

# PROCEDURE GUIDE FOR SOUTH MIDDLE SCHOOL PTA EXECUTIVE BOARD MEMBERS

2020-2021

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The following guidelines have been compiled to assist each \*Executive Board (Board) member in understanding the complete scope of responsibilities specific to his/her individual committee. These guidelines are to supplement the individual duties set forth in the South Middle School Bylaws and the National PTA Manual, as well as in each individual committee's files.

**I. \*EXECUTIVE BOARD MEMBER DEFINED:** The South PTA Executive Board (Board) consists of all committee chairpersons, officers (Executive Committee), and the principal. All Board members must be members of South PTA.

**II. GENERAL DIRECTIONS FOR ALL BOARD MEMBERS**

You are an important and necessary part of South Middle School PTA.

A. The first responsibility of every Board member is to support and participate in the total PTA program, become familiar with the Objects and Policies of the National PTA and the South Middle School PTA Bylaws, and be guided by the reference materials relating to specific committees. Chairpersons may provide assistance on Arlington Heights Council of PTAs (Council/AHCPTA) projects as requested.

B. Each chairperson is responsible for organizing their own committee. This is desirable in order to provide maximum opportunities for participation by the general membership. A roster of possible committee members and their contact information will be distributed to the appropriate committees from the volunteer coordinator. In the absence of a volunteer coordinator, chairpersons will be responsible for filling their own committee. Include a list of committee members in the End of Year Report/Plan of Work.

C. Each chairperson is responsible for having all contracts initiated by the committee signed by the President.

D. Each chairperson should maintain appropriate files for their successor. These files are given to the President or other designated officer for storage on the Google Drive. Files shall include but are not limited to:

1. Plan of Work/End of Year Report
2. A list of committee members
3. Budget information
4. Flyers and other pertinent details
5. Detailed instructions on carrying out assigned duties

E. Each chairperson shall provide a Plan of Work/End of Year Report for the committee each spring. Progress shall be reported at PTA meetings. End of Year Reports are due at or before the May meeting.

- F. Email pertinent information for principal's newsletters (currently the Cardinal Corner), social media or website inclusion to:  
[sms.pta.presidents@gmail.com](mailto:sms.pta.presidents@gmail.com)
- G. Expenditures incurred in connection with Board-approved projects and covered by the budget are reimbursed by the Treasurer upon receipt of an itemized bill and signed Expense Voucher. Expenses not covered by the budget must be approved by majority vote of the General Membership before expenditures may be incurred. Always use the tax-exempt letter. Sales tax cannot be reimbursed unless the purchase was from a store that does not accept a tax-exempt letter but offers a lower price like Sam's Club or Costco.
- H. Flyers for all publicity, events, etc. must be approved by the President and the school Principal. Once the President approves, it will be forwarded to the Principal.
- I. Chairpersons are responsible for making paper copies when appropriate and distributing them in the teacher mailboxes once the flyer is approved. Paper flyers/forms should only be used when electronic versions are not an option.
- J. All Board members are expected to attend all Board meetings, PTA General meetings, and special Board meetings called by the Executive Committee. If absent, an Executive Committee member must be notified and when necessary, a report must be sent to be read at the meeting being missed.
- K. Board members designated by the President as delegates to the Arlington Heights Council of PTAs (Council) are expected to attend all Council meetings. All Board members are invited to attend the Council meetings, Illinois PTA Northwest Cook Region-District 37 (Region) fall meeting, and the spring pre-convention caucus. It is hoped that a good representation of the South PTA will be in attendance at these meetings/events. All Board members should complete their Basic PTA Information Course given by Region.
- L. Executive Committee/Officers are expected to attend the PTA Road to Success Course offered by Council or Region, as well as additional training courses pertinent to their specific office. Board members should also attend training as needed.

