

# HILL ELEMENTARY SCHOOL PARENT TEACHER ASSOCIATION STANDING RULES

## I. Training Expenses

- A. This Local PTA shall pay the expenses of the newly-elected officers and committee chairs to attend the Council training, if applicable and as funds allow.
- B. This Local PTA shall pay the expenses of any officers and standing committee chairs to the Texas PTA LAUNCH as funds allow.
- C. This Local PTA shall pay the expenses of executive board members for fee based online training offered by Texas PTA.

## II. Financial

- A. This Local PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the Treasurer within six (6) weeks of the event or by May 31 of the school year, whichever comes first.
- B. With the exception of those expenses incurred per Section II.C (below), this Local PTA shall not reimburse sales tax unless the executive board gives prior approval for the exception. Any member making purchases on behalf of or for this Local PTA shall use the tax-exempt form.
- C. Upon review and approval by the executive board, this Local PTA shall reimburse Texas sales tax charged by a vendor that does not process sales tax exemption forms. In order to be reimbursed for such Texas sales tax, Local PTA members shall additionally submit an explanation for why the sales tax exemption form could not be used in conjunction with the reimbursable expense, including an explanation of why another tax exempting vendor could not be used for the reimbursable expense. Regardless, Costco and Sam's purchases that include sales tax will be reimbursed without need for an additional explanation or approval of the executive board.
- D. This Local PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.
- E. The signatures of the President, Treasurer, and up to two (2) other members of the Local PTA executive board (other than the parliamentarian) shall be on file with the bank for signature on checks issued by the Local PTA. Two signatures shall be required on ALL checks.
- F. The Parliamentarian shall not be a signer on file with the bank.
- G. No officer shall approve or sign a check that is being issued to that officer.
- H. Two signatures are required on a Deposit Form when handling cash. Only one signature is required on a Deposit Form when handling checks. For the protection of both the PTA and its volunteers, PTA funds should always be counted and verified by the signature of two individuals prior to deposit. All signers should retain a copy or image of the completed deposit form. One of the counters may be the PTA treasurer. The PTA may deposit checks electronically via a mobile application or online system. Prior to deposit, the PTA should note on the check that the check is being deposited electronically along with the date of deposit to prevent accidental double deposit. After deposit, write on the front of the check, "Deposit Completed," your confirmation number, and the date deposit submitted. The check should be kept for 60 days prior to destroying. Proper documentation is required as with a traditional bank deposit and a confirmation of the deposit should be attached to the deposit form.
- I. All monies (cash and otherwise) shall be deposited in the bank and not stored in the school or a personal safe. If same-day or night deposits are not possible, a safe or vault at the school is an option for temporary security.
- J. All purchases of property made by the Local PTA will be subject to a contract between the Local PTA and Hill Elementary School.
- K. If a request is made by a community organization to use property owned by the Local PTA, a loan agreement, including the replacement value of the item, will be completed.
- L. A list of all items donated to the school will be kept in the recording secretary's book and with the Treasurer's annual report.
- M. The principal's approval is required for items purchased for the school. The school should have specifications for items that can be purchased. The school must agree to accept the items purchased for the school and be responsible for repair and upkeep in the future.
- N. In the event that a check written to the Local PTA is returned for insufficient funds, the Treasurer will notify the issuing party in writing, and ask for repayment of the original amount, along with payment of any fees charged by the financial institutions involved in the transaction.
- O. The parliamentarian shall open, review, initial and date the Local PTA's bank statements each month.

## III. Counselors' Fund

- A. A budget committee will determine an amount of money to be placed as a line item in the Local PTA budget as "Counselors' Fund – Student Needs," subject to approval by the membership.
- B. The amount budgeted can be amended as needed throughout the school year as stated in the Local PTA bylaws.
- C. Any Hill Elementary student who needs assistance in order to participate in class, grade, or school activities where the goal is 100% participation is eligible to receive funds from this budgeted line item.

