

Altitude Elementary School PTCO Bylaws

Altitude Parent, Teacher, Community Organization

CHERRY CREEK SCHOOL DISTRICT PARENT TEACHER COMMUNITY COUNCIL, INC. Altitude Elementary School PTCO BY-LAWS Dated May 21, 2018 as amended (November 1, 2020).

ARTICLE I

NAME

The name of the organization shall be the Cherry Creek School District Parent Teacher Community Council, Inc. Altitude Elementary School PTO (PTCO or PTO), hereafter known as the **PTCO**.

ARTICLE II

PURPOSE

1. The purpose of the PTCO shall be to assist in attaining the highest level of education and welfare for the entire student body of Altitude Elementary School through the cooperative efforts of the Faculty and Staff, the Cherry Creek District community and the parents.
2. This PTCO is a subordinate organization of and is organized under authority granted by the Cherry Creek School District Parent Teacher Community Council, Inc., otherwise known as CCSD Parents' Council.
3. This PTCO is organized solely for charitable, scientific, literary or educational purposes as defined in Section 501(c) (3) of the Internal Revenue Code. This organization is not a private foundation.

ARTICLE III

MEMBERSHIP

1. **EXECUTIVE BOARD** - The executive board shall consist of the elected board president(s) and treasurer(s) of Altitude Elementary School's PTCO.
2. **BOARD** - The Board shall consist of the elected officers of the board listed under Article IV.
3. **GENERAL** – General membership shall consist of the parents or guardians of students, the administrators, the faculty, and the staff of Altitude Elementary School.
4. **ASSOCIATE** – Associate membership shall consist of the students of Altitude Elementary School and interested members of the community.
5. No dues shall be required for membership.

ARTICLE IV

ELECTED OFFICERS AND THEIR DUTIES

A. President/Co-Presidents

- a. To call and preside at all meetings of the organization.
- b. To be a member *ex-officio* of all committees.
- c. To work with the Executive Board to appoint chairpersons of Standing and Special Committees, the Nominating Committee and representatives.
- d. To attend CCSD Parents' Council general meetings or assign a representative (Parents' Council Representative or Representatives).
- e. To sign checks in the absence of the Treasurer.
- f. Review monthly financial statements with the Treasurer.
- g. To appoint an examiner not on the current Executive Board to conduct the year-end financial examination of the organization's book. To submit a copy of the examination to the Treasurer of CCSD Parents' Council no later than 30 (thirty) days after completion.
- h. To submit an annual affiliation letter to the CCSD Parents' Council asking to continue as a subordinate organization under the 501(c) (3) tax exempt group status.
- i. To attend a minimum of one CCSD Parents' Council Leadership Workshop upon election.
- j. To the best of your ability, to attend District functions where individuals from your school are invited and/or honored, including the Area Director luncheon(s), Exceptional Volunteer of the Year event, Open Forum roundtable discussions and the Teacher of the Year banquet.

B. Vice President/Co-Vice Presidents

- a. To preside in the absence of the President(s).
- b. To assist with the presidential duties.

C. First Vice-President(s) of Fundraising

- a. To preside in the absence of the President(s).
- b. To act as the Parliamentarian.
- c. Examples of fundraising include but are not limited to -Boosterthon Fun Run, Food Sales (ex. cookie dough, butter braids), Reloadable Shopping Cards (e.g., King Soopers, Safeway, Target, Amazon smile), School Auction (every other year), Box Tops, and Spirit Wear.

D. Second Vice President(s) of Events

- a. To preside in the absence of the President(s) and the First Vice President.
- b. To keep the PTCO aware of school events.
- c. Examples of community and service events include, but are not limited to School Carnival, Bingo Nights, Restaurant Nights, Trunk or Treat, K Coffee and Kleenex, Pastries for Parents, Donuts for Dad, Muffins for Mom, Holiday Shop, Barnes and Noble Book Fair, Teacher Appreciation, Teacher Assistant Appreciation, Staff Holiday Luncheon, Conference Week, National/American Education Week,

Adopt a School, Jeans for Troops, Optimist Club, Salvation Army, Children's Hospital, Denver Rescue Mission, Food Drive, and Toiletry Drive.

