

**OAKLAND ELEMENTARY PTA STANDING RULES
2014-2015 SCHOOL YEAR**

1. BUDGET:

- Each committee is responsible for staying within their allotted budget. The committee chairperson is responsible for requesting PTA approval for a budget increase in advance of making any additional expenditure. This is done by making a motion at a PTA meeting for surplus approval.
- Funds not allocated or spent at the end of the fiscal year will be moved to the savings account or reallocated in the next season's budget.
- The Board may authorize budget reallocations up to, but not in excess of, \$500.00 per academic calendar year without the approval of the general membership, with a 2/3 vote of the board members.
- Founders Day Dinner Tickets -The PTA will pay the full ticket price for the Principal and one guest of his choosing. Additionally the PTA will pay ½ of the ticket price of each board member and committee chairpersons.

2. CHECK POLICY:

- All checks for deposit should be made payable to "Oakland PTA".
- Checks will only be accepted from the parent of current Oakland Elementary students or an active member of the Oakland PTA.
- PTA will charge up to \$35 for returned checks.

3. GENERAL MEMBERSHIP MEETINGS:

- Notice to add new business to a general membership meeting Agenda, must be submitted in the form of a "Motion" (found on PTA website under forms) to the PTA President one week prior to a general membership meeting.
- All meetings shall follow the standards of Robert's Rules (specifically but not limited to the following):
 - 1) Discussion cannot begin until a motion or resolution has been stated.
 - 2) No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once.
 - 3) All remarks must be directed to the Chair **and stay on topic**. Remarks must be courteous in language **and respectful in content** - avoid all **personal attacks on character, name or motive**.
 - 4) Discussion shall be limited to not more than 5 minutes per topic. **PTA President has authority to halt any discussion if necessary based on above.**
- Committee Chairs should present reports at the general membership meetings. Brain storming, discussions and details should be organized and conducted separately from the general membership meetings.

4. COMMITTEE CHAIRPERSON DUTIES

- Each Chairperson is required to read & sign the Treasurer's Notes & Policies form (found on PTA website). The signed form is to be turned into the Volunteer Coordinator, Treasurer or PTA President.
- Each Chairperson is required to fill out a complete and detailed Post Event Form (found on PTA website). This will ensure accurate info and helpful resources are placed in the PTA Procedure Books. This form is to be turned into the Volunteer Coordinator or PTA President within 30 days of completion of event and/or program.

5. HANDLING MONEY

- Any money collected **at an event will** be placed in the lock box, **which needs to be obtained from the Treasurer. The Treasurer is responsible for the PTA lock box which will contain \$100 Petty Cash**, at all times except when given to a Committee Chairperson. The Chairperson needs to meet with Treasurer to obtain lock box for the time agreed upon for the event. The lock box needs to be returned as soon as possible following the event. **The Chairperson is responsible for the lock box and Petty Cash for the duration of the event.**
- All funds collected need to be tallied using the Deposit-Itemized Receipt Form (found on PTA website) on the day of the event.
- Money must be counted at the school or event. You may not take money home with you to count. All funds collected must be counted by two people, one being the committee chair and one other individual (must be PTA member and not a family member) to verify the deposit amount, complete and sign the form. (You can keep a copy for your records.)

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5. HANDLING MONEY (cont'd)

- Long term (multiple day) events where money is collected daily (ie- Book Fair, Raffle ticket sales, etc), need to have funds deposited daily. This can be done by either depositing said money directly to OUR Credit Union, through the night deposit box, or given to the Treasurer. A Deposit-Itemized Receipt Form (found on PTA website) is still required for each day, as indicated above. The form can be placed in the PTA box located in the school office or given to Treasurer. You may not take money home with you to hold (the only exception being the lockbox, with petty cash).
- Petty Cash kept in the lock box is not to exceed \$100. Only the Petty Cash is allowed to remain in the lock box, and is the responsibility of the Treasurer or the Committee Chairperson for the duration of the event. For long term (multiple day) events, all money collected each day OVER the petty cash amount are to adhere to the aforementioned rule of daily deposits. When the lockbox is returned to Treasurer, it is to contain \$100 petty cash with a completed Deposit/Itemized form inside.

6. REIMBURSEMENT REQUESTS:

- To be reimbursed for committee expenses, submit a Request Check and/or Reimbursement Form (found on the PTA website) along with original receipts (credit card slip/statements will not be accepted).
- Sales tax will NOT be reimbursed. Please keep a copy of the Tax Free Form (found on the PTA website) and use when making committee purchases tax-free.
- Keep a copy of receipts and vouchers for your records.
- Receipts need to be turned in within 30 days to be reimbursed.
- Our fiscal year ends on June 30. Receipts not turned in by June 30 will be considered a donation.
- If payment is required in advance, you must submit a Request Check and/or Reimbursement Form (found on the PTA website) complete with invoice/documentation at least one week prior to the date you need the check. Any receipts you receive after payment need to be given to the treasurer immediately.