WME PTO Financial Operating Procedures Standing Rules and Policies

Purpose

The purpose of these Financial Operating Procedures is to establish clear, consistent, and transparent guidelines for managing PTO funds.

Fiscal Year

The fiscal year is defined in the bylaws.

Authority and Oversight

- The PTO Board is responsible for the oversight of all financial activities.
- The Treasurer shall manage day-to-day financial operations in accordance with these procedures and the PTO bylaws.
- All PTO funds shall be used solely to further the PTO's mission and approved purposes.

Bank Accounts

- All PTO funds shall be deposited in accounts held in the name of the PTO.
- The PTO shall maintain a checking account and may maintain savings or reserve accounts as approved by the Board.
- The Board shall approve the selection of financial institutions.
- Debit cards and credit cards must be approved by the Board and subject to strict controls.

Authorized Signers

- The PTO shall maintain at least two authorized signers on all bank accounts. The Treasurer shall not be the sole signer on any account.
- Authorized signers shall be officers of the PTO.
- Checks or payments over $1,000 shall require two signatures or approvals.

Budget

- An annual operating budget shall be prepared by the Treasurer.
- The proposed budget shall be presented to the Board and then to the general membership for approval.
- The approved budget authorizes expenditures up to the amounts listed.
- Any expenditure exceeding the approved budget must receive prior Board approval.

Income and Deposits

- All income shall be counted by at least two individuals who are not related by blood, marriage, or domestic partnership, whenever reasonably feasible.
- A written record of funds collected shall be completed at the time of collection.
- Funds shall be deposited promptly, preferably within 48 hours of the conclusion of the event.
- Deposit records shall be retained with financial reports.

Cash Handling

- Cash handling shall be minimized whenever possible.
- Cash boxes shall be secured at all times during events.

Expenditures and Disbursements

- All expenditures must align with the PTO's mission and approved budget.
- Requests for reimbursement must include original receipts and a completed reimbursement form. The reimbursement form will contain the amount, date of expense and date of request, description of the item, associated expenditure item, the name and signature of the requestor
- Reimbursements shall not be made without documentation.
- Electronic payments must be documented.
- Reimbursements shall be processed within 30 days of submission of complete documentation, subject to available funds.

Contracts and Commitments

- Contracts or financial commitments must be reviewed and approved at the appropriate level before signing.
- Contracts shall be signed by the President or Treasurer, unless otherwise authorized by the Board.

Expenditure Approval Authority

To ensure appropriate oversight and fiscal responsibility, the PTO establishes the following expenditure approval levels based on the amount and nature of the expense:

1. **Executive Committee Approval**
   Any single expenditure **up to $2,500** may be approved by a majority vote of the Executive Committee, provided the expense is included in the approved annual budget.

2. **Board Approval**
   Any single expenditure **from $2,501 to $10,000** may be approved by a majority vote of the Board.

3. **General Membership Approval**
   Any single expenditure **exceeding $10,000** shall require approval by a majority vote of

the general membership at a duly called meeting.

- All expenditures must align with the PTO's mission and the approved annual budget. Any expenditure not included in the approved budget shall follow the same approval thresholds outlined above, regardless of amount.
- No single individual may authorize expenditures independently. All approvals must be documented in the meeting minutes or in written authorization maintained with the PTO's financial records. Approval thresholds apply to the total cost of a project or purchase, not to individual invoices.

Fundraising

- All fundraising activities must be approved by the Board.
- Fundraisers shall comply with school and district policies.

Financial Reporting

- The Treasurer shall provide a written financial report at each Board and general meeting.
- Reports shall include beginning balance, income, expenses, and ending balance.
- Financial records shall be available for review by the Board upon request.

Audits and Reviews

- An annual financial review or audit shall be conducted by an audit committee or independent reviewer.
- The Treasurer shall not serve on the audit committee.
- Findings shall be reported to the Board and membership.

Tax Filings and Compliance

- The PTO shall comply with all federal and state filing requirements.
- Required IRS forms shall be filed annually and on time.
- Financial records shall be retained in accordance with record retention policies.

Record Retention

- Financial records shall be retained for a minimum of seven (7) years unless a longer period is required by law.
- Electronic records shall be backed up securely.

Insurance and Bonding

- The PTO shall maintain, at a minimum, $1M of general liability insurance and $1M of directors & officers liability insurance

Adoption and Review

These Financial Operating Procedures shall be adopted by a majority vote of the Board and reviewed periodically.

Reviewed/Amended on: February 2026