

# **PSTO Officer Responsibilities, Guidelines and Procedures**

## **JOB DESCRIPTIONS**

### **President – Co-President**

- Skills required:
  - Organization
  - Ability to communicate effectively with other organizations
  - Clear verbal and written communication
  - Leadership
- Preside over all monthly meetings of the membership and monthly meetings of the executive council
- Manage all PSTO functions and events by ensuring committee chairpersons follow PSTO guidelines and procedures
- Manage all PSTO functions and events to ensure the purpose of the PSTO, as outlined in the Bylaws, is being followed
- Participate in annual budget creation w/ other officers, principal and committee chairpersons
- Determine fundraisers for the following year, in conjunction with other officers, based on budgetary information
- Participate in all financial decisions
- Ensure plans initiated in previous year (i.e. during meeting with officers and principal) and budget approved for current year are adhered to and managed properly.
- Represent PSTO at necessary meetings
- Prepare monthly meetings of the membership in partnership with other officers and ensure the agenda is published prior to the meeting. Follow Roberts Rules during monthly meetings of the membership.
- Encourage member participation
- Work closely with President-elect to ensure a smooth transition to President

## President-Elect

- Skills required:
  - Organization
  - Ability to communicate effectively with other organizations
  - Clear verbal and written communication skills
  - Leadership
- Serve as President the following year
- Work closely with the President to become familiar with responsibilities for following year
- Preside over all meetings in the absence of the President.
- Work in conjunction with the other executive committee members to ensure all PSTO functions/events are handled properly and completely. Maintain files for each function/event
- Assume the Presidency for the remainder of the term should the current President resign or be otherwise unable to serve
- Attend and participate in monthly meetings of the Executive Committee and monthly meetings of the membership
- Participate in annual budget creation with other officers, principal and committee chairpersons. Attend meeting (approximately February or March of current year) with other officers and principal to determine school needs for following year and finalize budget to submit for approval to membership
- Determine fundraiser(s) for the following year, in conjunction with other officers, based on budgetary information
- Participate in all financial decisions
- Ensure below tasks are completed prior to elevating to the office of President in the following year:
  - Establish regular monthly meeting dates for the following year
  - Change bank signature cards and financial documents
  - Confirm that all committee chairpersons will be returning the following year and ensure dates have been established and venues scheduled (particularly events that will take place in the Fall of the following year)
- Transition responsibilities, files and instructions to officer for following year

## Secretary

- Skills required:
  - Organization
  - Ability to communicate effectively with other organizations
  - Clear verbal and written communication
  - Typing
  - Leadership
- Attend and participate in monthly meetings of the Executive Committee and monthly meetings of the membership
- Work with other officers to create the agenda for monthly meetings of the membership and publish in the week prior to the meeting
- Record and publish the minutes of the monthly meeting of the membership; Post minutes on school bulletin board
- Prepare and distribute all correspondence on behalf of PSTO
- Participate in annual budget creation w/ other officers
- Participate in all financial decisions
- Transition responsibilities to officer for following year

## Treasurer

- Skills required:
  - Proficient in math and number analysis
  - Familiar with spreadsheet software programs
  - Available to serve as needed
  - Organization
  - Ability to communicate effectively with other organizations
  - Clear verbal and written communication
  - Leadership
- Attend and participate in monthly meetings of the Executive Committee and monthly meetings of the membership
- Work with other officers and school principal to create annual budget. Schedule meeting (approximately February or March of current year) with other officers, principal, business manager and other appropriate parties to determine school needs for following year and finalize budget to submit for approval to membership
- Obtain member approval of annual budget for following year at last meeting of current year
- Deposit all income and pay all expenses and record appropriately by category and date
- Maintain all spreadsheets for financial tracking and ensure validity (PSTO Annual Budget, PSTO Finances by Category, PSTO Deposits)
- Track fundraiser statistics (% participation, income, expenses, profit, profit margin)
- Determine and recommend fundraisers needed to cover next year's annual expenses (must be completed prior to finalizing and submitting annual budget to membership for approval)
- Manage quarterly teacher requests and ensure they coincide with budget
- Ensure money handling procedures are followed
- Work with other officers and event chairpersons to create budgets for each event each year. Ensure event budgets are followed.
- Balance PSTO checkbook monthly with bank statement
- See current by-laws for detailed guidelines and procedures
- Transition responsibilities, files and instructions to officer for following year

## **PSTO MONEY HANDLING PROCEDURES**

- All money, cash and checks, going in and out of PSTO account must be recorded in detail on financial spreadsheets
- Receipts for money spent and records of deposits must be filed in appropriate file folder
- All checks and cash for deposit must be recorded in detail on “PSTO Deposits” spreadsheet

