

**STANDING RULES**  
**GLEN ALLEN HIGH SCHOOL PTSA**  
**March 2015**

**General Identification:**

The name of this PTSA local unit is: Glen Allen High School PTSA, unit # 2634455. It was chartered on May 11, 2010. This PTSA serves the students at the Glen Allen High School. The PTSA reaches out to the community which includes the residences and businesses in the Glen Allen High School enrollment area. This PTSA was granted tax-exempt status under section 501(c)3 on September 2, 2010.

**Executive Board:**

The elected officers (Executive Committee) of this PTSA shall be: President, 1<sup>st</sup> VP – Programs, 2<sup>nd</sup> VP – Membership, 3<sup>rd</sup> VP – Ways & Means, Treasurer and Secretary, and Principal (or designated substitute). All positions are held for the term of one school year, which is from the date of their installation until new officers are installed. All persons elected to the Executive Board shall be members in good standing of the PTSA. No elected position shall be held jointly by two people. No two elected positions shall be held by individuals in the same “household” or “family”.

The Executive Board of this PTSA shall consist of the elected officers and the chairpersons of the following committees: After Prom, Baccalaureate, Bookstore, County Council Delegate, Cultural Arts, Hospitality, Lay Advisory Delegate, Legislation, Newsletter, Outreach, Parliamentarian, Retail Promotions, Spirit Wear, Volunteers, Website, and student reps from each grade level (9<sup>th</sup>-12<sup>th</sup>). All positions are held for the term of one school year, which begins once they are appointed by the Executive Committee and ends upon appointment of their replacement. All chairpersons shall be members in good standing of the PTSA. A Teacher Representative will also serve as a part of the Executive Board.

The board will include the following ad hoc committees: Budget, Bylaws, and Nominating.

The voting delegates to the Henrico County Council of PTSA's shall be the President, the Principal, the County Council Delegate and the Alternate.

**Committees:**

Committees are appointed by the Executive Committee. There are three types: Standing, Ad Hoc and Special.

The president is an ex officio member of all committees except the nominating committee.

Committee chairpersons shall be responsible for submitting a summary of committee meeting minutes to the Secretary after each committee meeting, along with any reports on planned projects and expenses.

Each committee chairperson shall maintain and convey to the PTSA board at the end of their term a committee procedure book that contains:

- Current year's PTSA budget, bylaws and standing rules
- Report on the status of planned and completed projects, including an evaluation and expense report
- Copies of committee reports made at meetings
- Guidelines, notes and recommendations for future committees (Plan of work)
- History of past activities of said committee not to exceed five years

The President shall form Ad hoc Committees, with chairpersons appointed by the Executive Committee, to address specific, defined PTSA needs. Ad hoc committees serve for a specific term needed to complete the defined task and have no voting rights. Committee chairpersons are appointed by the Executive Committee.

The Executive Board has two annual Special Committees: Nominating and Budget. The Nominating Committee's responsibility is to provide a slate of nominees for open board and committee positions for the upcoming term. The Budget Committee shall be comprised of three to five members, with the Treasurer chairing the committee. Minutes shall be recorded for all meetings and readily available for review. It is recommended that the President and 3rd VP- Ways & Means be members of this committee. The drafted budget is presented to the Executive Board for review and approval before going to the general membership for approval.

## **Money Matters:**

All PTSA monies and other assets are the property of the PTSA. All monies waiting to be deposited into the PTSA bank account shall be kept at the school in the safe until counted and deposited. No money should be taken to or stored in an individual's home.

When it is necessary for PTSA members to handle PTSA money, there shall be two non-related people present. They shall both count the money and both sign the Cash Receipt Form verifying the amount. All monies shall be given to the Treasurer without delay; if this is not feasible the Treasurer shall be notified of the money at the school. The three people on the bank signature card shall have access to the safe combination.

The Treasurer shall provide a written report to the association as stated in the bylaws. The report shall indicate the time period covered by the report, the date it was prepared, and the name and signature of the **preparer**. The report shall be filed in the Treasurer's file to be available for the annual audit.

At the close of the fiscal year, June 30<sup>th</sup>, the Treasurer shall close the financial records and prepare an annual financial report covering the entire fiscal year, July 1 through June 30. The report becomes official upon completion of the audit. The PTSA shall conduct an audit of its books and records after the close of business 6/30 and before 8/1 each year and/or immediately following the resignation of the Treasurer. The adoption of the audit report shall occur at the first business meeting of the new fiscal year. It is strongly recommended the Financial Management Checklist be used and filed with the annual financial report. The annual report and the audit report are to be filed with the Secretary's minutes after they are formally adopted.