### **III. OFFICERS (In addition to the duties described in the unit bylaws)**

#### **A. President/President-Elect**

1. Preside at all meetings of this association, the Executive Board, and the Executive Committee. Create, distribute, and save Agendas for General and Executive Board meetings.
2. Coordinate the activities of the officers and committees in pursuit of the Objects of this unit and the Illinois and National PTA.
3. Serve as ex-officio member of all committees except the Nominating Committee and the Audit Committee. Appoint an auditor or auditing committee of not less than three, subject to the approval of the Executive Board.
4. (President) Sign all contracts required for any PTA-sponsored events or programs. Maintain copy of contracts with approved payment vouchers.
5. (President) Be the second signer on PTA check disbursements.
6. Communicate to the Board all pertinent information originated by the National PTA, Illinois PTA, Northwest Cook Region-District 37, Arlington Heights Council of PTAs, and/or the Office of Superintendent of School District 25.
7. Cooperate with the Principal and maintain cooperative relationship between the school and the PTA. Attend any special meetings requested by the principal.
8. Attend General and President's Meetings of the Arlington Heights Council of PTA's as a delegate from South PTA, or send a representative.
9. Attend Annual IL PTA Northwest Cook Region-District 37 Dinner Meeting and invite other Executive Board members and School Administrators to attend.
10. Attend Illinois PTA State Convention, if possible, and report to all Board all matters of importance. Co-sign Illinois PTA Delegate Credentials Cards with Secretary for any member who is attending convention.
11. Complete and submit Regional and Council award documents.
12. Be responsible for filling Board positions with the help of the Executive Committee.
13. In May, serve as Chair of the Calendar Planning meeting for the following year. Members include, but are not limited to, Cultural Arts, Student Activities, and the Principal.
14. Promote South PTA by speaking briefly (if time permits) at all incoming 6th grade events and open houses.
15. (President-Elect) Assist Membership Chair with duties outlined in section III.M. Be responsible for duties in absence of membership chair.

16. Oversee all PTA-wide communication and pre-approve, along with Principal, any flyers or promotional/informational materials. Co-administer South PTA Facebook Page and South PTA Twitter Account. Assist in maintaining South PTA Website and submit weekly messages from PTA for principal newsletters from South Administration.
17. Update South PTA's Things You Need to Know as needed.
18. Create and distribute End of Year/Plan of Work forms to all Executive Board members and share report in the spring for following year budget planning purposes.
19. Monitor and maintain South PTA Gmail account and Google Drive. Store all PTA relevant information, contracts, reports, documents, photographs, etc. on PTA Google account.

#### B. Vice President

1. Assume duties in the absence of the President.
2. Chair the following committees:
  - a. Bylaws Review Committee
  - b. Procedure Guide and Standing Rules Review Committee
  - c. Standing Committees appointed by the President, as necessary.
3. Coordinate with Liaison positions (high school and feeder schools) to promote two-way communication throughout the year.

#### C. Secretary

1. Have available for reference at meetings:
  - a. Copy of unit Bylaws
  - b. Copy of Procedure Guide
  - c. Roster of committees and committee members
  - d. Minutes of previous meetings
  - e. Calendar
  - f. Robert's Rules of Order, Revised
2. Furnish convention delegates with proper credentials, which President receives and Secretary signs.
3. Notify Board members of meetings as needed.
4. Read correspondence at Board meetings when received.
5. Record minutes of Board and general meetings.
6. Obtain membership list from Membership Chairperson.
7. If requested by the Executive Committee, make name tags, with each person's committee, to set out at Board meetings, along with attendance sheet.
8. Send thank you notes as requested.
9. Assist Volunteer Chair with duties outlined in section III. X. Assume those duties in absence of a Volunteer Chair.

#### D. Treasurer

1. Update the signature cards for the bank based on any changes in leadership and signatory responsibility.
2. Chair Budget Committee (see section IV, D).
3. Submit a written Financial Report to Board for each meeting.
4. Maintain financial records, including monthly bank reconciliations.
5. Forward scholarship contributions and dues to cooperative organizations at the proper time.
6. Prepare Budget Review in January.
7. Chair Excess Funds Committee and provide this Committee with an estimate of excess funds by the final Board meeting.
8. Disburse excess funds in accordance with the recommendations.
9. Deliver financial records to audit committee by August 1.
10. Prepare 990 EZ prior to November 15.
11. Process Expense/Deposit vouchers in a timely manner, including liability and bonding insurance.
12. Send W9 forms to be completed to unincorporated businesses or individuals who the PTA paid \$600 or more for services rendered. In December, request 1099-misc tax forms from the IRS. Then complete two 1099-misc forms (from W9 info) one for the recipient to be sent on or before January 31 and one for the IRS sent by February 28. See [irs.gov](http://irs.gov) for instructions and forms.

