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Adopted - PENDING COMMUNITY APPROVAL

**BYLAWS  
of the  
Black Forest Hills Elementary Parent Teacher Community Organization**

**MISSION  
GUIDING PRINCIPLES**

In partnership with families, school staff, and our community, the mission of the Black Forest Hills Elementary PTCO is to garner resources to enhance student learning and achievement and to instill a sense of community in our school and neighborhood.

- We are committed to ongoing, open communication with school leadership to prioritize and distribute funds raised.
- We strive to provide opportunities for families to connect and build relationships.
- We seek to find enrichment and provide support that works to the educational benefit of all students.

**MISSION  
EQUITY AND INCLUSION STATEMENT**

The Black Forest Hills Elementary PTCO believes that every student deserves access to a high-quality education and an inclusive school environment that respects and values diversity.

We recognize that our school community is made up of individuals with diverse backgrounds, experiences, and needs. As such, we strive to create an environment where all voices are heard, and everyone has the opportunity to engage meaningfully in the education process.

We are dedicated to:

1. **Inclusive Participation:** Ensuring that all families feel welcomed and empowered to participate in PTCO activities and decision-making processes.
2. **Culturally Responsive Practices:** Promoting initiatives and resources that acknowledge and celebrate the cultural identities of our students and families.
3. **Advocacy for All:** Supporting policies and practices that foster equity within our school and community, advocating for resources and opportunities that address disparities.
4. **Continuous Learning:** Committing to ongoing education and dialogue around equity issues, so we can better serve our entire school community.

We invite all parents, teachers, and community members to join us in this mission, working together to create an equitable and thriving educational environment for every child at Black Forest Hills Elementary.

**ARTICLE I  
NAME\***

The name of this organization shall be the Black Forest Hills Elementary Parent Teacher Community

Organization (hereafter referenced as BFHE PTCO).

## **ARTICLE II PURPOSE\***

1. The purpose of the BFHE PTCO shall be to assist in attaining the highest level of education and welfare for the entire student body of Black Forest Hills Elementary School. Through the cooperative efforts of the Cherry Creek School District, the faculty and staff, families, and our community, we shall provide leadership in the areas of fundraising, school support, and community-building.
2. This PTCO is a subordinate organization of and is organized under authority granted by the Cherry Creek School District Parent Teacher Community Council, Inc., otherwise known as the CCSD Parents' Council.
3. This PTCO is organized solely for charitable, scientific, literary, or educational purposes as defined in section 501(c)(3) of the Internal Revenue Code. This organization is not a private foundation.

## **ARTICLE III MEMBERSHIP**

1. GENERAL - General membership shall consist of the parents or guardians of all students, the administrators, the faculty, and the staff of Black Forest Hills Elementary School.
2. ASSOCIATE - Associate membership shall consist of interested members of the community.
3. BOARD of DIRECTORS & EXECUTIVE BOARD - See Articles V - VII.
4. No dues will be required for membership.

## **ARTICLE IV BOARD OF DIRECTORS (ELECTED OFFICERS) AND THEIR DUTIES Any role can be held by one or two people**

1. **President**
  - a. To attend and preside at all meetings of the organization.
  - b. To be a member ex-officio of all committees.
  - c. To attend CCSD Parents' Council general meetings or assign a representative (Parents' Council Representative or Representatives).
  - d. To sign checks in the absence of the Treasurer.
  - e. To appoint an examiner to conduct the year-end financial review of the organization's books.
  - f. Review monthly financial statements with the treasurer.
  - g. To appoint an examiner NOT in the current Executive Board to conduct the year-end financial examination of the organization's book. To submit a copy of the examination to the Treasurer of CCSD Parents Council no later than 30 days after completion of the review.
  - h. Receive previous years financial records prior to the start of the school year.
  - i. To submit and sign an annual affiliation letter, along with the bookkeeping treasurer, to CCSD Parents' Council asking to continue as a subordinate organization under the 501(c)(3) tax exempt group status.\*
  - j. To maintain a copy of the Executive Board listing, including contact information, and provide said list to CCSD Parents' Council upon election of new officers.\*
  - k. To register the organization as a Charitable Organization in the State of Colorado with the Secretary of State.\*

- l. To file annual reports with the secretary of State requesting authorization to continue to operate as a Charitable Organization in the State of Colorado.\*
- m. To attend a minimum of one CCSD Parents' Council Leadership Workshop upon election.\*
- n. To attend District functions where individuals from your school are invited and/or honored, including the Area Director luncheon(s), Exceptional Volunteer of the Year event, Open Forum roundtable discussions and the Teacher of the Year banquet, as available.
- o. To evaluate fundraisers, grants and PTCO sponsored events. Make recommendations to the Executive Board regarding changes for the following school year.
- p. To help in the organization and disbursement of the mail.
- q. To attend all PTCO sponsored events.
  - i. See Article VIII, Section 5 regarding PTCO sponsored events
- r. To support all PTCO committees as needed; working closely with or serving as the Volunteer Coordinator to ensure all Committee Chairs are filled and duties are completed as assigned.
- s. To oversee certain committees as designated by the Executive Board:
  - i. Contact Committee Chairs before Executive Board and General Meetings to determine the status of their committees.
  - ii. Remind Committee Chairs to attend General Meetings or share information/updates on their behalf.
  - iii. Assist Committee Chairs in the publicity of their programs/events.
- t. In the event there is no separate and distinct person to fill the VP of Communication role, Delegate the communication duties between board members as needed for things such as (but not limited too):
  - i. Creation and distribution of information pertinent to PTCO activities for school Principal to be included in weekly email/newsletter.
  - ii. Maintenance of PTCO and related websites.
  - iii. Annual maintenance of data from school enrollment records to PTCO database
    - 1. Maintain PTCO specific gmail accounts for use by executive board members and transfer accounts as needed to new members.
  - iv. To maintain a DIGITAL copy of all records and bylaws, and share these records with new board members elected each year.
  - v. To ensure the website is current with all public documents to include, but not limited to: meeting agendas, meeting minutes, financial updates, events, etc.