Commented [RB1]: Highlighted text added for clarity

Commented [RB2]: Highlighted text added for clarity

- D. When possible, a request for money from the Counselors' Fund should be made at least one week prior to the event. Emergency requests will be handled as quickly as possible.
- E. Requests may be made by a teacher, the principal, or a parent and should be made to the school counselor or special needs coordinator for processing.
- F. Funds approved in the budget will be distributed at the discretion of the parties discussed in Section III.E, and no details of any such assistance will be made available to any other party, including members of the Local PTA.

#### IV. Bonding and Insurance

- A. This Local PTA will purchase general liability insurance annually.

#### V. Condolences

- A. Condolences expressed by this Local PTA shall be in the form of sympathy cards.
- B. The Local PTA will make an annual contribution to a fund used for special gifts, condolences, and memorials for staff members in an amount of \$250.00 per year.

#### VI. Standing Committees

- A. Bulletin Boards
  - Liaise with chairs and President to determine priorities for the Bulletin Boards. If the chairs do not want to do their own Bulletin Boards, decorate the board for them. Supplies are kept in the drawers in the Office Conference Room.
- B. Campus Advisory Liaison
  - Attend Monthly CAC Meetings and report back to Executive Committees.
- C. Directory
  - Work with office staff to request MIS data file for all Hill Student information from AISD (after class changes have settled down).
  - Send Directory Spot invoice to Treasurer to pay.
  - Scrub out any contact information listed in AISD file as "Restricted for Publishing".
  - Import new file into Directory Spot overwriting existing information.
  - Import teacher contact information (get file from office).
  - Create a User File from all email addresses and import as Users in Directory Spot (only current Hill parents and teachers/staff can have access).
  - Work with PIE chair for any Directory sponsors and add Logo and website link to Directory Spot.
  - Ensure information on how to access online Hill Directory is added to the Dillo Details.
  - Add new students or missing parent accounts as necessary throughout the year.
- D. Website
  - Ensure the data on the website is up to date.
  - Update current data as it becomes pertinent. Work with President to determine priorities.
  - Work on the store items as chair is requesting them for upcoming events.
- E. Birthday Books
  - Gather Open House data and produce Book Plates.
  - Organize the book plates.
  - In the month prior, call kids to the Library to pick their book out.
  - Attach the library book plates to the Books.
  - Take a picture of the student with their book, sign it out for them, and publish to the Library TV.
  - Work under the direction of the Librarian.
- F. Birthday Posters
  - Obtain Open House data spreadsheet containing the purchases of the Birthday Posters.
  - Produce the posters on a monthly basis and publish them on the school hallway tv screen.
  - One month later, print the posters (if requested) on our printer and distribute them, by putting them in their teachers' mail boxes.
- G. Book Fair
  - Plan the book fair and gather a committee of volunteers.
  - Publish flyers, decorate the library, hallway and class donation cans.
  - Schedule volunteers, set up books and items for sale.
  - During the book fair oversee operations, reorder books, and collect donations for the All For Books fund.
  - Organize the dinner for Family Night.
  - Every second year the choirs perform.
  - After the book fair, count the funds for deposit (you will do some periodically during the book fair), report accounting to Scholastic, and pack up the book fair.
- H. Booster
  - Gather and organize the Booster teacher requests.
  - Make sure the requests fit the criteria of booster.
- I. ~~Box Tops~~

**Commented [RB3]:** Remove this committee as box tops are no longer physical and don't need to be collected and submitted. Not an easy way to do a contest anymore.