### **IV. STANDING COMMITTEES**

#### A. Back-To-School Chill Out

1. Coordinate with School Administrators/Associate Principal for this 30-minute shine-only, all-school event. Event typically occurs immediately after 6th Grade Orientation in August.
2. Utilizing budget, purchase 300-400 freezer pops and 3-4 red plastic table clothes.
3. Freeze pops and bring to school in several coolers, along with several pairs of scissors (or use school's scissors).
4. Create or have volunteers create several Welcome Back and Welcome 6th Graders posters.
5. Create promotional flyer and distribute through communication channels.
6. Work with school administrators to coordinate tables, garbage cans, and raffle prizes for 6th grade students only.
7. Coordinate 4-6 additional volunteers to assist with set up, distribution of freezer pops, and clean-up.

B. Council Representative (President or designee)

1. Attend all Council meetings, verbally report on unit PTA, vote as your unit directs, and act as a liaison with Council First Vice President.
2. Promote Council activities and encourage all PTA members to participate.
3. Report Council business and discuss at unit meetings.
4. Forward the following to the President or Technology Chair for inclusion on the web site:
  - a. Council Nominating Committee Report
  - b. Council Bylaws changes, if requested
  - c. Council budget, if requested
  - d. Council activities requiring general member participation
5. Attend PTA District 37 annual dinner meeting in the fall and scholarship breakfast in the spring.

C. Cultural Arts/Social/Emotional

1. Encourage the strengthening and expansion of art, drama, science, literature, history, and other areas of cultural enrichment.
2. Plan with the school a program of events with funds provided by the PTA.
3. Coordinate dates and receive approval for program from Associate Principal.
4. Attend Showcase, Council Cultural Arts meetings, and other available sources for new and interesting program ideas.
5. View all programs prior to booking, if possible.
6. Using Expense Voucher, secure a check for the program from PTA Treasurer prior to scheduled event.
7. Give information to homeroom teachers prior to assembly if necessary.
8. Provide information to President for website inclusion or social media if desired.
9. Thank performers in writing if program was pro bono.

D. Directory

1. Request database files of student names, etc., from the Membership chair or South PTA President, who receives the registration data from AH Council President.
2. Review permissions from registration and make appropriate changes. The names of all students are included in the directory. Parents can OPT OUT of directory inclusion during registration. The student name remains in the directory, but all contact information must be omitted.
3. Obtain a list of staff with voice mail numbers, as well as the PTA Board list, school emergency number, homework hotline, and homeroom lists for inclusion in the directory.

4. Have the updated directory available as early in the school year as possible. October is preferred.
- E. 8<sup>th</sup> Grade Dance Chairperson (on-site)
1. Coordinate closely with the administration in making the arrangements for the 8th grade dance, including theme, date, time, music, and food and drinks served.
  2. Prepare and send out invitations to students at least one month prior to event.
  3. Request voluntary donations of food and drinks.
  4. Obtain decorations and solicit volunteers for decorating, serving, and chaperoning.
  5. Remain within budgetary parameters.
  6. Submit Expense Voucher to PTA Treasurer as needed for reimbursement or payment.
- F. Grade-Specific Activity Nights-- Reference Google doc for relevant materials used for prior years' activity nights and materials/flyers as a starting point.
- 6<sup>th</sup> grade (on-site)
1. Set date activity night in spring of prior year.
  2. Arrange for entertainment and secure space/location (e.g. games, ping pong, bags), and refreshments. Work with the administration to confirm space reservation with SD25 and school-provided equipment.
  3. Update, distribute, and collect permission slips, either on paper or online.
  4. Secure volunteers and assign duties to chaperone all areas of event.
- 7<sup>th</sup> grade (off-site)
1. Set date for activity night in spring of prior year.
  2. Secure space/location (e.g. Central Community Center), and refreshments.
  3. Provide Treasurer with Expense Voucher to receive deposit check and final payment for cost of rental and one for refreshments reimbursement.
  4. Update, distribute and collect permission slips (online and paper-based).
  5. Secure volunteers and assign duties to chaperone all areas of event.