E. Third Vice President(s) of Communications

- a. To preside in the absence of the President(s) and the First/Second Vice President.
- b. To keep the PTCO and school community aware of school events.
- c. Maintenance of various communications channels, such as PTCO website, PTCO social media, communication of events and activities, and School Directory.

F. Secretary/Secretaries

- a. To record, transcribe, and distribute the minutes of all PTCO and Executive Board meetings.
- b. To maintain and keep a current copy of the Bylaws.
- c. To handle all incoming and outgoing correspondence as needed by the PTCO.
- d. To maintain a current listing of the Executive Board and the Committee Chairpersons.
- e. To provide a copy of the Executive Board listing, including contact information (name, address, phone, and email address of each) to the CCSD Parents' Council upon election.

G. Treasurer/Co-Treasurers

- a. To receive, deposit, and disburse the funds of the organization, as authorized by the Executive Board.
- b. To maintain accurate records of all financial transactions.
- c. To submit monthly financial statements to the Board.
- d. To submit financial records for examination by July 15 of each year to the Executive Board (review to be completed by August 15 of each year).
- e. To sign the Affiliation Letter for CCSD Parents' Council along with the President.
- f. To prepare the Annual Budget in conjunction with the Budget Committee for approval by the Executive Board and ratification by the General Membership.
- g. To submit a copy of the Annual Budget to the Treasurer of CCSD Parents' Council upon formal approval by the PTCO membership.
- h. To attend a minimum of one CCSD Parents' Council Treasurer's Workshop upon election.
- i. To maintain and reconcile the organization's checkbook with bank records.
- j. To register the organization as a Charitable Organization in the State of Colorado with the Secretary of State.
- k. To file all annual financial statements/tax returns and schedules, regardless of income, with the Internal Revenue Service (IRS) and the Colorado Secretary of State.
- l. To send copies of each filing to the Treasurer of the CCSD Parents' Council no later than 30 (thirty) days after such filing.

H. Parents Council Representative and PIN-Parent Information Network Representative

- a. Attend CCSD Parents Council and PIN Meetings when held typically monthly,
- b. Report to Altitude board and community notes from meetings.

I. Watch D.O.G.S. Coordinator

- a. Coordinate and maintain Altitude Dad's sign up.
- b. Purchase Watch DOGS beginner kit with T-shirts each year or as needed.
- c. Advertise program and support dad involvement at Altitude Elementary School.

ARTICLE V

ELECTION OF OFFICERS

1. The Nominating Committee shall consist of the Principal, two Board members, and two General members. The members of the Nominating Committee shall elect the Chairperson of the Committee.
2. The Nominating Committee shall nominate a candidate for each elected office. The slate of candidates for each office shall be presented at least 30 (thirty) days prior to voting.
3. The election shall take place in the Spring of each school year.
4. Nominations shall be accepted from the floor at a general meeting on the condition that the nominee consents.
5. Election shall be by voice vote if there is only one nominee for an office. If more than one candidate is nominated for an office, the election shall be by a plurality of those present and voting at a general meeting by a written ballot.
6. The term of the office for all members of the Executive Board shall be from July 1st to June 30th.
7. No officer shall be eligible to serve in the same office for more than two consecutive years, unless as voted on by the Board.
8. In the event a vacancy should occur among the elected officers, the President(s) should call a meeting of the Executive Board within 30 (thirty) days to appoint a new officer to finish the unexpired term.
9. If an interested member has chosen *Online learning/homeschooling* **IN** the Cherry Creek School District, they **ARE** able to hold a board position as long as the current board and principal are in agreement. This needs to be communicated schoolwide.
10. If an interested member has chosen *Online learning/homeschooling* **OUT** of the Cherry Creek School District, they are **NOT** able to hold a board position. If they were a President or Treasurer in the past year, they are required to be removed from the PTCO accounts and will have to return any financials or PTCO documents to the board.
11. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has

been given.

ARTICLE VI

BOARD COMPOSITION

The Board shall be composed of the elected officers, a designated district administrator (i.e. Principal or Assistant Principal), and the immediate Past President.