**2. Vice-President of Communications (optional e-board position)\***

- a. To attend all Executive Committee and General Meetings.
- b. To preside in the absence of the President(s)
- c. To act as the communication liaison between the school, PTCO and community by means identified as, but not limited to:
  - i. Creation and distribution of information pertinent to PTCO activities for school Principal to be included in weekly email/newsletter.
  - ii. Maintenance of PTCO and related websites.
  - iii. Maintenance of PTCO related social media accounts.
  - iv. Annual maintenance of data from school enrollment records to PTCO database
  - v. Maintain PTCO specific gmail accounts for use by executive board members and transfer accounts as needed to new members.
- d. To maintain a DIGITAL copy of all records and bylaws, and share these records with new board members elected each year.
- e. To ensure the website is current with all public documents to include, but not limited to: meeting agendas, meeting minutes, financial updates, events, etc.
- f. To attend all PTCO sponsored events.
  - i. See Article VIII, Section 5 regarding PTCO sponsored events
- g. To support all PTCO committees as needed.

- h. To oversee certain committees as designated by the Executive Board:
  - i. Contact Committee Chairs before Executive Board and General Meetings to determine the status of their committees.
  - ii. Remind Committee Chairs to attend General Meetings or share information/updates on their behalf.
  - iii. Assist Committee Chairs in the publicity of their programs/events.

### **3. Treasurer(s) - Deposit and Disbursement Treasurers**

- a. To attend all Executive Committee and General Meetings.
- b. To maintain accurate records of all financial transactions.\*
- c. To submit monthly financial statements to the Executive Board.
- d. To receive, deposit and disburse the funds of the organization, as authorized by the Executive Board.
- e. To review and approve the previous year's financial records with the CO-Presidents, prior to the start of the school year.
- f. To submit all financial records for year-end financial review to the executive board, to be completed during summer months, after annual closing of books.
  - i. Submission of records needs to occur BEFORE July 15
  - ii. Review of records must be completed BEFORE August 15
  - iii. To provide all necessary information for the examiner when a review is requested by the President(s), and to attend related meetings as needed.
- g. To close books by June 30th, and provide books and year-end financial statements to the incoming Treasurer(s).
  - i. These must be examined and approved by the out-going President(s).
- h. To prepare the annual Budget in conjunction with and for approval by the Executive Board and ratification by the General Membership.\*
  - i. The budget should be prepared in April for the following school year, to be presented and voted on at the last general meeting of the school year.
- i. To submit a copy of the Annual Budget to the Treasurer of CCSD Parents' Council upon formal approval by the PTCO membership.\*
- j. To sign the Affiliation Letter for CCSD Parents Council along with the CO-Presidents.
- k. To attend a minimum of one CCSD Parents' Council Treasurer's Workshop upon election.\*
- l. To maintain and reconcile the organization's checkbook with bank records.
- m. To file annual financial statements/tax returns and schedules, regardless of income, with the Internal Revenue Service and the Colorado Secretary of State.\*
- n. To send copies of each filing to the Treasurer of CCSD Parents' Council no later than 30 (thirty) days after such filing.\*
- o. To maintain records of all receipts and expenditures of PTCO money and maintain funds in federally insured checking or interest bearing accounts in the name of Black Forest Hills Elementary Parent Teacher Community Organization (BFHE PTCO).
  - i. The Treasurer(s) and the President(s) shall be authorized signers on the checking account.
- p. To be present or arrange for a substitute from the Executive Board at all fund raising activities, to aid and work closely with Chair people of each fundraiser to ensure accurate record keeping and provide change at fundraising activities.
- q. Assist with deposits as necessary.
- r. To comply with the guidelines for Treasurers that are set by CCSD Parents' Council.
- s. To attend all PTCO sponsored events.
  - i. See Article VIII, Section 5 regarding PTCO sponsored events
- t. To support all PTCO committees as needed.
- u. To oversee certain committees as designated by the Executive Board:
  - i. Contact Committee Chairs before Executive Board and General Meetings to determine the status of their committees.
  - ii. Remind Committee Chairs to attend General Meetings or share information/updates on their behalf.

- iii. Assist Committee Chairs in the publicity of their programs/events.
- v. To ensure all financial transactions follow rules and procedures as set out by Parents' Council and the BFHE PTCO Financial Policy - See Exhibit 1.
- w. To receive and keep accurate records of all receipts and expenditures of PTCO money and maintain funds in federally insured checking or interest bearing accounts in the name of Black Forest Hills Elementary Parent Teacher Community Organization (BFHE PTCO).
  - i. The Treasurer(s) and the President(s) shall be authorized signers on the checking account.
  - ii. To document outgoing money for all PTCO programs and events, via checkbook.
  - iii. To insure all reimbursements have adequate receipts and approval signatures as required in Handling Money Guidelines as set by the Executive Committee.
  - iv. To reimburse monies and make payments as needed on a timely basis.
  - v. To ensure all deposits have adequate documentation as required in Money Guidelines as set by the Executive Committee.  
To deposit monies as needed on a timely basis, in accordance with Financial Guidelines.
- x. To maintain proper signature cards at all banking facilities
- y. To deposit and document incoming money related to all PTCO programs and events.