#### G. Hospitality/Staff Appreciation

1. Provide food during November and March conferences.
2. Provide refreshments for the May Recognition Meeting. Coordinate with the Scholarship/Awards chair.
3. Plan and implement activities for Staff Appreciation Week. (May)
4. Secure volunteers for contributions and serving as needed.
5. Secure all paper goods, coffee, tea, etc., which are needed for committee. Replenish as necessary.
6. Keep accurate records of amounts of beverage, food, goods bought, cost and source, and an estimate of the number served.
7. Monies spent must be covered by the budget and are reimbursed by the Treasurer upon receipt of an itemized bill.
8. Assist with the District's annual staff retirement party or school recognition ceremony if possible upon request of the Principal or President.
9. The Hospitality/Staff Appreciation will acknowledge the following events, but is not limited to:
  - a. Retiring staff, outgoing presidents, and board members who are leaving because they will no longer have children at South.
  - b. The type of recognition will be determined on an individual basis, based upon the years of service to the PTA and school, the type of service provided, and the funds available.

#### H. Juvenile Protection (inactive February 2016)

1. Disseminate pertinent information involving the welfare of children and youth. This is accomplished with submissions to southpta.org.
2. Cooperate with the PTA Council's Juvenile Protection Chairperson to prevent school-age drug and alcohol abuse in accordance with the national PTA guidelines.
3. Coordinate activities for Special Awareness Weeks during the year such as "Red Ribbon Week."
4. Be actively involved in safety issues concerning students. Communicate with Principal's office regarding these issues.

#### I. LMC Chairperson

1. Coordinate with LMC staff to use PTA funds budgeted for the LMC.
2. Coordinate volunteers to assist in the LMC with names provided from Volunteer sign-up form.

#### J. Legislation Chairperson

1. Keep Board members and general membership informed about legislative issues at national, state, and local levels that are within the framework of policies and platforms of the Illinois PTA and National PTA.



2. Maintain a current list of the names and addresses of national and state senators and representatives.
3. Encourage voter registration and voting.
4. Encourage study of legislation in the state General Assembly pertaining to the securing of adequate laws for the care, protection and welfare of children and youth (PTA Objects).
5. Attend the Illinois State PTA Convention as a South PTA delegate, if available.
6. Help to implement and initiate legislative platform by appropriate methods (i.e., calls to action and letter writing).
7. Attend local SD25 board meetings and report back to South PTA on pertinent changes to student learning, student services, buildings and grounds, and financial stability.
8. Act as liaison between the South community and the SD25 board, bringing any community input to the board's attention at the monthly meetings.
9. Provide information regarding pertinent legislative issues to technology chair for inclusion on southpta.org.

#### K. Liaisons

1. RMHS – Get information from Rolling Meadows High School calendar for upcoming events and report them to the PTA board at meetings and submit to Technology Chair for inclusion on southpta.org and social media.
2. PHS – Get information from Prospect High School calendar for upcoming events and report them to PTA board at meetings and submit to technology chair for inclusion on southpta.org and social media.
3. ABC/25 – Get information from ABC/25 meeting for upcoming events and report them to PTA board at meetings and submit articles to technology chair for inclusion on southpta.org and social media.

#### L. Membership\*

1. Attend Membership AND MemberHub training (Council and District offer this program).
2. Conduct active membership enrollment campaign beginning in the spring of each year to attract incoming families. Continue to follow up with and enroll new members through January.
3. Invite ALL faculty members to join PTA.
4. Send report with accurate membership numbers and percentages to the Council Membership Chairperson, South President, Secretary, and Treasurer. Give copy of full membership list to the Treasurer to retain. Track number of extra yearbooks ordered with each membership.