- ~~Advertise the Bostop program and Randall's via flyers, Dillo Details and presentations at assemblies.~~
  - ~~Count the Box Tops and submit them.~~
  - ~~Work with the administration on an acceptable reward system. School does not want the reward to involve food.~~
- J. Carnival
- Book Vendors and order supplies.
  - Organize booth folders for homeroom parents.
  - Educate parents at Home Room Parent meeting. Coordinate this meeting with the office.
  - Gather volunteers for sponsorships, donations, food, tickets and Dillo Dads.
  - Get the dumpsters moved, (if needed) by working with the office.
  - Publish flyers about the event and sponsorships.
  - Work with the web team and Treasurer to get web store up and running.
  - The President signs all contracts.
  - Submit PIE forms for all discounts and donations.
- K. Clothing
- Determine apparel design(s). Present to the President for approval.
  - Select vendor.
  - Present sales plan to President and Treasurer.
  - Work with the President and Treasurer to confirm pricing and selection.
  - Work with President-Elect to determine the dates of the sale(s).
  - Work with the Treasurer and web team to get the online store ready to be turned on and off at the appropriate times.
  - Assemble volunteers to distribute shirts at Open House.
  - Execute sales plan.
- L. Community Fundraisers
- Schedule with a restaurant or vendor.
  - Advertise in Dillo Details and/or Wednesday folders.
- M. Corporate Matching
- Advertise companies that provide corporate matching and provide guidance to parents who would like to corporate match.
- N. ~~Dillo Cards~~
- ~~Collects money, sets up bank drafts in our bank system, accounts for the transactions in QuickBooks and keep track of the subscriptions.~~
  - ~~All subscriptions and orders are paid in advance. Hill Elementary PTA does not extend credit.~~
  - ~~Orders the cards, requests checks from the Treasurer, stuffs and mails the envelopes.~~
  - ~~Advertise and run a Holiday Gift Card order in November that has an expanded card selection.~~
- O. Hill Hoopla (Parent Event)
- Plan a parent community night out, that conforms to the budget.
  - President signs the contract.
  - Gather a committee of volunteers.
  - Solicit items for a silent auction and prepare the items for the auction according to the Treasurer's requirements.
  - Submit PIE forms for all discounts and donations.
  - Submit a tax donation list along with contact names and emails to the Treasurer.
- P. Partners in Education (PIE)
- Responsibility of Second Vice President (Sponsorship).
  - Contact community businesses and explain PIE program to recruit sponsors.
  - Review and approve vendors used at various events.
  - Collect and track PIE donations from all school events.
  - Ensure PIE benefits are met depending on PIE level sponsorship.
  - Track Spirit Night activities and work with Treasurer to ensure all donations are accounted for.
  - Submit a tax donation list along with contact names and emails to the Treasurer.
  - Organize the script, invitation and PIE reception after the PIE assembly in May.
- Q. School Supplies
- Negotiate the contract with the Supplier.
  - Work with the teachers in January to create the school Supply list and give to the vendor.
  - Work with the President and Treasurer to set the pricing.
  - Advertise the school supplies.
  - Organize the ship date and receive the school supply kits a few days before the Open House.
  - Count the boxes to ensure you have received the correct kits.
  - Organize the kits for efficient distribution.
  - ~~Distribute headphones not picked up at Open House to the teachers' mail boxes (use Attendance Clerks list).~~

**Commented [RB4]:** Remove this committee. We aren't running this program this year and the feedback is that it requires a lot of volunteer time for a relatively small percentage of PTA income.

**Commented [RB5]:** Removing these two duties from the School Supplies committee as school supplies kits come with headphones now. Few headphones were purchased throughout the year and they were cheap and broke easily. Parents prefer to supply their own if replacements were needed.