#### **4. Secretary\***

- a. To attend all Executive Board and General Meetings.
- b. To serve as parliamentarian.
- c. To record, transcribe and distribute the minutes of all meetings within 72 hours of a meeting.
- d. To provide the VP of Communications a digital copy of the minutes within 72 hours so that VP of Communications can add to google drive and post on PTCO website for general members to read, and to make hard copies available at each meeting.
- e. To conduct correspondence as directed by the Executive Board. This includes but is not limited to: thank you notes and acknowledgements of life events such as births, deaths, marriage, etc. of key school community members.
- f. To handle all incoming and outgoing correspondence as needed by the PTCO.
- g. To keep a current copy of the Organization's Bylaws.\*
- h. To attend all PTCO sponsored events.
  - i. See Article VIII, Section 5 regarding PTCO sponsored events
- i. To support all PTCO committees as needed.
- j. To oversee certain committees as designated by the Executive Board:
  - i. Contact Committee Chairs before Executive Board and General Meetings to determine the status of their committees.
  - ii. Remind Committee Chairs to attend General Meetings or share information/updates on their behalf.
  - iii. Assist Committee Chairs in the publicity of their programs/events.

#### **5. Immediate Past President**

- a. To attend all Executive Board and General Meetings as possible.
- b. To provide feedback, training, and information as necessary.
- c. To attend all PTCO sponsored events as possible.
  - i. See Article VIII, Section 5 regarding PTCO sponsored events
- d. To support all PTCO committees as needed.
- e. To oversee certain committees as designated by the Executive Board:
  - i. Contact Committee Chairs before Executive Board and General Meetings to determine the status of their committees.
  - ii. Remind Committee Chairs to attend General Meetings or share information/updates on their behalf.
  - iii. Assist Committee Chairs in the publicity of their programs/events.

#### **6. Principal and or Assistant Principal**

- a. To attend all Executive Board and General Meetings
    - i. If scheduling prevents the principal or assistant principal from attending Executive Board Meetings, electronic communication can be used prior to, during and after the meeting as needed to seek advice and consent from the principal and or the assistant principal.
  - b. To act as a liason between the school and the PTCO and to keep the PTCO aware of all school events.
- 7. Committee Chairs (multiple positions)**
- a. To attend all General Meetings whenever possible.
  - b. Committee Chairs should plan to attend General Meetings the month before their event/program, the month of their event/program, and the month after their event/program.
  - c. To report on the progress of their committee in person or via phone/email.
  - d. To keep a record of their activities throughout the school year.
  - e. To make a final written report of all applicable information (contacts, processes, forms, passwords, etc) to their successor and the Executive Board upon completion of their term.

## **ARTICLE V EXECUTIVE BOARD**

1. The Executive Board shall be composed of the President, VP of Communication (if position is filled); Treasurer, Secretary, and a designated district administrator (i.e. Principal or Assistant Principal who serves as an advisory role). \*\*Only required roles per CCSD Parent Council are President, Secretary and Treasurer and only 1 person per role is legally required to have a fully functioning and operation board.\*\*
2. Executive Board members who have chosen online learning/homeschooling IN the Cherry Creek School District, such as Options or Elevations, ARE able to hold a board position, with the exceptions of: President, Treasurer, or any board position that is an authorized signatory for the PTCO/PTO bank account. If an in-district remote/homeschool parent/guardian would like to hold any other Executive Board position, the current Executive Board and School Principal must be in agreement.\*
3. It is recommended that a member of the Executive Board should not also serve concurrently as a member of the Executive Board of the CCSD Parents' Council.
4. In the event that an emergency precludes convening a General Meeting, the Executive Board is authorized to act on behalf of the organization as long as a quorum of the Executive Board is present (in person or electronic).
5. If a meeting is rescheduled prior to a posted meeting date/time to a different date or time and or to be held via zoom, that information will be posted on the website with as much notice as possible (except in the case of #4 above), and a request to receive the zoom link will be posted as needed for any meeting moved to zoom.

## **ARTICLE VI ELECTION OF BOARD MEMBERS**

1. The election shall take place during the last meeting of the general membership in the spring of each year.
2. Nominations shall be accepted from the floor at a General Meeting, prior to the last meeting of the

school year, on the condition that the nominee consents. Nominations may also be emailed to the board who will then reach out to the nominee to see if the nominee accepts. Executive Board and General members may nominate candidates. The slate of candidates for each office shall be presented at least 30 (thirty) days prior to voting.

- a. VP of Communications will include the announcement for candidates and the slate of candidates via the website and the newsletter for viewing and consideration of the general membership.
3. Election shall be by voice vote at the last general meeting in the spring of each year if there is only one nominee for an office. If more than one candidate is nominated for an office, the election shall be by a plurality of those present and voting at a General Meeting by a written ballot.
4. The term of the office for all members of the Executive Board is 2 years and shall be from July 1 to June 30 for two consecutive years.
5. No officer shall be eligible to serve in the same office for more than two consecutive terms (4 years), unless agreed upon by a majority of the Executive Board.
6. In the event a vacancy/resignation should occur among the elected officers, the Co-Presidents should call a meeting of the Executive Board within 30 (thirty) days to appoint a new officer to finish the unexpired term. There should be a vote of the Executive Board approving of the appointed officer. If approved, that newly appointed officer will begin their 2 year term.