The signatures of the Treasurer, President and another Executive Committee member shall be on the signature card for this PTSA's authorized bank account. Persons authorized to sign checks shall not be related. All board members with signatory shall be bonded.

All reimbursement requests shall include an original receipt and approved Check Request Form and shall be submitted to the Treasurer within 60 days of all purchases. All requests for reimbursement shall be received prior to June 30.

Should the PTSA receive an NSF check, any bank penalties the PTSA may accrue shall be forwarded to the originator of the check.

Committees shall adhere to their budgets. Expenditures beyond budgeted amounts, not approved in advance by the Executive Board, shall not be reimbursed. Committee members shall be held responsible for all expenditures.

All contracts for services shall be signed or co-signed by the PTSA President.

No funds from the proposed budget shall be spent until the budget is approved and income has been accrued.

The PTSA shall provide for sufficient funds in the budget to enable the PTSA to fund summer start expenses (printing, insurance, etc.) prior to the adoption of the budget in the fall.

## **Meetings:**

The Secretary shall distribute the board minutes to the board members within seven days of the meeting. The minutes shall be discussed at the following meeting. General membership minutes are available at the next general membership meeting and kept as part of the Secretary's permanent record.

All meetings of this PTSA are conducted using Roberts Rules of Order.

Two unexcused absences by any board member will constitute a voluntary resignation of their position at the discretion of the executive committee.

The standing rules shall remain in effect until amended, but shall be reviewed and adopted by a majority vote of the Executive Board annually.

## POSITION DESCRIPTIONS

### Executive Committee

**POSITION:** **President**

**OVERVIEW:** Responsible for providing leadership and direction to the PTSA Executive Board. The President is the main representative of the PTSA Executive Board and the PTSA General Membership.

**TENURE:** Elected for a one-year term. May serve up to two consecutive years.

**JOB DUTIES:** The President will:

Establish a good working relationship with the Principal of the school.

- Maintain a good working relationship and dialogue with fellow Executive Board members and the school faculty and administration.
- Know and follow the bylaws of the PTSA.
- Preside at Executive Board meetings and General Membership meetings. Be familiar with Roberts Rules of Order and apply them at all meetings (see Parliamentary Procedure for more details.)
- Give guidance to chairpersons in preparing their plan of work for the school year.
- Serve as ex officio member on all committees except the Nominating Committee. (A current president is precluded from serving on the Nominating Committee by the bylaws.)  
Distribute materials promptly to the appropriate officers or chairpersons. Represent the PTSA as needed at external meetings.
- Oversee the budget of the PTSA.
- Delegate duties and work as appropriate.

**POSITION:** **1<sup>st</sup> Vice President, Programs**

**OVERVIEW:** Responsible for planning and directing the implementation of programs for the monthly PTSA General Membership meetings. Responsible for researching, planning, and implementing school day programs and assemblies that enhance the educational curriculum of the school through art, literature, music, dance, math, science and social studies activities.

\*\* Required to take on the duties of the President if the President is unable to fulfill his/her obligations. \*\*

**TENURE:** Elected for a one-year term. May serve up to two consecutive years.

**JOB DUTIES:** The 1<sup>st</sup> Vice President, Programs, will:

- Investigate, plan and implement programs that are consistent with the objectives of the PTSA.
- Negotiate with outside vendors and entertainers over the cost of presenting programs at the school.
- Develop a budget to implement the planned programs.
- Present ideas to the PTSA President in the summer, prior to the summer Executive Board meeting.
- Present the proposed programs and their budget to the Executive Board for discussion and approval at the summer Executive Board meeting.

- Fill in for the President in the event that the President is unable to complete his or her job duties.
- Coordinate schedules of performers with the Principal.

**POSITION:** 2<sup>nd</sup> Vice President, Membership

**OVERVIEW:** Responsible for recruiting PTSA members, and maintaining a membership list to be kept by the Secretary.

**TENURE:** Appointed for a one-year term. May serve up to two consecutive years.

**JOB DUTIES:** The 2<sup>nd</sup> Vice President, Membership will:

- Coordinate with school' theme and present it to the PTSA Executive Board at the summer meeting.
- Order membership envelopes.
- Write and print membership letters and include in Back-to-School packets.
- Determine annual membership incentives
- Retrieve membership cards from President' summer mailing.
- Collect membership applications and dues from the school population.
- Distribute membership cards to individuals who have paid their annual dues.
- Compile and maintain a current membership roster. The list should include the member's first and last name, email, and member type (parent, student, faculty or community.)
- Request remittance of National and State Dues on the *Local Unit Remittance Statement* by December 1, March 1 and June 30.
- Enter membership information into the National PTSA Registry.
- Provide Secretary and Treasurer with current membership roster.