ARTICLE VII

MEETINGS

1. **Regular meetings of the membership** shall be held during the school year. The meeting dates for the entire year should be advertised before the beginning of the school year, but no less than 30 days prior to the meeting, through print and electronic means available to the organization. All meetings shall be held in-person, virtual, or a combination of both.
2. General meetings shall be open to all members of the organization and interested community members.
3. Special meetings of the Executive Board or Board may be called by the President(s) or the Principal with a five-day notice, through print and electronic means available to the organization.
4. A joint meeting of the outgoing and incoming Boards shall be held at the last regular meeting of each school year.
5. Members of the Board shall attend (virtually or in-person) all regularly scheduled meetings during the year and may not be absent from more than three meetings. Failure to comply may constitute a vacancy. Exceptions to this policy may be appealed to the Executive Board.
6. Minutes shall be kept at all board and general meetings.
7. Budget, bylaws, agendas, etc. may be distributed in-person or electronically (e.g., via email, social media, newsletters, school/PTCO website, online bulletin board/blog).

ARTICLE VIII

OPERATING PRINCIPLES

The following are the operating principles to be followed by this PTCO, as required by the Cherry Creek School District Parent Teacher Community Council, Inc. (CCSD Parents' Council).

1. The organization shall not engage in or endorse any commercial activities. This does not, however, prevent the organization from carrying on fundraising activities related to its purpose. Nor does it prevent a commercial enterprise from sponsoring an activity related to the organization's purpose.
2. The organization MUST create and submit generic email addresses for the executive board members that can be passed to each new member at the start of each new year. For example, president@altitudeptco.com and treasurer@altitudeptco.com. Each member of the Executive Board should have their own generic email address showing their position and school. Email addresses are to be submitted to the Parent's Council at documents@ccparentscouncil.org by SEPTEMBER 1 of each year, if changed, to update their directory.
3. TITLE 26, SECTION 4911 of the IRS Code
A Parent Teacher 501(c) (3) Tax-Exempt Organization is allowed:
 - To participate in political activities and supporting or influencing legislation, such as a school budget issue or a referendum.
 - To participate in activities to influence legislation that may be considered as directly connected to the "survival" of the organization, such as a referendum supporting education.
 - To have a speaker come and present information for or against proposed legislation.
A Parent Teacher 501(c) (3) Tax-Exempt Organization is not allowed:
 - To expend money to have a candidate running for election as a speaker at a meeting, or to endorse a political candidate.
 - To expend a "substantial" amount of their funds on activities to influence legislation. A conservative rule of thumb is that the PTCO spends no more than five percent (5%) of its annual expenditures in support of election activities.
4. No part of the net earnings of the organization shall be to the benefit of its members, directors, officers, or other private persons. The organization may carry on only those activities permitted under the Internal Revenue Code, Section 501(c) (3).
5. Upon the dissolution of this organization and after paying for the debts of the organization, the remaining assets shall be distributed to one or more non-profit organizations, which are tax exempt under Section 501(c)(3) of the Internal Revenue Code.

Financial Policies

Please see the attached Financial Policies for detailed information on the PTCO's cash, debit card, and check policies.

ARTICLE IX

AFFILIATION WITH CCSD PARENTS' COUNCIL (CHERRY CREEK SCHOOL DISTRICT PARENT TEACHER COMMUNITY COUNCIL, INC.)

1. This organization is structured under the authority of the Cherry Creek School District Parent Teacher Community Council, Inc. (CCSD Parents' Council) and is chartered as a subordinate organization in accordance with the rules prescribed by the CCSD Parents' Council.
2. An annual Affiliation Letter shall be signed by the President and Treasurer of the PTCO to the CCSD Parents' Council President affirming their continuation as a subordinate organization under the CCSD Parents' Council Tax Exempt 501(c)(3) status with the Internal Revenue Service. A copy of the document with the original or facsimile signature shall be provided to the CCSD Parents' Council. (A signature received via a FAX or electronic document is deemed acceptable.)
3. The membership fee required by the CCSD Parents' Council shall be an obligation of this organization.
4. A copy of the bylaws, including certain provisions required by the CCSD Parents' Council, shall be forwarded to the CCSD Parents' Council Treasurer upon adoption. Further, when amendments are made to the Bylaws, a copy of the amended Bylaws shall be submitted to the CCSD Parents' Council Treasurer.
5. Copies of all annually required financial filings to the Internal Revenue Service and the Secretary of State (State of Colorado) shall be submitted to the Treasurer of the CCSD Parents' Council within 30 days of filing.
6. Permanent books and records shall be maintained with sufficient detail to adequately reflect all sources of income and nature of expenditures. Such books and records will be made available for inspection, at reasonable times, upon request of an authorized representative of the CCSD Parents' Council.
7. The President (or Co-Presidents) of this organization shall be a member/members of the CCSD Parents' Council. If the President(s) are unable to attend regular Parents' Council meetings, it is recommended that one or more Parents' Council representatives be assigned to attend and report during regular PTCO meetings.
8. As a subordinate organization of the CCSD Parents' Council, this group is obligated to operate in accordance with provisions required by the CCSD Parents' Council and the Operating Principles outlined in these Bylaws, and is subject to investigation, mediation and decisions of the Parents' Council Executive Board, as deemed necessary to uphold the Purpose of this organization and protect its tax status. Failure to comply with these provisions could result in withdrawal by the CCSD Parents' Council of the charter of this organization and removal of all affiliate benefits.

