

*Final Adopted 5-12-15*

*Amended 9-17-18*

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*STANDING RULES*

*VALLEY RIDGE ACADEMY PTO*

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*Annual Dues: Annual dues are tiered as follows:*

*Silver Hawk: \$25.00*

*Golden Hawk: \$50.00*

*Platinum Hawk: \$100.00*

*Diamond Hawk: \$250.00*

*Staff Membership: \$10.00*

*Tiered incentives will be determined and established by the Membership Coordinator(s) each year.*

*General Meetings: A minimum of four (4) General PTO meetings shall be held during the school year. Meeting dates shall be set by the Executive Board and posted on the PTO website seven (7) days prior to the first General Meeting. The Annual Meeting (election of officers) should always occur in April or May.*

*Executive Board Meetings: Executive Board Meetings shall typically occur on the second Wednesday of each month in the morning or as established by the board at the beginning of each school year.*

*Candidates for Office: To be eligible to run for an office, including nominations from the floor on election night, nominees must have been dues-paying members of the PTO for at least one calendar month prior to the day of election and must have attended at least one PTO meeting prior to the April/May election date.*

*Conflicts of Interest: No Board Member shall serve on any committee and/or in any Committee Chair position that presents the potential for a conflict of interest; conflicts to be determined at the discretion of the Executive Board.*

*Request to Add Items to the Meeting Agenda: Agenda item requests must be presented to the PTO President, in writing, at least 2 days prior to the next General PTO meeting. If brought up at the meeting, the President has the discretion (based on time and practicality) to determine if said business can be discussed at that meeting.*

*Voting by the Parliamentarian: The Parliamentarian is included in the membership count for the purpose of determining Quorum and is entitled to vote at Board Meetings but is not eligible to vote at General PTO Meetings unless the vote is taken by a secret ballot.*

*Event Wrap-Up Sheets: Committee Chairs are required to complete and submit an event wrap-up sheet within two (2) weeks of the conclusion of any event.*

*General Order of Business in General PTO Meetings: The order of business for the meetings of this organization shall be:*

*Call to Order*

*Secretary's Report: Approval of Minutes*

*Treasurer's Report*

*Committee Reports*

*New Business*

*Unfinished Business*

*Announcements & Next Meeting Details*

*Adjournment*

**Valley Ridge Academy PTO**  
**Financial Policies & Procedures**

**PTO funds are strictly intended to benefit the students and staff at Valley Ridge Academy through the enhancement of school programs and activities. The PTO officers and Committee Chairs are the guardians of these funds and have the fiduciary responsibility to ensure that they are safe-guarded and used wisely.**

***Event Requests:***

Requests for cash drawer needs (starting cash & coin) must be made in writing (text or email is sufficient) to the Treasurer at least 7 days prior to any PTO event. Cash and coin requests should be specific (i.e. \$20 in quarters, \$50 in singles, etc.); the number of cash boxes required and the number of card readers needed for accepting credit cards should also be included in this request.

***Event Count:***

At least two board members should be present to count all proceeds at the end of all PTO events. This will include events that last multiple days. Event chairs may also count the event proceeds. Proper forms must be completed and signed. All cash, coin and checks must be taken to the bank for deposit or placed in the secured PTO safe in the front office mailroom.

***Event Deposits:***

All cash, coin and checks must be deposited within 48 hours (or 2 business days) following the end of a PTO event. Only account signatories may deposit funds. All cash, coin and checks shall be placed in the secured PTO safe located in the front office mailroom (if the deposits will not be made the day of the event). Money collected and deposited shall be broken down and allocated to the source of such funds (spirit wear, membership, business partners, etc.)

***Debit Cards:***

Debit cards are to be used by bank signatories only. Special arrangements should be made with the President and/or Treasurer for purchases that are made on a recurring basis.

***Reimbursement Requests:***

Requests for reimbursement must be made within two weeks following an event with all appropriate receipts attached.

***Records:***

Board Members and Committee Chairs must keep accurate records of their income and expenses. All invoices (to be paid) must be submitted to the Treasurer within 7 days of receipt.

***Registers:***

Only board members and/or Committee Chairs have the authority to run registers for purchases at events. Said board members and/or Committee Chairs will have the authority to accept credit cards on personal electronic devices using the Heartland App (or other approved credit card company).

***Tax Exempt Status:***

As per Florida regulations, the tax-exempt number may only be used when purchasing items for PTO and/or school events with the PTO debit card or PTO checkbook.

***Returned Checks:***

Anyone who has 2 returned checks due to insufficient funds must pay by cash, certified check or money order in the future. Such parties will also be responsible for any bank and/or service fees incurred by the PTO.

***Inventory:***

All inventory stock (spirit wear, spirit sticks) must be counted by the president-appointed chair people and reconciled with ordering and sales information periodically.

***Monthly Bank Statement Review:***

A PTO member, who is not a signatory on the bank account, shall review, reconcile and sign the monthly bank statements. This person shall complete the annual audit review form at the end of the fiscal year.

***Till/Petty Cash:***

A sum of \$100 will be kept in the secured PTO safe to be used at any PTO event. This money must be signed out and signed back in at the end of the PTO event. No specific denomination will be available. Specific requests for cash and coin must be given to the Treasurer 7 days prior to an event.