**POSITION:** 3<sup>rd</sup> Vice President, Ways & Means

**OVERVIEW:** Responsible for researching, planning and implementing fund raising programs that are consistent with the PTSA bylaws, National and State PTSA policies, and Henrico County School policies.

**TENURE:** Elected for a one-year term. May serve up to two consecutive years.

**JOB DUTIES:** The 3<sup>rd</sup> Vice President, Ways & Means will:

- Research, select and orchestrate proposed fundraisers to meet budget goals.
- Present ideas to the school Principal and PTSA President prior to the summer Executive Board meeting.
- Present fundraiser proposals to the Executive Board for discussion and approval.
- Administer the fundraiser(s) through their duration.
- Turn over moneys collected during a fundraiser promptly to the PTSA Treasurer.
- Complete a Summary Report for each fundraiser to include gross proceeds, costs, net profit, strengths/weaknesses of fundraiser and recommendations for the future. Give the report to the PTSA Treasurer and keep a copy in the 3<sup>rd</sup> Vice President, Ways & Means, Procedure Book.
- Coordinate the work of fundraising volunteers, as required.
- Coordinate activities with the Retail Promotions Chairperson.
- Serve as a member of the ad hoc Budget Committee.
- Prepare tax receipts for Direct Donation Campaign.

- Send out thank you letters for corporate and retail sponsors.

**POSITION:**         **Secretary**

**OVERVIEW:**         Responsible for keeping accurate records of PTSA proceedings, including but not limited to, PTSA Executive Board Meetings and PTSA General Membership meetings.

**TENURE:**           Elected for a one-year term. May serve up to two consecutive years.

**JOB DUTIES:**     The Secretary will:

- Record roll call at each meeting.
- Record the minutes of all meetings of the organization including any votes done by email.
- Distribute copies of minutes of the most recent PTSA Executive Board meeting within seven days of the meeting.
- Post minutes in a visible, convenient location at all PTSA General Membership meetings. Place a copy of PTSA General Membership meeting minutes in the PTSA Handbook.
- Maintain and have on hand a current copy of PTSA Bylaws, current Treasurer' Report, Executive Board roster and a current Membership Roster (provided by Membership Chairperson).

**POSITION:**         **Treasurer**

**OVERVIEW:**         Responsible for maintaining financial control within the PTSA. Authorized custodian of PTSA funds; receives and disburses all funds as prescribed by PTSA bylaws and the Executive Board.

**TENURE:**           Elected for a one-year term. May serve up to two consecutive years.

**JOB DUTIES:**     The Treasurer will:

- Maintain an accurate accounting system of receipt and expense transactions.
- Ensure new bank signature cards are signed when PTSA officers change.
- Renew PTSA insurance each year.
- Keep copies/documentation/receipts of payments made by the PTSA with the appropriate check request documentation, *for a length of time prescribed by PTSA state and national bylaws.*
- Keep canceled checks, paid bills and bank statements for the annual audit.
- Procure an auditor for the PTSA financial books and have him or her approved by the Executive Board.
- Obtain a current copy of *Money Matters* from the Virginia PTSA office to use as a reference tool.
- Submit membership dues to State: 12/1, 3/1, 6/30.
- Deposit all money received immediately into the PTSA account.
- Keep a record of national and state portions of membership dues separate from the general funds of the PTSA; forward national and state dues as proscribed by the bylaws.
- Prepare a Treasurer' Report for each monthly Executive Board meeting. Have documentation accessible should questions arise.
- Post the Treasurer' Report in a visible, convenient place at each monthly PTSA General Membership meeting.
- Prepare and file appropriate annual tax return prior to November 15<sup>th</sup> based on PTSA's previous year's income.
- Arrange for the transfer of the books to new Treasurer ONLY AFTER COMPLETION OF ANNUAL AUDIT.
- Obtain update 501(c)3 after submission of audit and 990 to State PTA office.

- Submit the completed audit report to Henrico County by August 1 following the school year.
- Coordinate the receipt/distribution of money with other PTSA chairpersons as needed; obtain and provide petty cash for various PTSA functions. Address concerns when budget line items are not in line.
- Act as chairperson for the ad hoc Budget Committee, which prepares the annual budget for approval by the Executive Committee and the General Membership.

## Committees

**POSITION:** **After Prom Chairperson**

**OVERVIEW:** Responsible for the planning, implementation, donation collections, etc. for a successful “After Prom Party” for our students

**TENURE:** Appointed for a one-year term. May serve up to two consecutive years.

**JOB DUTIES:** The After Prom Chairperson will:

- Confirm location of event.
- Coordinate with school for ticket sales and prom related themes.
- Coordinate ticket sales and distribution including collection of permission slips.
- Create a list of attendees for use at event.