ARTICLE X

FISCAL YEAR

The fiscal year shall begin on July 1st and end on June 30th of the following year.

ARTICLE XI

QUORUM, VOTER ELIGIBILITY AND VOTING

1. The General Membership and Board Members present at any meeting shall be entitled to vote for the purpose of transacting the business of the organization. All eligible voters at a meeting shall constitute a quorum. Unless otherwise required in the Bylaws, a majority vote shall decide all matters at the meeting. The President shall vote only in the event of a tie vote. In the case of co-positions, only one vote is required for that position to be considered for a vote.

2. Conflict of Interest

Whenever a member or officer has a financial or personal interest in any matter coming before the Executive Board or General Board, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested members determine that it is in the best interest of the organization to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

3. Voting by Electronic Communication.

a. The Executive Board may take action, without a meeting, by electronic communication if action is required before the next scheduled meeting. A notice stating the action to be taken and the time by which a response is required must be included in the electronic communication to each member of the Board.

b. A board member may vote or demand action not be taken without a meeting by the required response date in like communication.

c. Failure to respond by the time stated in the notice will have the same effect as abstaining from voting.

d. The action passes with affirmative vote from the simple majority of the Board.

e. The action must be ratified at the next scheduled meeting and documented in the minutes.

ARTICLE XII

AMENDMENTS

1. Bylaws shall be reviewed by the Board annually.

2. These Bylaws may be amended at any general meeting by a majority of the votes of the General members and Board members present and voting, provided that written notice of

the proposed amendment(s) shall have been given thirty (30) days prior to the meeting, and have prior approval by the Board.

Original Adoption: 05/21/2018
As Amended: 11/1/2020

ALTITUDE ELEMENTARY SCHOOL PTCO FINANCIAL POLICIES

PURPOSE AND INTENT

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

Points highlighted in red in this document are a mandatory requirement for inclusion in all PTCO 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: Disbursement Request Form
Attachment: Deposit Notice Form
Attachment: Grant Request Form
Attachment: PTCO Spending Policies Guideline

ALTITUDE ELEMENTARY PTCO FINANCIAL POLICIES

Definitions

“President” will refer to either the President of ALTITUDE ELEMENTARY PTCO, or a Co-President of ALTITUDE ELEMENTARY PTCO

“Treasurer” will refer to either the Treasurer of ALTITUDE ELEMENTARY PTCO, or a Co-Treasurer of ALTITUDE ELEMENTARY PTCO

1. CASH POLICIES

Paying with Cash:

ALTITUDE ELEMENTARY PTCO does not maintain a petty cash account and cannot pay cash for PTCO purposes.

Accepting Cash Payments:

ALTITUDE ELEMENTARY PTCO accepts cash for payments made to the PTCO.

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 ALTITUDE ELEMENTARY PTCO bank account within 48 hours of the event.

Order forms should be used, and those order forms should indicate the purchaser paid with cash, and the cash amount paid. The order forms should be kept by the PTCO 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, or with a Treasurer or President, until the cash is deposited.

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

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

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 ALTITUDE ELEMENTARY PTCO account and then spent under the PTCO spending policy guidelines.