- ~~Throughout the year, receive orders of headphones, distribute them and complete an itemized receipt for the Treasurer.~~
- R. Sock Hop
  - Book the dinner vendors and entertainment vendor within budget.
  - Work with Physical Education teachers to use the gym and to use the hula hoops.
  - Decorate.
  - Recruit volunteers for check in and to take tickets and hand out plates.
  - Submit PIE forms for all discounts and donations.
- S. Yearbook
  - Recruit volunteers to take pictures.
  - Gather and organize pictures.
  - Hold 5<sup>th</sup> Grade Design Contest for the Yearbook Cover.
  - Design the pages and cover.
  - Answer emails and organize the orders.
  - Advertise the 5<sup>th</sup> Grade ads. Troubleshoot with these parents.
  - Organize the proofing by having teachers review the names and pictures.
  - Advertise the sale of yearbooks.
  - Distribute yearbooks.
- T. College Days
  - Recruit volunteers to speak at monthly College Day assembly.
- U. Cultural Committee
  - Plan and execute the Heritage Fashion Show
  - Recruit the participants, schedule performers, and organize decorations.
  - Produce flyer to recruit the students and to advertise the show.
  - Organize the music and the program.
- V. Fine Arts Festival
  - PTA provides a budget for this event.
  - Organized by Hill Teachers every second year.
- W. Caring and Sharing
  - Work with the Counselors on the Holiday Drive.
  - Advertise the Holiday Drive.
  - Work with Counselors and Hill Leadership Team on the spring drive.
- X. Blood Drive
  - Organize winter and spring blood drive by contacting We Are Blood to arrange a date.
  - Check the date with the Office Secretary to ensure there are no conflicts.
  - Goal is to have at least 15 people.
  - Provide advertising via flyers and Dillo Details.
- Y. Healthy Lifestyles
  - Work with Anderson High School to schedule and organize the fun run.
  - Solicit donations of water and other items.
  - Order bibs.
  - Design, order, and distribute fun run t-shirts.
  - Work with web team to get registration and t-shirt purchase online.
  - Submit PIE forms for all discounts and donations.
- Z. Literacy Library
  - Recruit and train volunteers.
  - Order stamps for new teachers.
  - At beginning of year, go to grade level meeting to educate staff about the library.
  - Maintain control of the books. Export outstanding book by teacher on a monthly basis and put in their mailboxes.
  - Perform inventory at end of year. Replace books that cannot be located, if it is within your budget.
- AA. Math Pentathlon (MP)
  - Facilitate MP program for Hill School starting around October and ending around April.
  - Organize online registration in September. Work with the web team to get on the website.
  - Advertise the program.
  - Recruit volunteer parents and/or teacher coaches for 10-12 classes of 20 students (each class needs 1 head coach and 3-4 additional parents per week).
  - Arrange classroom space for after-school classes.
  - Advertise tournament registration. Recruit parent volunteers for tournament.
  - Design, buy and distribute tournament t-shirts.
  - At end of year, ensure games are reorganized into good condition.

- Inventory the games. Make sure there are enough game boards/pieces/instructional materials for classes (12 boards and sets of pieces per class). Confirm budget with Treasurer and replenish supplies as needed.
- BB. Math Buddies
- Advertise the program in September to recruit parent tutors.
  - Advertise the program to the teachers to identify students in need.
  - Work on times and match parents to students.
  - Train parents on techniques and confidentiality.
  - Maintain communication with the volunteer tutors.
- CC. New Parent Coordinator
- Edit the current year new parent packet.
  - Ensure the President, Office Secretary and Attendance Clerk review it for accuracy.
  - Publish the packet in black and white.
  - Ensure the tour dates and kindergarten play dates are advertised.
  - Give the tours, assemble an email list and organize the play dates.
- DD. Recycling
- Assist with the recycling needs at all events.
  - Put together the reduced list and post it in the office volunteer binder and above the photocopier.
  - Ensure that new classroom(s) get their set of plates and cups to eliminate the need for paper plates.
  - Educate home room parents and staff about these dishes periodically.
- EE. Lost and Found
- Publish donation date to Dillo Details. Given our size, consider doing this monthly.
  - Keep the Lost and Found area organized.
  - Periodically dump items before we start to grow things and collect bugs.
  - Before donating items, check with PPCD to see if they need anything. Call Graham Elementary and Pillow Elementary to see if their FSR would like any items.
  - Take remaining items to be donated.
- FF. Reflections
- Advertise the current/upcoming year's contest theme.
  - Gather the entries, recruit judges, and send entries on to the next level.
  - Attend the celebration and gather Hill kid's entries and bring them back to the school.
  - Ensure students receive their entries back.
- GG. Science Fair
- Purchase the science boards on a yearly basis for 4<sup>th</sup> and 5<sup>th</sup> grade.
  - Recruit judges for the Hill Science Fair.
  - Organize the judging papers and the Science Fair judging date at Hill.
- HH. Veteran's Day Assembly
- Responsible for flyer to solicit Veteran's pictures for the Bulletin Board.
  - Organize the Veteran's Day Assembly.
  - Recruit a speaker.
- II. Grounds
- Responsible for the beautification of the grounds and special projects if desired.
  - Recruit volunteers for the summer watering schedule.
  - Organize the projects for the Dillo Dads on their work days.
- JJ. Hospitality
- Provide breakfast for teachers on various days.
  - Recruit parents to provide cakes for teacher's birthdays at monthly staff meetings.
  - Provide Tears and Cheers coffee for new parents on first day of school (provide coffee and put the call out for experienced parents to attend).
  - Provide Thanksgiving Lunch and Teacher Appreciation Campus Lunch.
  - Submit PIE forms for all discounts and donations.
- KK. Principal Coffee
- Post Principal Coffee signs the day before, purchase and set up coffee and goodies for the Principal Coffee once per month.
  - Clean up afterwards and ensure library tables are put back in their correct place.
- LL. Teacher Workroom Helper
- Organize teacher help day in August.
  - Make Name Plate Bulletin Boards for the new teacher names and get them placed on the walls outside their classrooms.
  - Recruit volunteers and train them to work in the workroom.
  - The Chair usually works the laminator.
  - Troubleshoot the fixing of the machines in the workroom with the exception of the photocopiers.
- MM. Volunteer Coordinator