**POSITION:** **Baccalaureate Chairperson**

**OVERVIEW:** Responsible for coordinating the Senior Baccalaureate.

**TENURE:** Appointed for a one year term. May serve up to two consecutive years.

**JOB DUTIES:** The Baccalaureate Chairperson will:

- Create a committee to help plan and implement Baccalaureate festivities
- Discuss these plans with and seek approval from the PTSA Executive Board.
- Plan, organize and implement these planned activities as approved by the Board.
- Coordinate with the school to see how the PTSA can assist with senior convocation.

**POSITION:** **Bookstore Chairperson**

**OVERVIEW:** Responsible for the planning, implementation and administration of Bookstore.

**TENURE:** Appointed for a one-year term. May serve up to two consecutive years.

**JOB DUTIES:** The Bookstore Chairperson will:

- Obtain pricing from merchants to obtain best possible pricing for our Bookstore supplies.
- Coordinate with school to make sure we stock the items needed for our students
- Present ideas to the school Principal and the PTSA President in the summer.
- Present a Bookstore proposal to the Executive Board for discussion and approval at the summer Executive Board meeting.
- Work with Volunteers Chair to coordinate volunteers needed for fee nights.
- Develop a budget for the Bookstore
- Coordinate the advertising of the bookstore on PTSA website and in Back- to- School folders
- Maintain a list of volunteers for the bookstore to make sure it is open daily.
- Daily income should be deposited in the safe daily.
- Coordinate paying the vendors for supplies ordered.

**POSITION:** **Communications Chairperson**

**OVERVIEW:** Responsible for coordinating, producing and distributing the school's PTSA newsletter.

**TENURE:** Elected for a one-year term. May serve up to two consecutive years.

**JOB DUTIES:** The Communications Chairperson, will:

- Determine a deadline/publication schedule for the PTSA newsletter.
- Present the newsletter schedule at the Executive Board meeting in the summer.
- Compile, edit, produce and distribute the PTSA newsletter via email or mail.
- Edit the newsletter and create PDF for website production.



**POSITION: County Council Delegate**

NOTE: The Lay Advisory Delegate performs the following duties in the event that the County Council Delegate is unable to do so.

**OVERVIEW:** Responsible for representing the PTSA at Henrico PTSA County Council meetings and reporting proceedings to the Executive Board.

**TENURE:** Appointed for a one-year term. May serve up to two consecutive years.

**JOB DUTIES:** The County Council Delegate will:

- Attend periodic meetings of the Henrico County Council.
- Initiate issues at these meetings with prior approval of the PTSA Executive Board and/or the General Membership.
- If there is a vote at the county council meeting, vote the position held by the PTSA Executive Board and/or the General Membership unless authorized to vote according to their own judgment.
- Coordinate the PTSA's involvement and commitment to the Henrico County Council PTA Scholarship Fund in honor of George H. Moody.
- Prepare written reports of the meetings for submission to the Secretary.

**POSITION: Cultural Arts Chairperson**

**OVERVIEW:** Responsible for implementing the National PTSA's Reflections program for Glen Allen High School and communicating regularly with 1<sup>st</sup> Vice President, Programs.

**JOB DUTIES:** The Cultural Arts Chairperson will:

- Promote the National PTSA's annual Reflections contest in the fall via internal PTSA communications vehicles.
- Solicit entries for the different categories in the Reflections contest.
- Notify students of program guidelines.
- Solicit individuals to serve as judges to evaluate the entries received in each category.
- Solicit donations and prizes from local community groups and businesses for the winners and participants in the program.
- Coordinate volunteers to help with the display of the entries at the school.
- Present the winning entries with prizes at the November PTSA meeting; provide reception or award ceremony for the entrants.
- Forward the winning entries to the County Reflections contest.
- Follow the same procedures for the annual Citizenship Essay Contest however winning entries go directly to district president.

**POSITION:** **Hospitality Chairperson**

**OVERVIEW:** Responsible for enhancing the relationship between the PTSA and the school staff through providing treats, lunches, dinners and other food related events.

**TENURE:** Appointed for a one-year term. May serve up to two consecutive years.

**JOB DUTIES:** The Hospitality Chairperson will:

- Provide special treats/favors for holiday occasions.
- ~~Coordinate a teacher appreciation luncheon(s).  
Provide end-of-year luncheon in June.~~
- Prepare welcome back breakfast or luncheon for teachers in August.
- Provide snack dinners for the faculty on evening conference days.
- Plan and oversee other receptions and treats as authorized by the Executive Board.
- Coordinate volunteers to help with hospitality work.