#### **ARTICLE VII MEETINGS**

1. General Meetings shall be open to all members of the organization.
  - a. Meetings shall be held at least once a quarter, during the school year.
  - b. Meeting dates for the entire year shall be published at the start of each school year.
  - c. Changes to meeting dates shall be announced as soon as possible and posted on the PTCO website.
2. Special meetings of the Executive Board may be called by the President and or Co-Presidents or the Principal with a five-day notice made through print or electronic communication. The Executive Board may hold discussions on things that need reviewed via email, virtual meeting, or in-person meeting. Voting on matters that require an executive board vote may also be done via electronic voting.
3. A joint meeting of the outgoing and incoming Executive Boards shall be held at the last regular meeting of each school year.
4. Members of the Executive Board shall attend all regularly scheduled General Meetings during the year and may not be absent from more than three meetings. Failure to comply may constitute a vacancy. Exceptions to this policy may be appealed to the Executive Board.
5. Minutes shall be kept at all general membership meetings. See Article IV, Section 6 Secretary for complete information regarding meeting minutes.
6. Meetings can be held virtually or off campus IF necessary. Changes to normal meeting location should be announced by all means possible to the organization.
7. Parliamentary Authority: The rules contained in Robert's Rule of Order Newly Revised, 12th Edition shall govern the organization in all cases to which they are applicable, and in which they are consistent with the Bylaws of this organization. These rules are of Western cultural origin, and based on the premise that "though the minority shall be heard and absentees protected, the majority will decide." These rules shall be the authority on parliamentary law, except when in

conflict with these bylaws.

8. In all cases (Special and General Meetings), a quorum for voting and conducting other official business shall consist of 50% +1 member of the Executive Board present, as defined in Article V, Section 1.
9. The Executive Board members and the General membership present at any meeting shall be entitled to vote for the purpose of transacting the business of the organization. Each member present at the meeting shall have one vote. Unless otherwise required in the Bylaws, a majority vote shall decide all matters at the meeting.

### **ARTICLE VIII OPERATING PRINCIPLES\***

The following are the operating principles to be followed by this PTCO, as required by the Cherry Creek School District Parent Teacher Community Council, Inc. (CCSD Parents' Council).

1. The organization shall not engage in or endorse any commercial activities. This does not, however, prevent the organization from carrying on fundraising activities related to its purpose. Similarly, it does not prevent a commercial enterprise from sponsoring an activity related to the organization's purpose.
2. No substantial part of the activities of the organization shall involve attempts to influence legislation or other political activities. The organization shall not participate in, on behalf of or in opposition to, any campaign for a candidate for political office. This does not prohibit the distribution of non-partisan materials or the holding of non-partisan candidate forums.
3. No part of the net earnings of the organization shall benefit its members, directors, officers or other private persons. The organization may carry on only those activities permitted under the Internal Revenue Code, Section 501(c)(3).
4. Upon the dissolution of this organization and after paying for the debts of the organization, the remaining assets shall be distributed to one or more non-profit organizations, which are tax exempt under Section 501(c)(3) of the Internal Revenue Code.
5. At least two board members or committee chairs MUST be present at every PTCO sponsored event.
6. Title 26, Section 4911 of the IRS Code -
  - a. A Parent Teacher 501(c)(3) Tax-Exempt Organization is allowed:
    - i. To participate in political activities supporting or influencing legislation, such as a school budget issue or referendum.
    - ii. To participate in activities to influence legislation that may be considered as directly connected to the "survival" of the organization, such as a referendum supporting education.
    - iii. To have a speaker come and present information for or against a proposed legislation.
  - b. A Parent Teacher 501(c)(3) Tax-Exempt Organization is NOT allowed:
    - i. To expend monies to have a candidate running for election as a speaker at a meeting, or to endorse a political candidate
    - ii. To expend a "substantial" amount of their funds on activities to influence legislation. A conservative rule of thumb is that the PTCO spend no more than 5% of its annual expenditures in support of election activities.

### **ARTICLE IX**



**AFFILIATION WITH CCSD PARENTS' COUNCIL\***

(CHERRY CREEK SCHOOL DISTRICT PARENT TEACHER COMMUNITY COUNCIL, INC.)

1. This organization is structured under the authority of the Cherry Creek School District Parent Teacher Community Council, Inc. (CCSD Parents' Council) and is chartered as a subordinate organization in accordance with the rules prescribed by CCSD Parents' Council. These rules are provided in the most recent version of "Cherry Creek School District Parents' Council PTO/PTCO Handbook" and provided on the CCSD Parents' Council at this location:  
<https://www.ccparentscouncil.org/handbook>
2. An annual affirmation letter shall be submitted by the President of the PTCO to CCSD Parents' Council President affirming their continuation as a subordinate organization under the CCSD Parents' Council Tax Exempt 501(c)(3) status with the Internal Revenue Service.
3. The membership fee required by the CCSD Parents' Council shall be the obligation of this organization.
4. A copy of the bylaws, including certain provisions required by the CCSD Parents' Council, shall be forwarded to CCSD Parents' Council Treasurer upon adoption. Further, when amendments are made to the Bylaws, a copy of the amended Bylaws shall be submitted to the CCSD Parents' Council Treasurer.
5. Copies of all annually required financial filings to the Internal Revenue Service and the Secretary of State (State of Colorado) shall be submitted to CCSD Parents' Council Treasurer within 30 days of filing.
6. Permanent books and records shall be maintained with sufficient detail to adequately reflect all sources of income and nature of expenditures. Such books and records will be made available for inspection, at reasonable times, upon request of an authorized representative of CCSD Parents' Council.
7. The President (or Co-Presidents) of this organization shall be a member/members of the CCSD Parents' Council. If the President(s) are unable to attend regular Parents' Council meetings, it is recommended that one or more Parents' Council representatives be assigned to attend and report during regular PTCO meetings.
8. As a subordinate organization of CCSD Parents' Council, this group is obligated to operate in accordance with the prescribed rules of CCSD Parents' Council and Operating Principles in Article VII of these Bylaws, and is subject to investigation, mediation, and decisions of the Parents' Council Executive Board, as deemed necessary to uphold the purpose of this organization and protect its tax status. Failure to comply with these provisions could result in withdrawal by CCSD Parents' Council of the charter of this organization.
9. All Articles and Positions noted with an asterisk (\*) in these Bylaws are required by the CCSD Parents' Council Handbook and/or were provided as guidance during required Parents' Council training.