### **Receiving Money**

- Receipts must be written and provided to deliverer for all money given directly to Treasurer
- Deliverer must provide amount being delivered and Treasurer must verify and provide receipt
- Placing money (cash or checks) in the PSTO mailbox should be avoided when possible. If money is placed in the mailbox, it is to be in a sealed envelope.
- All money (cash or checks) for PSTO that comes through school must be provided to Carla
- Carla will record money received in PTO receipt book and store money in her locked office in the school
- Treasurer will pick up money from Carla and will sign his/her initials and current date on each receipt collected thereby confirming amount collected
- In special circumstances, event committee persons may collect money from Carla. PSTO will notify Carla prior to collection. The committee person must record his/her initials and the current date on each receipt collected thereby confirming the amount collected

### **Paying Invoices**

- All invoices that are to be paid by PSTO must be reviewed to determine if they are a school operating expense.
- If the invoice is for a school operating expense, the invoice should be given to Carla and paid for by the school.
- If not, Carla will provide a copy of the invoice to the Treasurer and PTO will reimburse the school.
- Event committee persons must approve all invoices related to their event prior to being paid by Treasurer

## **PTO FUNDRAISER/EVENT GUIDELINES**

Chairpersons will:

- Ensure dates for the event are set prior to the end of the previous year and venues are scheduled for necessary events (particularly those that will take place in the Fall)
- Work with officers to create a budget and timeline prior to any money being provided for fundraiser/event
- Provide receipts/tickets/product to everyone who provides cash/check (except during events w/raffles etc.)
- Collect all income, or assign a committee person to handle all money, to provide to Treasurer for deposit. Chair will keep a record of all income to provide to Treasurer and Treasurer will confirm amount being handed over by providing a receipt to chair or committee person
- Communicate regularly with Treasurer to ensure budget is followed and all money is accounted for
- Ensure all communications regarding fundraiser/event are reviewed and approved by PSTO executive committee prior to being communicated
- Provide receipts and/or invoices for all expenses
- Work with Treasurer to track event statistics
- Limit activity in the school office by assigning a committee person to sell tickets, accept money, etc.
- If special circumstances are required and PSTO approves money to go through the school office, the committee person must pick up the money from Carla and initial and date the receipt book indicating and confirming the amounts collected
- Approve all invoices before payment by the treasurer
- Arrange for the venue to be cleaned (if located at NCJH) and relay that information to the PSTO officers. Cleanup must be thorough and timely and must be monitored (if not a school employee).
- Follow up with PSTO to close out fundraiser/event within 1 month after fundraiser/event

## THE NCJH ANNUAL PTO BUDGET

### Overview

- **The annual financial PSTO goal is to MANAGE EXPENSES and collect enough income to pay for all anticipated expenses and pass on a reserve of approximately \$500 to the following school year. The goal IS NOT to accumulate money to remain static in the PTO account. PTO WILL NOT sponsor extra/additional fundraisers if they are not needed to cover anticipated expenses.**
- PSTO officers will work with the school principal, fundraiser/event chairpersons, business manager and other appropriate parties to create the annual budget
- The budget for the following school year must be finalized and approved by the membership at the last regular PSTO meeting of the current school year
- Once the budget is approved, all expenditure requests, which must be received via a completed “PSTO Teacher/Staff Check Request” form or “PSTO Teacher Reimbursement Request” form, that are not budgeted will be reviewed by PSTO officers to determine if money is available for the request
  - If money is available and the amount is less than \$300, the PSTO officers will vote to approve or deny the request
  - if money is available and the amount is more than \$300, the request will be presented at the next regular monthly PSTO meeting and voted on at the following regular monthly meeting
- If money is not available, the request will be denied

### Creating the budget

- The Treasurer will analyze previous budgets and input from the principal and other appropriate parties to determine the planned straight expenses (i.e. not expenses from a fundraiser/event that brings in money). These are the expenses that will require fundraising
- The Treasurer will then review past fundraisers/events and their expected profits to determine which and how many fundraisers will be needed to fund the expenses. The Treasurer will work with other officers and committee chairpersons to ensure projections for fundraisers/events are accurate.
- The Treasurer will then make recommendations to other officers and the principal to finalize the budget for presenting to members to obtain approval



## **TEACHER/STAFF DISBURSEMENT REQUEST PROCEDURES**

- Teachers and staff may request for items to be paid for by PSTO.
- Requests are to be made by completing a Teacher/Staff PSTO Request form.
- Requests should be collected and prioritized by the teacher/staff person and then submitted quarterly to the principal.
- Quarters are end of August, end of November and end of February.
- Principal will review each purchase request. If school will not be paying for the item, the principal may pass on to PSTO to determine if they will approve the item to be purchased.
- If the item is approved for purchase by PSTO, the school or teacher will order/purchase the item and PSTO will either pay the invoice or reimburse the school or teacher. This will be determined for each individual request.
- If the item is not approved, the request will be denied and filed.
- The principal is responsible for advising the requesters of his approval/denial. PSTO will communicate approval/denial to the requester for all items passed on to them.