**POSITION:** **Lay Advisory Delegate**

NOTE: The County Council Delegate performs the following duties in the event that the Lay Advisory Delegate is unable to do so.

**OVERVIEW:** Responsible for representing the PTSA at Henrico County Lay Advisory meetings and reporting proceedings to the Executive Board.

**TENURE:** Appointed for a one-year term. May serve up to two consecutive years.

**JOB DUTIES:** The Lay Advisory Delegate will:

- Attend periodic meetings of the Henrico County Lay Advisory Committee.
- Initiate issues at these meetings with prior approval of the PTSA Executive Board and/or the General Membership.
- Prepare written reports of the meetings for submission to the Secretary.

**POSITION:** **Legislative Chairperson**

**OVERVIEW:** Responsible for staying abreast of the national and local PTSA's legislative agenda, and communicating this to the Executive Board and the General Membership.

**TENURE:** Appointed for a one-year term. May serve up to two consecutive years.

**JOB DUTIES:** The Legislative Chairperson will:

- Communicate to the Executive Board and the General Membership legislative items as directed by the Virginia and National PTA.
- Organize, conduct and tally votes related to PTSA legislative positions.
- Attend PTSA Day at the General Assembly.
- Keep the Executive Board and the General Membership apprised of any legislative issues affecting the membership.

**POSITION:** Outreach Chairperson

**OVERVIEW:** Responsible for assisting the Principal and faculty in coordinating and delivering needed services to our school and community.

**TENURE:** Appointed for a one-year term. May serve up to two consecutive years.

**JOB DUTIES:** The Outreach Chairperson will:

- Work with the Principal and faculty to coordinate and deliver educational rewards program.
- Coordinate the PTSA Scholarship program with school counseling.
- Solicit donations from local community groups and businesses to supplement our Outreach programs and budget.

**POSITION:** Parliamentarian

**OVERVIEW:** Responsible for advising the Board on questions of parliamentary procedure and reviewing and communicating the PTSA's bylaws and standing rules. Serves as Chairperson of the ad hoc Nomination Committee and coordinates the nomination, election, and installation of Board members for the upcoming school year.

NOTE: The Parliamentarian has the duty to maintain a position of impartiality and therefore does not vote at Executive Board meetings.

**TENURE:** Appointed for a one-year term. May serve up to two consecutive years.

**JOB DUTIES:** The Parliamentarian will:

- Interpret bylaws as requested and appropriate.
- Rule on questions of parliamentary procedure.
- Chair committees to review bylaws and standing rules and update as necessary.
- Follow-up any bylaws changes with the State PTSA.
- Disseminate copies of bylaws to Executive Board.
- Circulate and update board job descriptions on an annual basis.
- Establish an ad hoc Nomination Committee and coordinate the nomination, election, and installation of Board members for the upcoming school year.

**POSITION:** **Retail Promotions Chairperson**

**OVERVIEW:** Responsible for planning, implementing and administering a variety of community based fundraising programs for the PTSA and communicating regularly with the 3rd Vice President, Ways & Means

**TENURE:** Appointed for a one-year term. May serve up to two consecutive years.

**JOB DUTIES:** The Retail Promotions Chairperson will:

- Coordinate and advertise monthly Spirit Nights.
- Research additional fundraising opportunities with local businesses such as credit cards, store programs, and/or cartridge recycling, etc. These activities need to be coordinated with the school to make sure we're not duplicating efforts.
- Turn over monies collected promptly to the PTSA Treasurer.

**POSITION:** **Spirit Wear Chairperson**

**OVERVIEW:** Responsible for coordinating the sale of PTSA Spirit wear

**TENURE:** Appointed for a one-year term. May serve up to two consecutive years.

**JOB DUTIES:** The Spirit Wear Chairperson will:

- Decide the spirit wear to be offered to our membership and have it approved by the Executive Board
- Obtain competitive pricing for the spirit wear to be offered and pricing for each item
- Advertise spirit wear at back to school meetings, in the bookstore, in the back to school folder, newsletter, website, etc.

**POSITION:** **Volunteers Chairperson**

**OVERVIEW:** Responsible for recruiting volunteers and placing them according to school, PTSA and faculty needs and according to the preferences and talents of the volunteers.

**TENURE:** Appointed for a one-year term. May serve up to two consecutive years.

**JOB DUTIES:** The Volunteers Chairperson will:

- Collect flyers for Back to School folders and coordinate the "stuffing" of these folders.
- Prepare, distribute and collect volunteer sign-up sheets. Provide each Board member with a list of volunteers for their needs. (Currently, the volunteer list is maintained on a Google doc.
- Ensure all volunteers have completed the Henrico County Volunteer applications. Provide information for volunteer recognition.
- Organize a committee to select the "Volunteer of the Year".

