

### Proposed Standing Rules 2012-2013

1. Meeting minutes: Minutes must be taken at all executive committee meetings as well as general meetings. Minutes will be posted on the PTO website and archived in the PTO office.
2. PTO events should have an approved budget prior to any making any reimbursement requests. Meeting minutes will document approval. Any item in the budget does not need further approval prior to funds being dispersed.
3. Unbudgeted expenses in excess for \$100 per person, per event, must be approved by the Executive Committee prior to reimbursement.
4. Items not in the budget must be approved by the majority of the PTO Executive Committee prior to the disbursement of funds.
5. Reimbursements may only be requested by using the PTO reimbursement form, with receipts attached.
6. Reimbursements should be presented no later than 30 calendar days after the date of the event (not the date of the expense).
7. Should the Treasurer receive a request for a non-budgeted expense directly, the Executive Committee needs an email vote, a time deadline to respond, and a majority decision. Lacking the majority, the PTO President will be counted twice. If approved, the Treasurer should complete the Reimbursement form, include a copy of each person's vote in the event file, and issue the check when approved. If denied, the PTO President should notify the person(s) requesting reimbursement and the reason why. The request can be presented and reevaluated at the next scheduled PTO Executive Committee meeting.
8. Unless prior approval has been given by the executive committee, no one should be paid from the cash box at an event.
9. Cash should be collected and counted by no less than two people during an event. Deposit slips filled out and a copy presented to the President and/or the Treasurer. Other cash collected on behalf of the PTO should have a total attached to the money and be signed by the collector. All cash collected must be presented to the Treasurer within 48 hours of collection.
10. Committee chairs should place a monetary value on donated items, to aid in future budgeting and possible tax receipts.