**ARTICLE X  
FISCAL YEAR\***

The fiscal year shall begin on July 1 and end on June 30 of the following year.

**ARTICLE XI**

## **AMENDMENTS\***

- 1) The President Co-Presidents and/or Executive Board will review these Bylaws annually and suggest changes. These changes will be posted on the PTCO website and in Hooties with an electronic link to vote to approve and adopt or reject the proposed changes. Written notice of proposed changes to these bylaws must be posted and viewable for at least 2 weeks until the end of the electronic vote, and have prior approval from the Executive Board.
  - Adoption Dates (add dates as adoptions are made, if prior dates are unavailable start with the earliest date available and add any known amendment dates from that point)
    - Original Adoption 7/1/2011
    - Revision 7/17/2020
    - Revision 9/15/2022, adopted 9/29/22
  
- 2) In the event bylaws need to be amended at any point throughout the school year, the executive board must make a motion to amend and present the amendments for viewing on the PTCO website along with an electronic link to vote to approve or reject proposed amendments. This must remain on the website for at least 2 weeks until the end of the electronic vote.

EXHIBIT 1:

# Black Forest Hills Elementary School PTCO Financial Policies

## **PURPOSE AND INTENT**

These policies document Black Forest Hills Elementary School PTCO policies and procedures regarding using and receiving cash, credit cards and online payments (to meet the needs of Cherry Creek School District Parents' Council) as well as outline general financial policies and procedures used by Black Forest Hills Elementary School PTCO to ensure appropriate fiscal management.

The financial policies should be given to Black Forest Hills Elementary School PTCO Executive Board members as well as event chairpersons (and others) who will be responsible for receiving, requesting, and/or making payments relating to PTCO business. The policies are intended to provide both an understanding of how PTCO financial processes work and provide protection to volunteers themselves.

Information included:

1. Cash Policies
2. Credit Card/ Debit Card Policies
3. Check Policies
4. Online Payment Policies
5. General Financial Policies/General Spending Policies and Procedures
6. Teacher Grant Request Policies
  - Attachment: Check Request form
  - Attachment: Deposit Notice Form
  - Financial Procedures and Availability of Funds to BFHE Staff
  - Curriculum Support Grant Form
  - Grade Level Enrichment Grant Form
  - PTCO spending Policies Guideline

## **1. CASH POLICIES**

### Paying with Cash:

Black Forest Hills Elementary School PTCO does not maintain a petty cash account and cannot pay cash for PTCO purposes. Do not pay vendors in cash. If there is an exception to this rule the Executive Board must be notified in writing prior to the exception and agreed to by majority vote of the Executive Board and all proper forms must be filled out. Electronic communication can be used for this purpose if not able to meet in person..

### Accepting Cash Payments:

Black Forest Hills Elementary School PTCO accepts cash for payments made to the PTCO.

Two people from the Board (including at least one Executive Board member, and preferably including at least one treasurer) must be present when cash is being handled or counted. The final tally needs to be noted and signed off on by both parties and the matching funds must be deposited into Black Forest Hills Elementary School PTCO bank account within 48 hours of the event.

Order forms **MUST** be used, and those order forms should indicate that the purchaser paid with cash, and

the cash amount paid. The order forms should be kept by the PTCO until at least 30 days after the purchased items are delivered. An electronic copy should be made and stored in the google drive under the appropriate financial folder.

Order forms and accompanying cash payments should be kept secured in the school's front office PTCO safe until the cash is deposited.

In cases where an order form is not applicable (e.g. ticket sales or popcorn sales), the event chairperson and one Executive Board member must count the cash and sign the **Deposit Notice Form** indicating the amount of cash received.

Cash should be given to the PTCO Treasurer , and a completed **Deposit Notice** should be filled out immediately after the event or sale. If the PTCO Treasurer is not present at the event, cash awaiting deposit must be secured at the school's front office PTCO safe until receipt by the Deposit Treasurer.

Under no circumstances should any cash raised at an event or sale be spent (even with a receipt) before being deposited. It must be deposited into Black Forest Hills Elementary School PTCO's account and then spent under the PTCO spending policy guidelines.

The-Treasurer must retain the bank cash deposit advice (equaling the amount counted and signed off on the **Deposit Notice**) and attach it to the **Deposit Notice** for record keeping. This will verify that all funds accounted for are deposited into the PTCO bank account with complete transparency.

An electronic copy should be made and saved.

## **2. CREDIT CARD/ DEBIT CARD POLICIES**

### Paying with Credit Card:

Black Forest Hills Elementary School PTCO does not have a credit card account and therefore cannot pay for purchases with a credit card.

### Paying with Debit Card:

Black Forest Hills Elementary School PTCO has a debit card in the name of the Treasurer . A **Debit Card Transaction** form is used to request and document **any** debit card transactions. Appropriate documentation for the purpose of the request should be attached to the form (e.g. receipts, invoices, quotes, etc.). The form should be approved by the Treasurer and or President  
An electronic copy should be made and saved.