**POSITION:** Website Administrator

**OVERVIEW:** Maintain the GAHS PTSA website providing PTSA communication to the families, students and the community at large of GAHS.

**TENURE:** Elected for a one-year term. May serve up to two consecutive years.

**JOB DUTIES:** The website administrator will:

- Edit and maintain the GAHS PTSA website in compliance with the HCPS guidelines.
- Ensure the website contains up to date information.
- Ensure the website contains the following content:
  - Home page with general announcements.
  - PTSA Mission Statement, purpose and bylaws
  - List of officers, committee chairs, and student representatives with hyperlinked email addresses.
  - Hyperlink for standing rules and audit report
  - Membership information and hyperlink for online membership.
  - Calendar of events.
  - Hyperlinks to newsletters, minutes, budget reports including archives of previous years' documents.
  - List of community sponsors.
  - Information on the Jaguars Drive Smart program and JAGmart Bookstore.
  - Hyperlink to JagMart online.
  - Information on Reflections program
  - Hyperlink to the GAHS morning announcements.
  - Contact information: school name, address, phone number and PTSA Facebook and Twitter accounts.
- Send out weekly eBlasts, and event reminders as needed via email.
- Enter and maintain email distribution list.

## AD HOC COMMITTEES

**POSITION: Budget Chairperson**

**OVERVIEW:** Responsible for preparing the annual budget for approval by the Executive Committee and the General Membership.

NOTE: This is an ad hoc committee, meaning this position serves for the life of the event, and does not vote at Executive Board Meetings.

**TENURE:** Appointed for the term of preparing the annual budget.

**JOB DUTIES:** The Budget Chairperson will:

- The treasurer will act as budget committee chairperson.
- Prepare the annual budget for approval by the Executive Committee and the General Membership according to the PTSA Bylaws

**OSITION: Bylaws Chairperson**

**OVERVIEW:** Responsible for chairing the bylaws committee of at least 3 members in the year prior to the bylaws 5 year revision date.

NOTE: This is an ad hoc committee, meaning this position serves for the life of the event, and does not vote at Executive Board Meetings.

**TENURE:** Appointed for the term of chairing the bylaws committee.

**JOB DUTIES:** The Bylaws Chairperson will:

- Review bylaws with committee and present to board and general membership.
- When changes are required, follow VA PTA guidelines.
- Review standing rules on an annual basis and advise board of possible revisions.

**POSITION: Nomination Chairperson**

**OVERVIEW:** Responsible for establishing a Nominating Committee and completing the nomination, election, and installation process of Board members for the upcoming school year.

NOTE: This is an ad hoc committee, meaning this position serves for the life of the event, and does not vote at Executive Board meetings.

**TENURE:** Appointed for the term of the nomination, election, and installation process.

**JOB DUTIES:** The Nomination Chairperson will:

- Work with a Nominating Committee of at least 3 individuals
- Compile a list of nominees to comprise the PTSA Executive Board for the upcoming school year.
- Complete the election and installation process according to the PTSA by-laws.

# PLAN OF WORK

APPENDIX C

**Officer Name:**

**Position:**

**Year:**

**Responsibilities/Duties:**

**Goal:**

**Specific Action Steps:**

**Budget:**

**Resources:**

**Evaluation Process:**

**Committee Members:**

## PTSA HANDBOOK

Items that should always be maintained in the PTSA Handbook are as follows, and retained for the number of years listed in Appendix F:

- Board List
- Bylaws
- Insurance Records
- Meeting minutes
- Newsletters
- Treasurer Reports



## RECORDS OF RETENTION

It is very important that certain records be retained. It helps to develop a records retention policy. Listed on this page are items that should be reviewed on a periodic basis and kept in a safe place.