- Handle all communication with the Homeroom Parents.
  - President and Office Secretary must first approve all communication that goes to all Homeroom Parents.
  - Plan and run the Homeroom Parent Meeting, in conjunction with the Carnival Chair and AP. Work with the office to select a date.
  - Publish the current year packet, after Office Secretary, President and Treasurer have reviewed for accuracy.
  - Have all Homeroom Parents sign the acknowledgement of having received and read the package.
  - Remind Homeroom Parents in advance of the Holiday Season and in advance of Teacher Appreciation about the rules around collecting money.
  - Organize Teacher Appreciation.
- NN. Marquee
- The PTA designs the powerpoint with the office's approval and posts in a timely manner.
  - Timing of when sign is on is the school's jurisdiction.
  - ~~PTA is tasked with troubleshooting.~~
- OO. Parent Education
- Schedule speakers and reserve space needed for parent education events that conforms to the budget.
  - Check the date with the Office Secretary to ensure there are no conflicts.
  - Advertise in Dillo Details and/or Wednesday folders.
- PP. Weekend Meals
- Work with counselor to identify students who are candidates for the Weekend Meals Program.
  - Send letters home to families that are candidates and wait to receive "opt out" letters back from families that do not want to participate.
  - Notify staff of start date and educate them on the procedures for the program.
  - Shop each week for meals for the kids that are in the program. Items provided: 2 breakfast items, 2 main meal items, 2 snacks and a fresh fruit.
  - Assemble bags with all items to go home.
  - Deliver bags to teachers on Friday mornings before school starts.
  - Apply for grants as appropriate.
  - Manage any existing grants/relationships for discounted food.
- QQ. Open House
- Responsibility of VP, Ways and Means
  - Date is typically the Friday before school starts. Coincides with Meet the Teacher.
  - Find volunteers to help set-up, during event, and clean-up.
  - Set up computers for online Open House to be completed.
  - Cashier station for day of purchases.
  - Pre-paid Open House receipts distributed that include membership cards & decals.
  - ~~Distribute and sell headphones.~~
  - Chairs man committee tables.
- RR. Membership
- Responsibility of Third Vice President (Membership).
  - Recruit and keep track of individuals that join PTA.
  - Request check(s) made out to TEXAS PTA from Treasurer for state and national portion of dues.
  - Apply for eligible awards – see Texas PTA website.
  - Maintain membership roster and create sign-in sheet(s) for PTA meetings. Check sign-in sheet(s) against roster if a vote is taking place.
- SS. Historian
- Appointed by the PTA President. Typically, the past PTA President.
  - Create end of year annual PTA report.
- TT. Web Team
- Create and maintain master schedule of events and marketplace items with input from President, First Vice President (Communications), and Treasurer.
  - Work with President, First Vice President (Communications), and Treasurer on any changes to the schedule.
  - Work with committee chairs to ensure forms are ready to go on website before the "go live" date.
  - Ensure the correct amount of sales tax is being collected if required. Confirm with Treasurer and/or President.
  - Complete web updates in a timely manner as requested by executive board and committee chairs.
  - Keep slider and events current.
  - Keep marketplace up to date per current activities.
  - Ensure emails are being sent to correct chairs when items are purchased in marketplace.
  - Attend monthly board meetings to gather current information and/or web needs.
- UU. Dillo Details: Newsletter

**Commented [RB6]:** AISD installed a new marquee on campus. As the marquee is district property, PTA will no longer be tasked with troubleshooting marquee problems.