### Accepting Credit Card/ Debit Card Payments:

1. Black Forest Hills Elementary School PTCO does accept credit card/ debit card payments via our PayPal, Square and other possible virtual terminals for items directly payable to the PTCO.
2. All transactions should occur at the school.
3. No person may remove credit card/debit card information from the school. Any written information should be stored in the school safe until processed.
4. In the event credit/debit card information must be written and saved for processing at a later date a cross cut shredder should be used for disposal of the sensitive information.
5. No credit card transactions should be processed without two board members present, one of which must be an Executive Board member.
6. Once charges have been processed, a statement must be printed showing the total charges processed. A copy should be given to the bookkeeping treasurer for reconciliation. An electronic copy should be made and stored in the google drive under the appropriate financial folder.

In cases where a vendor accepts credit cards/ debit cards as a form of payment (e.g. Book Fair), order forms or credit card receipts must be kept secure and locked in the school safe until the vendor collects the information. This will minimize the risk of unauthorized access to credit card information.

### **3. CHECK POLICIES**

#### Paying with Check:

Black Forest Hills Elementary School PTCO maintains a checking account and can pay for purchases with a check or debit card.

A **Check Request Form/Debit Request Form** is used to request and document any check/debit transaction to be written from the PTCO checking account, including paying vendors and reimbursing individuals for expenses they incur on behalf of the PTCO. Appropriate documentation for the purpose of the request should be attached to the form (e.g. receipts, invoices, etc.). An electronic copy should be made and saved.

Checks will not be written for any purpose without an approved **Check Request Form**.

The **Check Request Form** requires approval by the Treasurer and a Co President; checks will be made out and signed by the Treasurer except in cases where the check would be made payable to the Treasurer and President. In a position where there is a Co the opposite one would sign. (i.e. for reimbursement). In that case, the other Co- Presidents or one of the other treasurers (if a check is to be written to the disbursement treasurer) must approve the **Check Request Form**. At no time can a check made out to an individual be signed by that same individual.

Checks over \$500 for ANY purchase require approval by the-Treasurer and the President. The checks must be co-signed by the-Treasurer and the President and or Co-President. Non budgeted items over \$500 also require approval by the executive board and the community prior to being written. Voting opportunity must be given to members via the newsletter and the website for at least 72 hours prior to voting closing for non budgeted items over \$500 seeking approval of the community.

Treasurer should never write a check for anything without an invoice or receipt. Documentation is mandatory, not optional. The Check Request Form is additional documentation to support the invoice or receipt.

An electronic copy should be made and saved.

#### Accepting Check Payments:

Black Forest Hills Elementary School PTCO accepts checks for payments made to Black Forest Hills Elementary School PTCO.

Order forms should be used if possible, and those order forms should indicate that the purchaser paid with a check, the amount paid and the check number. The order form should be kept by the PTCO until at least 30 days after the purchased items are delivered. An electronic copy should be made and saved when possible.

Checks must be kept and be secured at the school's front office PTCO safe until receipt by the Deposit Treasurer. Checks must be given to the Deposit Treasurer and a completed **Deposit Notice** should be filled out within 48 hours after an event or sale. Checks should be deposited within 48 hours of an event or sale in order to minimize the risk of "returned" checks. An electronic copy should be made and stored in the google drive under the appropriate financial folder.

For deposits with multiple checks, a spreadsheet detailing names, amounts and check numbers should be attached to the Deposit Notice and given to the-Treasurer for accurate record keeping. An electronic

copy should be made and stored in the google drive under the appropriate financial folder.

Black Forest Hills Elementary School PTCO will attempt to collect bank fees and the original check amount for checks that are returned for "Non-Sufficient Funds" (NSF). Black Forest Hills Elementary School PTCO reserves the right to refuse to accept checks from individuals who have "bounced" checks to the PTCO in the past.

#### **4. ONLINE PAYMENT POLICIES**

##### Paying with an Online Payment Account:

Black Forest Hills Elementary School PTCO does not have an online payment account and therefore cannot pay for purchases with an online account. Only the Debit card can be used to make online purchases and only after following the approval process in Section 2.

##### Accepting Online Payments:

Black Forest Hills Elementary School PTCO accepts online payments for items payable directly to the PTCO from online payment processors such as PayPal, Square, etc. Venmo may **NOT** be used as a method to collect payments.

- This service should be set up and managed by the Treasurer and the President. The account should be in Black Forest Hills Elementary School PTCO 's name and associated with the email address used by the Bookkeeping Treasurer's PTCO account. Personal accounts and personal emails are NOT to be used for PTCO finances.
- A master list of each transaction including payee's name and amount paid must be kept for financial record keeping. If the online payment system can produce a list, that list will be sufficient. If not, a manual spreadsheet needs to be maintained and kept.
- Once the payments have been processed, a statement should be printed showing the total payments processed. This list must be kept by the Bookkeeping Treasurer and used for reconciliation with the bank deposits from the payment processing company. An electronic copy should be made and saved
  
- Online payment processing companies charge a fee for their service. It will be decided by the PTCO Executive Board whether the fee will be picked up by the payee/donor or by the PTCO.

#### **5. GENERAL FINANCIAL POLICIES**

The General Membership must approve Black Forest Hills Elementary School PTCO budget annually. Once the budget is approved, budgeted items do not need further membership approval in order to be paid.

Black Forest Hills Elementary School PTCO bylaws allow the Executive Board to approve a non-budgeted expenditure up to \$1000. This approval must be documented and approved by the executive board (electronic communication acceptable) before money is spent. Non-budgeted items over \$1000 need additional approval from the general membership prior to being spent.