Records to be Retained	Retention Period
Accounts payable records	7 years
Annual audit reports	Permanently
Articles of Incorporation	Permanently
Bank reconciliations	1 year
Bylaws, including all amendments	Permanently
Cash receipt records	7 years
Checks (canceled) (see exception, next line)	7 years
Checks (canceled) for important payments, i.e., taxes, special contracts, etc. (Checks should be filed with the papers pertaining to the transaction)	Permanently
Contracts and leases (expired)	7 years
Contracts and leases still in effect	Permanently
Corporation reports filed with the secretary of state	Permanently
Correspondence with customers or vendors	1 year
Correspondence (general)	3 years
Correspondence (legal)	Permanently
Duplicate deposit slips	1 year
Employee records, if applicable	3 years
Equipment owned by PTA	Permanently
Financial statements (year-end) and budgets	10 years
Grant award letters of agreement	10 years
Insurance records, accident reports, claims, policies, certificates	Permanently
Inventories (products and materials)	7 years
Invoices	7 years
Journals	Permanently
Minute books of directors and committees	Permanently
PTA charter	Permanently
Petty cash vouchers	3 years
Purchase orders	7 years
Record retention policy	Permanently
Sales records	7 years
Standing rules	Permanently
Tax-exempt status documents Application for tax exemption (federal and state) Letter of determination (recognition) of tax-exempt status (federal and state) Group tax exemption documents, if applicable Letter assigning IRS Employee Identification Number (EIN) Form 990/990-EZ and Schedule A, as filed with IRS Form 990-N (e-Postcard) State tax information returns, as filed Form 990-T, if applicable, for unrelated business income Correspondence with IRS Other information returns filed with the government Charitable Solicitation Registration, if applicable	Permanently
Trademark registrations	Permanently
Vouchers for payments (includes allowances and reimbursements to officers, members, etc., for travel and other expenses)	7 years

## CONTENTS OF TREASURER' FILE

- ... A copy of the PTA bylaws and standing rules, with sections authorizing disbursements marked:
- ... A copy of state PTA bylaws and National PTA Bylaws (and council bylaws if indicated)
- ... A copy of the budget adopted by the association
- ... Receipt book to acknowledge money received by the treasurer
- ... Checkbook to disburse funds as authorized
- ... Treasurer' account book in which to keep the financial records of the association (may be an electronic file)
- ... Permanent Internal Revenue Service (IRS) tax information, including the following:
  - IRS determination letter of tax-exempt status and copy of application for tax-exempt status
  - Federal Employer Identification Number (FEIN), also known as EIN (Employer Identification Number)
  - Copies of filed Form 990/990-EZ, 990-N, 990-T, or other required IRS forms
  - Group exemption number (see "Determination Letter,"page 29)
- ... Permanent state tax information, such as state sales tax correspondence, state identification numbers, and reports filed with the state, as required
- ... An up-to-date roster of the members of the association
- ... A copy of this PTA Money Matters Quick-Reference Guide and a completed copy of the financial management checklist
- ... Audit reports held in permanent file
- ... Seven years of cash receipts and petty cash records, bank deposits, invoices, and statements
- ... General correspondence
- ... Three years of budgets

## Glen Allen High School PTSA Cash Receipt Form

Activity or Program \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Income Budget Category: \_\_\_\_\_

Details of Income: \_\_\_\_\_

**Currency**

\_\_\_\_\_ x \$100 = \_\_\_\_\_  
 \_\_\_\_\_ x \$ 50 = \_\_\_\_\_  
 \_\_\_\_\_ x \$ 20 = \_\_\_\_\_  
 \_\_\_\_\_ x \$ 10 = \_\_\_\_\_  
 \_\_\_\_\_ x \$ 5 = \_\_\_\_\_  
 \_\_\_\_\_ x \$ 1 = \_\_\_\_\_

**Total \$** \_\_\_\_\_

**Checks**

# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____

# \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_

**Coins**

\_\_\_\_\_ x \$1 = \_\_\_\_\_  
 \_\_\_\_\_ x 50¢ = \_\_\_\_\_  
 \_\_\_\_\_ x 25¢ = \_\_\_\_\_  
 \_\_\_\_\_ x 10¢ = \_\_\_\_\_  
 \_\_\_\_\_ x 5¢ = \_\_\_\_\_  
 \_\_\_\_\_ x 1¢ = \_\_\_\_\_

**Total \$** \_\_\_\_\_

# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____

**Total \$** \_\_\_\_\_

**Grand Total \$** \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Verification \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Signature \_\_\_\_\_

Amount Received: \$ \_\_\_\_\_  
 Treasurer's Signature \_\_\_\_\_  
 Date \_\_\_\_\_

## Glen Allen High School PTSA Check Request Form

Date: \_\_\_\_\_

Check requested by: \_\_\_\_\_ Phone number: \_\_\_\_\_

PTSA Position \_\_\_\_\_

Event or Assignment \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Date of Event \_\_\_\_\_

Invoice attached

Receipt attached

Details of Disbursement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Write Check To:**

Name of Person/Company \_\_\_\_\_

Address \_\_\_\_\_

**Approved by:**

\_\_\_\_\_  
Treasurer's Signature

\_\_\_\_\_  
President's or Vice President's Signature

**For PTSA Treasurer Use:**

Membership-approved activity

Executive Board-approved expenditure

Funds released by membership

Date approved in minutes \_\_\_\_\_

Budget Category	Budgeted Amount	Spent to Date	Check Number	Amount

Please staple receipt(s), brochures, or any documentation that is available to support your request. Receipts are required

for reimbursement. Request must be signed by authorized PTSA board member.