5. Give accurate number of members to Treasurer so they can send in State and National Dues.
  6. Work with Sunshine/New Family and Directory Chairs to ensure new families have been invited them to join South PTA, and obtain permission to add to digital directory.
  7. Supply membership information to President upon request.
- \*This person must have good knowledge on spreadsheet usage

#### M. Publicity/Social Media

1. Read daily announcements (from SMS webpage) regularly and post pertinent information on South PTA Facebook page and Twitter.
2. Post to Facebook regarding South PTA-sponsored events
3. Coordinate with PTA President as necessary to create optimal information distribution on social media.
4. Work with Membership Chair to promote South PTA membership.

#### N. Reflections

1. Obtain all pertinent information from Council Reflections Chairperson and unit President.
2. Announce the theme to the staff, students, and to the PTA Board.
3. Submit all forms to technology chair for inclusion on southpta.org.
4. Stimulate interest in the program, offering encouragement and ideas related to the topic of students, parents, and staff.
5. Collect projects and prepare them for display/judging.
6. Recruit judges for the preliminary competition at South if an abundance of entries are submitted.
7. Deliver unit winners for Council judging.
8. Acknowledge participants and winners at all levels by submitting information to technology chair for inclusion on southpta.org and social media.
9. Return all projects to the students, including state finalists from the previous years.
10. Coordinate Reflections inclusion in Council Arts Program in Spring.

#### O. Scholarship/Recognition

1. Be familiar with the scholarship policies and requirements of the Illinois PTA and the Arlington Heights Council of PTAs, and publicize the availability of scholarships providing information to technology chair for inclusion on southpta.org and social media.
2. Participate in the Arlington Heights Council of PTA's scholarship selection committee.
3. Serve as chairperson of the Awards Committee (see section IV.B.).

P. School Board Rep

1. Regularly attend the Board of Education Meetings.
2. Communicate relevant information at South PTA Board meetings.
3. Submit articles to technology chair for inclusion on southpta.org and social media.

Q. Spirit Wear

1. Determine appropriate items and dates of sale.
2. Publicize via flyers to technology chair for inclusion on southpta.org and social media.
3. Distribute order forms or flyers, and collect forms and money.
4. Supervise and/or distribute goods when delivered.

R. Staff Representative

1. Attend PTA Board meetings or provide alternate.
2. Communicate ideas and concerns of teachers to PTA Board and provide feedback to teachers.

S. Student Pictures

1. Recruit volunteers for picture day in August, retake day, 8th grade pictures in February, and retake/group photos.
2. Coordinator works with the Administrative Assistant with scheduling the dates of the four picture/retake dates. PTA is not involved in obtaining a contract from the photo company.

T. Sunshine/New Family Welcoming—

1. Supply gifts or cards for PTA members or staff (sympathy, congrats, etc.)
2. if meals or long-term assistance is needed, contact the social worker at South.
3. Working with Membership Chair, reach out to new families throughout the school year, welcoming them to South and inviting them to join South PTA
4. The Sunshine Committee, at its discretion, will acknowledge the following events, but is not limited to:
  - a. Hospitalization or extended home recovery of a board or staff member--card.
  - b. Death of a parent or sibling of a South student--flowers and card.
  - c. Death of a Board or staff member, parent of a Board or staff member, or spouse of a Board or staff member--flowers and card.
  - d. Birth or adoption by a Board or staff member--card.
  - e. Marriage of a Board or staff member--card.

U. Technology/Website

1. Maintain website.
2. Post relevant and submitted materials.

V. Volunteer Coordinator (optional position)

1. Prepare volunteer sign up Google form by spring break for online posting.
2. Work with the President, staff, and board to recruit volunteers as needed.
3. Distribute to each committee a list of volunteers from volunteer form.

W. Yearbook

1. Work in conjunction with staff advisor.
2. Work with contracted printer.
3. Inform staff and students of yearbook publication, purchase price, and purchase dates.
4. Work with membership chair to keep accurate records of yearbook sales and money collected.
5. Submit all money received and expenses incurred directly to PTA Treasurer along with Expense or Deposit Vouchers.
6. Distribute yearbook at end of school year.