Bank Statements and the bank reconciliation must be reviewed monthly (and signed off) by one of the PTCO Presidents or appointed Executive Board representative other than the Treasurer. Copies of all written checks are to be included. This ensures the reconciliation payees match the cashed checks and removes all liability from the Bookkeeping Treasurer and other Board members of your fiscal responsibility to the parent community.

The PTCO President or appointed Executive Board representative should have access to online or paper bank statements.

## **Fraud Reporting Process**

In the unfortunate event that fraudulent activity is uncovered, it is the responsibility of a representative of Black Forest Hills Elementary School PTCO Executive Board to inform the Principal **and** the President of CCSD Parents' Council of such activity on the same day you learn of the activity either by phone or email. The Principal will report the matter to the Cherry Creek School District as will the Parents' Council President. Appropriate action will be taken by the District.

Under no circumstances should any member of Black Forest Hills Elementary School PTCO enter into negotiations for funds to be repaid without reporting the matter.

## **Guidelines on Appropriate PTO-related Expenses**

### IRS Guidelines for Non-Profit Organizations

Black Forest Hills Elementary School PTCO is a tax-exempt 501(c)(3) organization. For an organization to continue to be classified as tax-exempt under section 501(c)(3) of the Internal Revenue Service Code, the organization must be organized and operate "exclusively" for public purposes.

Any public, tax-exempt charitable group, such as Black Forest Hills Elementary School PTCO, must use all of the group's assets for its public, tax-exempt purpose. Therefore, none of the PTCO's funds can be used to benefit private individuals. The only exception is when an individual benefits as a by-product of carrying out the PTCO's purpose.

Black Forest Hills Elementary School PTCO's purpose is "to assist in attaining the highest level of education and welfare for the entire student body of Black Forest Hills Elementary".

Expenses related directly to the educational environment and student experience are clearly allowable under the IRS guidelines. Examples include: technology hardware and software, playground equipment, assemblies, instructional equipment, books, and costs associated with PTCO-sponsored school/community events such as Family Nights, Movie Nights, Popcorn Days, and School Carnivals.

Appreciation gifts do not directly support Black Forest Hills Elementary School PTCO's purpose, and are considered inappropriate expenses. Under IRS guidelines, the most conservative approach would be to have no expenses in this category at all. However, the PTCO follows the standards for federal employees which allows "modest items of food and refreshment" and gifts with a market value of \$20.00 or less.

Reimbursement of expenses incurred by an individual on behalf of the Black Forest Hills Elementary School PTCO is not considered "individual benefit" as long as the expenses being reimbursed are approved and/or appropriate and have a receipt.

### **General Spending Policy and Procedures:**

The mission of the PTCO Cherry Creek School District is to **support the education of our students**. This means money raised is to be used to enhance the education of our students. The IRS requires that all non-profits state their mission and use their tax deductible donations for that mission. In order to ensure this the following procedures and guidelines should be followed. For more specific information please refer to the Cherry Creek Parents Council Website. All policies and procedures in this document are based off of those guidelines as the parent organization to our PTCO.

1. The majority of the tax deductible funds raised by the BFHE PTCO are to be used for direct educational enhancement. Auxiliary items such as hospitality may be supplemented through the PTCO but the amount should not be excessive when viewed in the context of the overall budget. In general hospitality should not exceed 3-5% of all PTCO fund usage.
2. Monies raised are to be spent in a timely manner to most benefit the students that attended the school during the fundraising efforts. Parent donors expect funds raised to benefit their students.

3. **The IRS requires the funds to be spent for the purpose indicated when solicited.** Proper record keeping should be done to ensure this is followed. If funds solicited for a specific purpose were not spent for any reason a record needs to be kept, and those funds must be earmarked and carried over to the following year for the same purpose.
4. **The IRS does not allow nonprofits to accumulate profits.** The PTCO should not carry over balances unless a specific expenditure has been identified. The IRS does not allow profits to accumulate without potential for taxation. The PTCO may indicate that a reserve is required under the bylaws to cover expenses that will be due before funds are raised the following year. (i.e for TA salaries, operational expenses etc). Many earmarked for a specific purpose (i.e. playgrounds ongoing funding for technology etc) may be rolled over but should be spent on that purpose as soon as possible.
5. **Grant requests:** teachers and staff should be informed of funds available to them and encouraged to make grant requests following all applicable policies and procedures.
6. PTCO grant funds not used shall be returned to the PTCO and unused funds will return to the general budget. The executive board may determine how to utilize those remaining funds for the year in consultation with the general membership.
7. **The IRS does not allow non profits with the “Educational Support” mission to benefit individuals.** No funds raised through the PTCO can benefit one specific individual or family. This includes thank you gifts.

## **6. TEACHER GRANT REQUEST POLICIES**

The Black Forest Hills Elementary School PTCO Executive Board will determine the timing of teacher grant cycles. Teacher grant requests should be submitted in accordance with grant cycle deadlines and all grants for a particular cycle will be evaluated at the same time in order to prioritize limited funding.

Grants must be awarded in time for the grant to be used within the fiscal period that it was raised. It is important to give teachers enough lead time to use funds that have been approved. It is recommended that all grants be finalized, approved and funded by March 31<sup>st</sup> of each school year. Any unused grant money will return to the general budget and a use will be agreed upon by the executive board and general membership.

Prior to submission to the PTCO, teacher grant requests should be reviewed by the Principal. Principal recommendations should be taken into consideration but final approval is made by the appropriate grant committee or PTCO Executive Board. The Principal does not have the authority to veto grant requests but may prioritize requests and recommend action and/or outcome.