**Commented [RB7]:** Removing this duty from the Open House committee as school supplies kits come with headphones now and we are not selling and distributing individual headphones.

- Responsibility of First Vice President (Communications).
- Collect submissions from event chairs weekly for newsletter.
- Edit and organize submissions per monthly calendar.
- Send to PTA President and Office Secretary for approval.
- Schedule final revision for publishing each week.

## VII. Special Committees

### A. Nominating Committee

- Individuals should represent the social, geographic and ethnic makeup of the association.
- The Parliamentarian holds a meeting with the Nominating Committee immediately following election to review expectations. The chair of the Nominating Committee is determined at this time.
- The chair will schedule Committee meetings and will include both members and alternates.
- Any member of the nominating committee who cannot attend the first meeting will be replaced by an alternate who then becomes a member of the nominating committee. The replaced member and alternates who are not needed for the first meeting are not required to attend subsequent meetings of the nominating committee.
- Suggested nominees for officers along with their qualifications may be submitted to any member of the nominating committee prior to a meeting of the nominating committee.
- All comments, statements, or disagreements made in nominating committee meetings are confidential and must be based on fact.

### B. Fifth Grade Committee

- The graduation of every 5<sup>th</sup> grade class is commemorated with a celebration (includes end of year party and graduation day activities), video remembering their time at Hill and a class gift to the school.
- The class holds a fundraiser to help raise money for the celebration and gift.
- The Fifth Grade Committee coordinates these activities and shall be composed of the appointed 5<sup>th</sup> Grade Teacher Liaison and the 5<sup>th</sup> Grade Parent Chairs. The Parent Leads will coordinate with the President and Treasurer and get approval from the Principal for the fundraiser and gift.
- Volunteers are needed to help with the graduation video, 5<sup>th</sup> grade gift, celebration and graduation activities.

### C. Financial Reconciliation Committee

- The incoming President and incoming Treasurer may be members of the Financial Reconciliation Committee for the previous fiscal year, provided that person did not have signing authority during that fiscal year.

### D. Scholarship Committee (The Suzanne & Vincent Torres Hill Elementary Alumni Scholarship)

- The Local PTA awards at least one \$1000 scholarship(s) annually, based on budget and donations.
- The scholarship is to recognize former students who have excelled in their academic endeavors, supported their community through service projects, and proven they possess a drive to further their education.
- In order to qualify, the applicant:
  1. Must be a graduating senior of AISD
  2. Must have attended Hill Elementary School for at least 3 years
  3. Must show involvement in Community service
  4. Must write a one-page essay
- Application information will be listed in The Trojan Times, Lots of LASA, and the scholarship database for AISD.
- The Scholarship Selection Committee shall be composed of the Scholarship Chair, Hill Elementary School Principal, standing Hill Elementary PTA President, one Hill Elementary School Counselor, two teachers from K-2<sup>nd</sup> grades, and one teacher from 3<sup>rd</sup>-5<sup>th</sup> grades. The sponsor(s) of this scholarship will also have the option to be on the Scholarship Selection Committee.
- The Scholarship Selection Committee will select recipients to receive scholarships without regard to race, creed, or ethnicity.
- Selection of recipient(s) will be based on:
  1. Official copy of high school transcript through the most current Fall semester.
  2. Proof of enrollment for a minimum of 3 years at Hill Elementary School.
  3. Letter of recommendation from community service work contact who has first-hand knowledge of applicant's involvement in a service-based organization.
  4. One-page essay on a topic chosen by the Scholarship Chair.
- Before evaluating each application, the Scholarship Chair will redact names of the eligible applicant from documents and then distribute the approved, completed applications to the full Scholarship Selection Committee. The committee will not be told the names of the applicants until after the selections are made.
- If a committee member resigns from the position or fails to perform the duties as described above prior to selection of recipients, then the Scholarship Chair will appoint another committee member to fill the vacancy.