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

2. Cash Box Policies

If cash is needed for an event, the following procedures will be followed:

- A **Disbursement Request Form** must be filled out with what is needed and what specific event/area the cash will be for (food, tickets, etc.)
- Communication with the Treasurer must be made at least a week prior to the event and the **Disbursement Request Form** should be provided at that time so the appropriate funds can be obtained from the bank.
- The event Chair or a member of the Executive Board will verify the cash amount and sign the **Disbursement Request Form** to verify the correct amount of cash is there.
- At events where a cash box is being utilized, only Board members are authorized to handle cash.

3. CREDIT/DEBIT CARD POLICIES

Paying with Credit Card:

ALTITUDE ELEMENTARY PTCO does not have a credit card account and therefore cannot pay for purchases with a credit card.

Paying with Debit Card:

ALTITUDE ELEMENTARY PTCO does have a debit card which can be used in some instances for purchases. The ALTITUDE ELEMENTARY PTCO debit card will only be used for approved purchases, and only when it is more efficient to do so (such as online purchases). The debit card will be kept by the Treasurer. All debit card purchases require completion of the **Disbursement Request Form**.

Accepting Credit Card Payments:

ALTITUDE ELEMENTARY PTCO has a credit card facility available and can therefore process credit card payments for items payable directly to the PTCO.

- Credit Card information should be stored in the school safe until processed.
- All transactions should be processed at the school. No person(s) may remove credit card information from the school property.
- A crosscut shredder should be purchased and kept at school for use when destroying written credit card information.
- No credit card transactions should be processed unless two designated parent PTCO members are present.
- A master list of each transaction including payee's name and amount charged must be kept for financial record keeping. If the credit card system can produce a list, that list will be sufficient. If not, a manual spreadsheet needs to be maintained and kept.

Once the charges have been processed, a statement should be printed showing the total charges processed. A copy of this list must be given to the Treasurer for reconciliation with the bank deposits from the credit card company.

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.

4. CHECK POLICIES

Paying with Check:

ALTITUDE ELEMENTARY PTCO maintains a checking account and can pay for purchases with a check.

A **Disbursement Request Form** is used to request and document any check to be written from the ALTITUDE ELEMENTARY PTCO checking account, including paying vendors and reimbursing individuals for expenses they incur on behalf of the PTO. 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 **Disbursement Request Form**.

The **Disbursement 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, President, or Co-President must approve the **Disbursement 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 Treasurer or President (or another approved account signatory) will sign the check. At no time can a check made out to an individual be signed by that same individual. In other words, you cannot write a check to yourself and sign it.

Checks over \$500.00 require approval by the Treasurer or President. These checks must be co-signed by the Treasurer or President (or another approved account signatory).

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

Accepting Check Payments:

ALTITUDE ELEMENTARY PTCO accepts checks for payments made to the PTCO.

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 PTCO until at least 30 days after the purchased items are delivered.

Checks must be kept and secured in the school front office, or with the Treasurer or President, until deposited.

Checks must be given to the Treasurer with a completed **Deposit Notice Form** as soon as practical after an event or sale. Checks should be deposited within 48 hours 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 Form and given to the Treasurer for accurate record keeping.

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

5. ONLINE PAYMENT POLICIES

Paying with an Online Payment Account:

ALTITUDE ELEMENTARY PTCO does not have an online payment account and therefore cannot pay for purchases with an online account.

Accepting Online Payments:

ALTITUDE ELEMENTARY PTCO accepts online payments for items payable directly to the PTO from online payment processors such as PayPal, CheddarUp, Black Tie Technology, RevTrack etc.

- This service should be set up and managed by the Treasurer or President. The account should be in the PTCO’s name and associated with the generic email address used by the PTCO. Personal accounts and personal emails are NOT to be used for PTCO 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 PTCO Executive Board whether the fee will be picked up by the payee/donor or by the PTCO.

6. GENERAL FINANCIAL POLICIES

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

Non-budgeted items over \$1,000.00 need the approval of General Membership.

ALTITUDE ELEMENTARY PTCO 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 PTCO 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 PTCO 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 ALTITUDE ELEMENTARY PTCO 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 ALTITUDE ELEMENTARY PTCO enter into negotiations for funds to be repaid without reporting the matter.