**V. SPECIAL COMMITTEES**

A. Audit Committee (Bylaws: Article XI, Section 4).

1. The President shall appoint an auditor (certified CPA) or audit committee of not less than three (3) people, subject to the approval of the Executive Board by the end of the school year.
2. Authorized check signers cannot serve on this committee.

B. Awards Committee (currently inactive)

1. Chaired by the Scholarship Chairperson and can include the Principal and up to two members appointed by the Board.
2. Publish online Award Nominee Form to gather names of recipients.
3. Before the end of March, select possible recipients for Illinois PTA Life Membership, Book of Recognition, Distinguished Service Scrolls, Special Achievement Award, and/or Arlington Heights Council of PTAs' Certificate of Recognition. Submit an Expense Voucher to the Treasurer to forward the unused budgeted amounts to the Illinois PTA Scholarship Fund and the Arlington Heights Council of PTAs' Scholarship Awards Fund.
4. Participate in the presenting of the awards at the May Recognition meeting.

#### C. Budget Committee

1. Chaired by the Treasurer, and includes the Principal, President, (may include the Vice President, and the Past President and Past Treasurer). Prepare proposed budget and post online and/or on the PTA bulletin board for review.
2. Present the budget for approval at the fall meeting.
3. Post approved budget at school on South PTA website.

#### D. Excess Funds Committee

1. Chaired by Treasurer and includes two additional Board members, one faculty member, the Principal, and the PTA President.
2. Submit suggested expenditures of excess funds for Board and general membership approval at a spring meeting.
3. Receive an estimate of excess funds from the Treasurer at or before the April meeting.
4. Keep recommendations of possible uses of excess funds in a permanent record book retained by the Treasurer.
5. Submit copy of excess funds report to the Superintendent and Council President for approval and submit final signed copies to Council President and the original to the Treasurer.
6. Post copy of excess funds report on southpta.org and on school bulletin board.
7. Expenditures should be used for PTA requests first, followed by requests that serve the majority of the students, followed by special interest requests, etc.
8. Excess funds may be rolled into the following year's account to decrease fundraisers needed.

#### E. Nominating Committee

1. There shall be a Nominating Committee consisting of three (3) members, two (2) of whom shall be elected by the Executive Board from its body and one (1) shall be elected from the general membership at least two months prior to the election. There shall be an alternate elected from the Executive Board and from the general membership. The committee shall choose its own chairperson(s) before the close of the regular meeting at which they are elected.
2. Members should attend the Council or Region sponsored training if possible.
3. The chairperson shall determine the date of the meeting and shall provide copies of the unit Bylaws and Procedure Guide for each member.
4. The Nominating Committee shall select one nominee for each office to be filled and report the nominated slate of officers at the next PTA meeting or at least 30 days prior to the election. The slate shall be shared via southpta.org and the PTA bulletin board.

5. Following the report of the Nominating Committee at the PTA meeting following the 30 day posting, an opportunity shall be given for nominations from the floor.
6. Only those who have consented to serve if elected shall be eligible for nomination either by the Committee or from the floor. No one may be eligible who has not been a member of this association for at least 30 days.
7. To be eligible to vote in any election a person must have been a member for at least 30 days.
8. The Principal shall serve as an advisor to this committee.
9. This Committee shall be guided by the Arlington Heights Council of PTAs Suggested Procedure for Nominating Committee.

F. Reviewing Committee (Bylaws or Procedure Guide)

1. Chaired by the Vice-President and includes the President, and two members of the Board appointed by the President.
2. Review the Bylaws and the Procedure Guide/Standing Rules in alternating years.
3. All Bylaw amendments must be approved by the District Director, submitted electronically, before they may be brought to the membership for approval as stated in the Bylaws. Procedure Guide just needs to be presented to the Board.

## **VI. SOUTH PTA LOCAL UNIT RULES**

### A. Membership

1. South PTA dues, as recommended by the Arlington Heights Council of PTAs, will be \$40.00 for an individual membership. Family membership will not be offered.
2. South PTA members will receive an Illinois PTA Online Membership card, one (1) yearbook, and two (2) Directory Spot accounts. Additional yearbooks can be purchased at a discount.