- In an effort to avoid any conflict of interest, no member of the Scholarship Selection Committee may be related to a prospective recipient. If it is determined that the two are related, the committee member will be asked to resign, so that the recipient may continue pursuing the scholarship.
- The Scholarship Chair will notify awardees by June 1<sup>st</sup>.
- A check for the full amount of the scholarship shall be made payable to either the institution or individual once proof of enrollment is received by the Scholarship Chair.
- Case histories of previous recipients, including name, address, amount, manner of selection and relationship, if any, to officers, trustees, or donors of funds will be maintained for two school years.

#### **VIII. E-Commerce Policy**

##### **A. Use of Credit/Debit Cards**

- A debit card is issued to the Treasurer only. The card will remain in the possession of the Treasurer. Payment requests can be sent to the Treasurer to execute.
- All purchases made with the debit card will be documented with a receipt of a purchase in permanent files.
- No cash transactions will be allowed (ATM, cash back, etc.)
- A change in signer on the checking account will require a change in signer on the credit card, and a financial reconciliation shall be performed. This applies when fraud or misuse of the card has been discovered.
- If card is lost or stolen, the account must be reconciled.

##### **B. Electronic Banking**

- Password for online accounts should be changed at least once a year, when there is a change in signer, or when there is a financial reconciliation.
- The Treasurer has full online access to the account. The VP, Ways and Means, the Parliamentarian and the Dillo Cards Chair have read-only access.
- For purposes of Dillo Cards program, subscriber bank accounts are debited monthly. All active accounts should have a permission form and cancelled check. Link to account is deleted upon withdrawal from the program and check information is destroyed. Any re-enrollments require submitting new documentation.

##### **C. Online Payment Collection Systems (MarketPlace)**

- The online payment collection system (MarketPlace) must be in the PTA's name.
- Associated fees are budgeted as an expense line item and must be accounted for and reported on the financial statement. The PTA must ensure that they are checking for these fees often to ensure that the financial statement is accurate.
- All revenue must be accounted for and reported in every financial report in the budgeted income category.
- Bank reconciliations must occur on a monthly basis, and should a manual transfer be required from the third-party processing company, documentation of the transfer should be filed with the bank reconciliation.

##### **D. Accepting Payment by Credit Card (PayPal/Square)**

- The third-party processing company (PayPal/Square) account must be in the PTA's name.
- Third-party processing company (PayPal/Square) statements must be clear and accessible on a real-time basis.
- The PTA must have immediate access to know who has paid, the purpose of the payments, and the expected cash transfer amount.
- The third-party processing company (PayPal/Square) must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS).
- Third-party deposits are processed the same as a traditional bank deposit.
- Proper documentation is required for each deposit. Document on the deposit form the amount of the deposit and which budget lines are impacted. Attach a copy of the online transaction to the deposit form.
- For daily deposits, a weekly summary of the deposits may be documented on a single deposit form.
- Associated fees are budgeted as an expense line item and reported on the financial report.
- Card numbers must not be written down for any reason. Only swiped transactions that are immediately authorized (via internet or phone access) will be accepted.
- The PTA will not swipe or store transactions for later settlement.

##### **E. Disputes**

- Only the PTA Treasurer may confirm a refund to the customer. Confirming a refund requires the same approvals and documentation as required for a request for a check to be issued for disbursement.
- The authorized refund must be recorded in the check registry prior to withdrawal.
- The third-party processing company must provide the PTA guidance on challenging a disputed payment.
- Any challenge of payment must be responded to promptly and accurately.
- If merchandise has not already been provided, goods and services will be withheld until the dispute is cleared.



- If the dispute is not resolved favorably, treat this action in the same manner as a nonsufficient funds check.