**GAHS PTSA TREASURER'S REPORT EXAMPLE**

	Current Month	YTD	Budget	Variance
<b>BEGINNING BALANCE</b>			<b>\$15,800</b>	
<b>INCOME</b>				
<b>Local Membership Dues</b>			\$1,500	
<b>Donations From Members</b>				
<b>Fundraising Projects</b>				
After School Programs			\$500	
Bake Sale			\$100	
Corporate Donations			\$1,300	
Fall Festival			\$6,000	
Holiday Shop			\$250	
Scrip				
Spirit Night			\$500	
Spirit Wear			\$600	
Yearbook			\$100	
<b>Interest</b>			\$20	
<b>Miscellaneous Income</b>			<u>\$200</u>	
<b>TOTAL INCOME</b>			<b>\$11,070</b>	
<b>EXPENSES</b>				
<b>Administration</b>				
Copying Paper Newsletter			\$1,600	
County Council Banquet			\$96	
County Council/Lay Advisory Dues			\$85	
Historian			\$200	
Insurance			\$370	
Membership			\$800	
Miscellaneous			\$200	
Organizational Expenses			\$200	
Student Directory			\$1,000	
Student Planners			\$1,600	
Summer Start-up			\$500	
<b>Committees/Programs</b>				
After School Programs/DI			\$500	
Educational Enhancements			\$7,000	
Educational Resource Fund			\$2,750	
5th Grade Expenses			\$700	
Hospitality			\$1,500	
Landscaping			\$500	
PTSA Programs			\$1,000	
Reading Incentives			\$2,000	
Reflections			\$350	
Resource (Lib, Music, Art, PE, Speech, PRIME)			\$2,050	
Scholarship Fund-Moody/Graff			\$600	
Teacher Classroom Fund			\$3,835	
Volunteer Programs			\$100	
<b>Restricted Funds</b>				
<b>TOTAL EXPENSES</b>			<b><u>\$29,536</u></b>	
<b>INCOME LESS EXPENSES</b>			<b><u>-\$18,466</u></b>	
<b>ENDING BALANCE</b>			<b><u>-\$2,666</u></b>	

\*We have members and our annual membership fee is \$5.00.

National	\$1.75	@	0	=	\$0.00
State	\$1.00	@	0	=	\$0.00
Local	\$2.25	@	0	=	\$0.00
<b>TOTALS</b>	<b>\$5.00</b>				<b>\$0.00</b>

Submitted By.....



## PTSA FINANCIAL MANAGEMENT CHECKLIST

This checklist is designed to provide general guidance to PTSA volunteer leaders in the management of their resources.

### Budgeting

The PTSA budget is a financial guide.

- |   |     |    |
|---|-----|----|
| ○ Did the budget committee prepare a preliminary budget?                          | Yes | No |
| ○ Does the budget show all sources of income against all total expenses?          | Yes | No |
| ○ Was the budget formally adopted?  | Yes | No |
| ○ Have appropriate methods been put in place to implement the budget?             | Yes | No |
| ○ Is there a method to record monies received?                                    |     |    |
| ○ Is there a method to record monies spent?                                       |     |    |
| ○ Is there a place to report monies committed?                                    |     |    |
| ○ Are policies in place to permit changes to the budget?                          |     |    |
| ○ Are regular monthly reports made to the appropriate body?                       |     |    |
| ○ Are provisions made for an audit of PTSA funds at the close of the fiscal year? | Yes | No |
| ○ Has a copy of the audit been filed with the state PTSA office?                  | Yes | No |
| ○ Are the reports communicated to the board?                                      | Yes | No |

### Financial Controls:

- |  |     |    |
|--|-----|----|
| ○ Are all monies kept separate from school and personal funds?             | Yes | No |
| ○ Is an accounting system with accurate record of transactions maintained? | Yes | No |
| ○ Are checks numbered in sequence and missing checks recorded?             | Yes | No |
| ○ Are all bank signature cards up to date?                                 | Yes | No |
| ○ Are all funds deposited in a timely manner?                              | Yes | No |
| ○ Is bank reconciliation performed each month?                             | Yes | No |
| ○ Is the insurance policy up to date?                                      | Yes | No |

### IRS and Tax Forms

- |   |     |    |
|---|-----|----|
| ○ Is the PTSA exempt from federal income tax under sec. 501(c)3?          | Yes | No |
| ○ Is the PTSA required to file an IRS 990, gross income \$25,000 or more? | Yes | No |
| ○ Has a copy of the completed form been filed with the permanent records? | Yes | No |
| ○ Is the Employer Identification Number on file?                          | Yes | No |