The PTCO cannot pay for the costs associated with receiving credit from a training or workshop for teachers, as that is considered a personal or private benefit. However, non-credit portions of workshops or trainings will be considered on a case by case basis, with preference given to matching training grants provided by the Cherry Creek School District up to \$250.00.

**Any items or costs paid for by PTCO through the grant process are deemed to be property of the school and the PTCO and cannot leave the school premises in the event a teacher resigns, retires or is transferred to another site.**



### **Black Forest Hills PTCO Grant Policies and Procedures**

The PTCO exists to enhance the curriculum of our students, provide support for our excellent staff and provide all students at BFHE with an enhanced educational experience. Toward that end, the BFHE PTCO has set aside portions of the budget for teachers and staff to utilize. There are classroom grants, grade level grants and curricular support grants that can be used to meet these goals.

Curricular Grants will be accepted and processed 4 times a year. The following are the dates grants must be received by to allow voting and approval to happen per bylaw guidelines. Classroom and Grade Level grants will be reviewed and voted on by the executive board and a determination made as soon as possible. These grants should still be turned in by one of the deadlines below. Curricular Grants will be reviewed at the general meeting after each deadline and staff will be contacted after that meeting with a decision on their grant. Please note funding for curricular grants are on a first come first serve basis. Please keep this in mind when thinking about the needs of the year.

Dates will be provided to teachers each year by the executive board.

Grants can be turned in via a hard copy to the PTCO box in the teacher room or submitted electronically to the PTCO by scanning and emailing them to copres1.bfheptco@gmail.com.

#### **Classroom Grants:**

The PTCO will award a grant of (Amounts as determined annually by voted on and approved budget) to EACH FULL time educator at BFHE. This includes all teachers, specialists and specials teachers. These classroom grants may be used for classroom purchases that enhance the classroom experience for ALL students.

**Criteria:** The only stipulation made by the BFHE PTCO for these grant funding is that they be used to enhance the learning environment of the classroom for all students. Examples of things this funding can be used for include: posters, markers, books, games, supplies, goodies for a treasure box, morning tubs etc. Food based items are NOT eligible for reimbursement.

#### **Financial Procedure:**

1. Complete the Classroom Grant form
2. Submit the grant form and the original receipt (via the PTCO box or email -email is preferred) by one of the deadlines.
3. Receipts should only include items for reimbursement. Please do not submit a receipt with other items on them. Please remember that since the PTCO operates as a non-profit we can NOT reimburse for sales tax. A check will be issued directly to the requestor.
4. Any unused funds will be forfeited and returned to the PTCO general budget on March 1.

#### **Grade Level Grants:**

The PTCO will award each grade for the 24-25 school year a grade level K-5 grant of (Amounts as determined annually by voted on and approved budget). We understand that some educational tools are appropriate for certain grade levels and are unique to that curriculum. We have set aside these funds for that purpose.

**Criteria:** The requirements for spending this money are a bit more specific. The items covered by this funding should benefit the ENTIRE grade level. The money should be spent on items that enhance the learning for the grade level as a whole. You must agree as a grade level team how to spend this money. If you have specialists who push into your classroom, who's services benefit the entire classroom, you may include them in your consultations as appropriate. Examples of what you can spend this money on include: new technology, equipment for science experiments to enhance the science curriculum (the items would be used by all classrooms), books that enhance the curriculum, etc.

#### **Financial Procedure:**

1. Complete the grade level enrichment grant form
2. Submit the form for principal review. If the principal agrees with your ideas and needs, the principal will sign off.
3. Submit the form to the PTCO by one of the deadlines.

4. If your request is approved by the principal and executive board it will be ordered for you by the PTCO and delivered to your grade level team. You will be notified of the timing for delivery.
5. Unused funds will be transferred to the PTCO general budget on March 1.

**Curriculum Support Grants:** The PTCO has set aside (Amounts as determined annually by voted on and approved budget) for curriculum support grants. These are generally requests for larger amounts of money for special requests or needs. Please keep in mind that these grants need to be approved by a vote of the general membership. This will occur at the next meeting after your submission by one of the deadlines above.

**Criteria:** The PTCO's goal for this money is for it to benefit a large percentage of the student body. The idea is this money is to be used for things that will greatly enhance the learning experience of students at BFHE. Examples of how this money can be spent include the following: refinished art tables, technology for the STEM teacher (robots, 3d printer etc), scholastic news, musical instruments, field trips, etc. The idea is this grant covers things still needed after classroom grants and grade level grants have been exhausted.

**Financial Procedure:**

1. Complete the curriculum support grant form. Please fill the form out completely. You MUST include a cost estimate from 3 different vendors (for example...if you are requesting new art tables please provide three cost estimates for the item from 3 different vendors). If the need is specific to less than 3 vendors please indicate that. (example a specific item is only available from one vendor).
2. Submit the form for principal review. If the principal agrees with your ideas and needs, the principal will sign off.
3. If your request is approved by the principal it will be placed on the agenda for review at the next general meeting.
4. Communication will be sent following that meeting for grants that have been approved or not.
5. Unused funds will be transferred to the PTCO general budget on March 1.

The PTCO's goal is to be able to utilize all these funds. If you have any questions on grants please email [copres1.bfheptco@gmail.com](mailto:copres1.bfheptco@gmail.com) or [copres2.bfheptco@gmail.com](mailto:copres2.bfheptco@gmail.com) and we will be happy to answer your questions. Please be mindful of the deadlines and plan accordingly. These deadlines are in place to ensure that grants can be reviewed, processed, and items purchased in time for use during the current school year as required by the bylaws.

All financial forms that need to be filled out for financial transactions are digital.