Guidelines on Appropriate PTCO-related Expenses

IRS Guidelines for Non-Profit Organizations

ALTITUDE ELEMENTARY PTCO 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 ALTITUDE ELEMENTARY PTCO, must use all of the group's assets for its public, tax-exempt purpose. Therefore, none of the PTCO'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 ALTITUDE ELEMENTARY PTCO's purpose.

The ALTITUDE ELEMENTARY PTCO's purpose is "to assist in attaining the highest level of education and welfare for the entire student body of ALTITUDE ELEMENTARY".

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 PTCO-sponsored school/community events such as Family Nights, Movie Nights, Popcorn Days, and School Carnivals.

Appreciation gifts do not directly support the ALTITUDE ELEMENTARY PTCO'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 ALTITUDE ELEMENTARY PTCO 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.

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

7. TEACHER GRANT REQUEST POLICIES

The ALTITUDE ELEMENTARY PTCO Bylaws state:

Fifteen percent of net proceeds from fundraising efforts, the proceeds of which are not otherwise specifically designated for another purpose, will be used to fund teacher grants for the current year. If the proceeds from a particular fundraising event are explicitly designated for a specific purpose, those net proceeds shall not be included in the calculation of the amount available for teacher requests.

The ALTITUDE ELEMENTARY PTCO Executive Board will determine the timing of teacher grant cycles, but will have at least one 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 31st of each school year.

Prior to submission to the PTCO, 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 PTCO Executive Board. The Principal does not have the authority to veto grant requests, but may prioritize requests and recommend action and/or outcome.

The PTCO 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 trainings 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.

ALTITUDE ELEMENTARY SCHOOL PTCO

Disbursement Request Form

Name of person submitting request: _____

Phone #: _____

Amount \$: _____

Date: _____

Project/Event:

Reason for Check/Description:

Check Payable to: _____

PTCO debit card used

Remit Check: Mail PTCO Mailbox (Front Office) Pick Up/Deliver

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 PTCO Mailbox in the front office at school or scan and email copies to treasurer@altitudePTCO.com.

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

Check #: _____

Amount \$: _____

Date Paid: _____

Approved by: _____

ALTITUDE ELEMENTARY SCHOOL PTCO
Deposit Notice Form

Name of person submitting deposit: _____

Date Submitted: _____

Total Amount: \$ _____

Specific Description for each deposit source (e.g. Holiday Shop, Spirit Night, Carnival):

Cash:

\$100 x _____ = _____

\$50 x _____ = _____

\$20 x _____ = _____

\$10 x _____ = _____

\$5 x _____ = _____

\$1 x _____ = _____

Coins:

.25 x _____ = _____

.10 x _____ = _____

.05 x _____ = _____

.01 x _____ = _____

Total Cash: \$ _____

Cash Counted and Signed Off By: (Person 1) _____

(Person 2) _____

Checks:

Check No.	Source/Event	Amount

Total Checks: \$ _____

Accepted by (Treasurer): _____

Date: _____

ALTITUDE ELEMENTARY SCHOOL PTCO GRANT PROCESS

Applications for 20xx-20xx

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

Please complete the application and return it to the PTCO. **Initial applications are due by xxxxxxxx, 20xx.** Grant awards will be made by **xxxxxxxx, 20xx.** Additional requests will be reviewed later in the year if PTCO funds are still available.

The PTCO 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.
- 2) **Student Training Programs** – for costs such as tuition, supplies/equipment, refreshments, 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 _____. If they are not spent, the funds will be returned to the PTCO 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 PTCO President.

Please remember that the Cherry Creek Schools Foundation may be another source of funds – www.ccsdfoundation.org

Thank you for your interest and application.

ALTITUDE ELEMENTARY SCHOOL PTCO GRANT PROCESS
Grant Request Form

Applicant: _____

Request: _____

Amount requested: _____

Description of Program:

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

If grant not expended as awarded, funds are to be returned to PTCO and reallocated.

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.

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/PTCOs 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/PTCO 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/PTCOs 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/PTCO 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 or released by the PTO/PTCO to the Principal for expenditure.
7. **The IRS does not allow non-profits with the "Educational Support" mission to benefit individuals.** Funds can be raised with PTO/PTCO support for the occasional community needs BUT no funds can be deposited into the PTO/PTCO 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.