

TJS PTO Treasury Policies

Article 1.

Expenditure Policy

The Torey J. Sabatini School PTO is structured for the purpose of supporting the education and welfare of the children at TJS by fostering relationships among the school, parents and teachers. The PTO's fundraising and spending is designed to enhance the educational experience for TJS students and their families. In accordance with the aforementioned purposes, the expenditure guidelines are as follows:

THE TJS PTO will fund:

- Educational enrichment to augment existing curriculum or instruction.
- Cultural enrichment programs.
- Permanent facility enhancements that improve the overall comfort and appearance of the facility.
- Classroom supplies, including books, which supplement the core curriculum beyond the basic requirements of the district.
- Extracurricular organizational expenses for programs open to all students.
- Hospitality at school sponsored functions.
- Official school publications (planners, student directory, etc.)
- Occasional charitable contributions/gifts.

The following expenditures should generally be considered outside of the PTO's scope:

- Maintenance or repair expenses for facilities or landscaping.
- Repairs to school owned equipment including equipment previously purchased by the PTO.

- Funding for state mandated or district mandated programs including training and texts.
- Field trips in support of grade level curriculum
- Textbooks for required district curriculum
- Classroom consumables that support the basic curriculum (e.g. paper/ crayons)
- Salaries or extra curricular stipends
- Faculty travel expenses
- Utility bills
- Expenses which benefit an individual student only
- Anything previously funded or currently within the scope of other district support groups such as Madison Music & Arts(MMA), Madison Education Foundation (MEF), athletic booster clubs, etc.

Article 2.

Guidelines for Reimbursements and Check Requests

1. Reimbursement and Check Request Forms can be found either in the PTO Box in the main office in the Check Request Folder or online.
2. Sales Tax should not be included as TJS PTO is a Tax Exempt Organization. Tax Exempt forms can be found in the PTO Box in the Sales Tax Folder in the main office or online.
3. All information on the form must be completed and clearly written.
4. If you are requesting a check to be written directly to a vendor, the treasurer will return the check to the requestor and they will be responsible for sending or delivering the check directly to that vendor.
5. Completed forms should be placed in the Check Request Folder in the PTO Box in the main office along with all receipts and the amount highlighted.
6. Reimbursement/Check requests for amounts over \$750 require an additional signature/approval from one of the Co-Presidents or Co-Vice Presidents. This approval should be secured prior to submitting a check request.
7. The Check Request Folder is checked approximately every 24-48 hours. Upon receipt of the Reimbursement Request, it will take approximately 48 hours to turn the check around.
8. The Reimbursements/Checks will be placed in the Distribution Folder in the PTO Box in the main office.
9. Authorized check signers are not permitted to write checks to themselves for reimbursement. Such reimbursement should be reviewed by another authorized check signer and that person shall write the check.
10. All PTO gifts must be approved by at least 2 executive board members.

Article 3.

TJS PTO Faculty Funding Request Procedures

1. TJS faculty member will complete the PTO funding request form, which can be found on the PTO webpage or in the PTO file box in the main office. Requests will be accepted at any time during the school year.
2. Request forms should be submitted to both PTO Presidents with a copy to the TJS Principal
3. School principal will have five business days to comment on the request to the PTO Presidents.
4. PTO Presidents in consultation with the PTO Executive Board will have five additional business days to act on the request and notify faculty member and principal of decision. Requests of \$100 or less can be approved by a single PTO president. Requests valued up to \$500 can be reviewed by either president but need both PTO Presidents approval. Requests valued greater than \$500 must be approved by a majority of the board at the next scheduled PTO Executive Board meeting.
5. If grant is approved, TJS faculty member will submit a detailed quote or multiple quotes as noted on the request form within 10 business days to the PTO Treasurer. PTO Presidents and school principal should be copied.
6. PTO Treasurer will obtain final PTO President approval within two business days after the detailed costs are submitted.
7. PTO Treasurer will issue check payable to the vendor only or to the PTO member responsible for payment and notify PTO Corresponding Secretary. No checks will be issued directly to an individual faculty member unless arrangements are made and approved prior to the purchase.
8. PTO Corresponding Secretary will provide Mr. Gary Lane, BOE Business Administrator and the school principal, in writing, in January and June of

