**SOUTH ARBOR PTO**

**PROCEDURES FOR FUNDRAISERS AND EVENTS**

1. **Before beginning fundraiser or event**
2. Submit fundraising/event idea to the PTO board using form found on the PTO website; Do not do anything before the fundraiser/event is approved in writing by both the PTO President and the SA Principal.
   1. If approved, work with one board member to conduct fundraiser
   2. If denied, work with board to amend proposal and resubmit, if applicable
3. Report to both PTO President and SA Principal when information will be distributed and have materials approved before distribution; all distributed information should clearly state it is a PTO sponsored fundraiser/event. Information must not be included in teacher newsletters, but should go home separately as PTO information.
4. Determine any upfront costs requiring funds from the PTO. If these are not part of the annual budget, you will have to submit a funding request for approval to the membership at the next general meeting. See the PTO bylaws (Article VII, Sec. H) for submitting a funding request.
5. Communicate regularly with the PTO President regarding the progress of planning and execution of the event, including who is involved and what will be done, timing of fundraiser/event, response from families, any problems or concerns, etc.
6. **Collecting, Counting, Depositing, Accounting for Funds Received**
7. Any fundraiser must provide a detailed accounting of items sold and money collected. This must be turned in to the treasurer along with the deposit slip (see 2c and 3i) to the treasurer within 48 hours of depositing the funds. Any PTO funds used to purchase items for the fundraiser must be accounted for in written form along with applicable receipts.
8. Funds collected should be counted by TWO people. Funds received at school for fundraisers/events that day will be counted by TWO people at the school/event site.
   1. checks should be made out to SOUTH ARBOR PTO
   2. when applicable, each family should submit ONE check for total fundraised money or event tickets (i.e., selling multiple items to multiple families)
   3. a spreadsheet should be created to include check or cash information for each family, check amount, and total amount collected/sold; any cash outlay should be included in the summary sheet
   4. delivery of items or event tickets should be scheduled with enough time for deposited checks to clear (10-14 business days) or cash will be required for payment
   5. returned checks will be handled by the treasurer; the treasurer will notify the PTO president and fundraising/event chair. This information will be shared with NO ONE ELSE.
   6. any family whose check is returned will not be allowed to receive their merchandise or attend the event until cash is submitted to cover the cost of the returned check plus the returned check fee
   7. any incorrect checks (e.g., incorrect amount, mismatch, or name errors) must be corrected and resubmitted to the treasurer as soon as possible in time to clear the bank or cash should be submitted instead
   8. ONE person connected with the fundraiser will be responsible for depositing the checks and money into the PTO bank account. The bank account number will be given to said person by either the President, Vice President, or Treasurer. The original and one copy of the deposit slip should be given to the treasurer. The chair of the fundraiser should also keep a copy of the deposit slip
9. A written invoice for the amount needed for the vendor of the merchandise MUST be submitted prior to the president or vice president issuing a check for said merchandise. This invoice can be in the form of email, fax, or paper receipt
10. **Distributing Merchandise or Event Tickets**
11. Scheduled delivery of items should be approved by the SA principal for date, time, and space
12. Any items not collected on the day of delivery will be left on the benches outside the school unless other arrangements have been made prior to delivery; these items then become the responsibility of the family who sold them and not the South Arbor PTO or South Arbor Academy. Every attempt will be made to ensure delivery to every person without having to resort to leaving items unattended
13. If you choose to have event tickets sent home with your child, please note the responsibility for the tickets no longer resides with the PTO once they are delivered to your child.
14. Final profit from the fundraiser will be calculated by the treasurer, who will provide a written summary to the PTO Board, and will present a report at the PTO meeting following the end of the fundraiser or event
15. A final summary of the event should be given in writing to the PTO President and the Principal detailing the success of the event, how much money was raised (if appropriate) and potential plans for future events
16. When items are donated for raffles or auction, by either a family or business, the person receiving the item(s) will create a spreadsheet to detail the amount/item(s) received and by whom it was received. This spreadsheet will be given to the PTO president and PTO treasurer. The PTO president will issue and sign the thank you letter to said person/business along with the tax ID number for their records. The PTO president will keep a final copy of the created spreadsheet and a copy of each letter sent for IRS purposes.

**Final note**: Failure to follow these procedures and failure to outline all PTO transactions in writing, with corroborating receipts, deposit slips, and documentation can result in a revocation of the PTOs 501(c)3 status. In addition, all above documentation with regards to funds and items received, as well as funds spent, are necessary for the annual PTO audit.