](#)

[General Donation Receipt](#)

[Contribution Thank You Letter](#)

[Staff Account & Art Masterpiece Supplies - PTO Funding Process](#)

[Annual Financial Review Guidelines](#)

*Events & Fundraising*

PTO Owned

[Annual PTO Events Calendar](#)

[Event Plan & Post Evaluation](#)

[End of Year Committee Summary](#)

[Prior Year Event & Fundraiser Folders](#)

[Gator Parent & Volunteer Information Form](#)

CSB

[CSB Fundraising Authorization and Approval Form](#)

CUSD/District

[Smart Snack Guidelines](#)

[Inflatable Guidelines and Procedures & Inflatable Ride Safety Guidelines](#)

[CUSD Fundraising Guidelines](#)

[CUSD Parent Support Organization Guidelines](#)

[CUSD District Calendars](#)