each school year, a list of all grants approved and paid to date. A copy of this notification should also be sent to the Business Administrator's secretary, Mrs. MaryLou Yocco at yocom@madisonpublicschools.org. The PTO Corresponding Secretary must notify Mr. Gary Lane, BOE Business Administrator of all grants in excess of \$1000. Notification of any other individual grants may be made at the secretary's discretion.

Article 4.

TJS PTO Expenditure Procedure

1. Any TJS PTO member at large including board members can propose an expenditure. A request will be made to a PTO Executive Board member in writing by letter or email.
2. The board member who initiates or receives the expenditure request will inform the PTO Presidents of the request by email.
3. Requests valued up to \$100 can be reviewed and approved by either PTO President. Requests valued up to \$500 can be reviewed by either president but need both PTO presidents approval. Requests valued greater than \$500 must be approved by a majority of the board and will follow the procedure outlined in steps 4-10 below.
4. If the request exceeds \$500 the PTO Presidents will advise the other board members and the school principal by email and add the item to the agenda of the next regularly scheduled board meeting.
5. School principal will have five business days to comment on the request to the PTO presidents.
6. Expenditure will be discussed at the next PTO Executive Board meeting. At the conclusion of the discussion a vote by secret ballot will be taken. If more information is needed the vote will be deferred to a future board meeting or special meeting of the officers if expenditure is time sensitive. No more than two deferrals should be made.
7. An expenditure is considered approved if a simple majority of board members approve the request. All board members are required to exercise their fiduciary responsibility and vote. If a board member has a direct conflict of interest on the item, they can abstain.
8. In the case of a tie, the TJS Room Parent Coordinator will be invited to attend the next regularly scheduled board meeting. Discussion of the

proposed expenditure will be held again and a new vote will be held which includes the coordinator in order to obtain their vote and break the tie.

9. If expenditure is approved, a TJS board member will be assigned to obtain and submit within 21 business days a detailed quote or multiple quotes as appropriate to the PTO Treasurer. Every effort should be made to ensure the quotes are equal in scope and specifics. PTO presidents and school principal should be copied. Expenditures between up to \$1000 require one quote. Expenditures greater than \$1000 require three quotes.
10. PTO Treasurer will obtain final PTO board approval at the next regularly scheduled PTO board meeting after the detailed costs are submitted.
11. PTO Treasurer will issue check payable to the vendor only or to the PTO member responsible for payment and notify PTO Corresponding Secretary. No checks will be issued for cash unless arrangements are made and approved prior to the purchase.
12. PTO Corresponding Secretary will provide Mr. Gary Lane, BOE Business Administrator and the school principal, in writing, in January and June of each school year, a list of all grants approved and paid to date. A copy of this notification should also be sent to the Business Administrator's secretary. The PTO Corresponding Secretary must notify Mr. Gary Lane, BOE Business Administrator of all grants in excess of \$1000. Notification of any other individual grants may be made at the secretary's discretion.

Article 5 .

TJS Teacher Request for TJS PTO Funds

**Grants in excess of \$500 will be approved at the next scheduled Executive Board Meeting

Date:

Applicant(s):

Position (grade or subject taught, staff role):

Phone:

Email:

If there is more than one applicant, who is the primary contact:

Request Description:

How does this request benefit the education and welfare of the children at TJS?

Target Group: (What students and approximately how many will benefit from the funding?)

Date item needed by:

Estimated Cost \$_____

*****Requests over \$1000 require 3 bids/quotes

Other: Is there any additional information you would like to provide to support the requests?

Approval: (2 PTO Board signature required for requests over \$1000)