### B. Executive Committee Members/Officers

1. Each officer is required to attend the PTA Road to Success Course offered by Illinois PTA Northwest Cook Region-District 37 within six (6) months of the commencement of their first term and is encouraged to attend other PTA informational course offerings and leadership training programs.
2. Each officer is required to maintain a procedure book (binder or electronically). Books or folders must be transitioned to the newly elected officer by the end of the fiscal year.
3. The Executive Committee will acknowledge events involving the retirement of school administration.

### C. Financial Procedures

1. Procedure for requesting reimbursement for expenses:
  - a. Request should be submitted within thirty (30) days of purchase and within fiscal year that the expense took place.
  - b. Original receipt must accompany Expense Voucher. It is recommended that committees keep a copy of both receipt and voucher for their own records.
  - c. Committee Chair must approve all expenditures prior to purchase.
  - d. PTA will not reimburse for sales tax unless the purchase is made from a merchant or warehouse that does not accept the tax-exempt letter, and is the most economical choice (i.e. Costco, Sam's Club). It is the final approval of the treasurer to make the payment.
  - e. Payment will be made within thirty (30) days of request.
2. Procedure for handling funds for deposit:
  - a. The committee chair must deliver collected monies to the Treasurer within three (3) days of each collection.
  - b. All monies requesting to be deposited must have a deposit summary attached, preferable a spreadsheet.
  - c. All monies will be counted by two (2) PTA members, one (1) of whom shall be an Executive Board member.
  - d. Deposits will be made in a timely manner, not to exceed one (1) week. Exceptions must be approved by the Executive Committee.
  - e. It is recommended that large amounts of money awaiting deposit be stored in the South safe located in the main office.
3. Committee must receive prior approval from the Board if they are going to exceed their budget by any amount.

### **VII. RECORDS RETENTION SCHEDULE -- Information compiled from Illinois PTA**

- A. It is very important that certain records be retained and archived. Permanent records need to be bound and archived for storage and access in the PTA archival closet. The main office holds the keys to the closet. Permission is required to access.
- B. Permanent
  1. Articles of Incorporation and annual reports filed with the Secretary of State
  2. Annual Audit Reports
  3. Bylaws, including amendments

4. Procedure Guide and Standing Rules, including amendments
  5. Contracts and leases still in effect
  6. Corporation reports filed with the Secretary of State
  7. Correspondence (legal)
  8. Equipment owned by the PTA (may also be located in the PTA office)
  9. Insurance records, accident reports, claims, policies, certificates
  10. Journals
  11. Minutes books of association and committees
  12. PTA Charter
  13. Record Retention Policy
  14. Tax-exempt status documents
    - a. Application for tax exemption
    - b. Letter of determination (recognition) of status from both Federal and State
    - c. Group tax exemption documents
    - d. Letter assigning IRS employee identification number (EIN)
    - e. Form 990/990EZ and Schedule A, as filed with IRS form
    - f. Form 990N (e-Postcard)
    - g. State tax information returns, as filed
    - h. 990-T, if applicable, for unrelated business income
    - i. Correspondence with IRS
    - j. Other information returns filed with the government
    - k. Charitable Solicitation Registration, if applicable
  15. Trademark registrations
- C. Ten Years
1. Financial Statements (year-end) and budget
  2. Grant Award letters of agreement
- D. Seven Years
1. Accident reports and claims (settled cases)
  2. Accounts payable records
  3. Cash receipt records
  4. Checks (cancelled); except for those checks listed under records to be kept permanently
  5. Contracts and leases (expired)
  6. Inventories (products and materials)
  7. Invoices
  8. Purchase orders
  9. Sales records
  10. Vouchers for payments to vendors and to officers and members, which includes allowances and reimbursements for expenses



E. Three Years

1. Correspondence (general)
2. Employee records (post-termination), if applicable
3. Employment applications, if applicable
4. Insurance policies and certificates (expired)
5. Petty cash vouchers
6. Volunteer hour logs

F. One Year

1. Bank reconciliations
2. Correspondence with customers or vendors
3. Duplicate deposit slips