

FAQ's

Please see some of the frequently asked questions PTCO has encountered. If you have any questions please contact copres1.bfheptco@gmail.com or copres2.bfheptco@gmail.org

1. Why were the bylaws changed?
 - a. The biggest single change made to the bylaws was to add grant process. Parents' Council Guidelines state "All grants should be submitted in writing to the PTCO. Make sure you approve grants in accordance with your bylaws". The previous bylaws did not include a written out detailed grant process. Based on advice from Parents' Council, BFHE PTCO looked at several other schools' grant processes and came up with our grant process that was clearly outlined in the new bylaws. Other changes were made to make sure we are in compliance with IRS guidelines for non-profits.
2. Why did the grant categories change?
 - a. The grant categories changed so that we could be in compliance with Parent Council rules that state "PTCO's are NOT allowed to grant funds to closed groups".
3. Why does the principal need to sign off on grants now?
 - a. Parent Council suggests that the principal review grant requests in order to help the PTCO prioritize grant funding, and advise staff on whether the school budget has funding for the request. The principal does not say how the money is spent. However, the PTCO will highly consider principal input when deciding grants.
4. Why are PTCO meetings being held in the morning and at night this year?
 - a. The PTCO board adjusted the meeting schedule so that every other meeting was held in the morning/evening. The PTCO is

attempting to make sure all interested community members have a chance to attend meetings. We know people may have conflicts that prevent them from attending meetings only in the morning or only in the evening.

5. Why does the budget have a tax accountant listed as an area where money would be spent?

a. The board, after consulting with Parent Council, decided to utilize the expertise of a professional tax accountant for several reasons. Our PTCO brings in and spends a large amount of cash which requires specific forms for taxes to be filed and the board wants to make sure everything is done correctly. The board also sought the advice of the tax professional in regards to paying taxes. The board has since learned we need to acquire a sales license, which the PTCO did not previously have, and that we do owe city taxes, something we have not previously paid. The PTCO has already taken steps to acquire a sales license and once completed it will be posted on the PTCO website.

6. Why did the community have to vote on the budget and bylaws?

a. The Parents' Council made this year's board aware of this requirement. Since the PTCO is a non-profit, the money we acquire is required to be used in accordance with community needs/goals, etc. All funds not used in accordance with the approved budget must go out to a community review and vote as well. For example - if there are unused grant funds at the grant deadline that money must return to the general fund and a vote of the general membership MUST be had to decide how to re-allocate those funds.

7. What are the spending guidelines for PTCO funds per Parents' Council?

- a. Must be used for educational support
- b. Funds must be spent in the school year they were raised unless specifically allocated for a project that will extend into the next year.
- c. Spend funds to benefit all students

- d. PTCO can pre-fund their yearly budget with carryover money as long as it was approved by the general membership annually.
8. What is the Parents' Council that you keep referencing?
- a. Parent council is the parent organization for all PTCO's in the district.
 - b. Parent Council is a volunteer organization just like PTCO's.
 - c. An information resource
 - d. Provider of training for PTCO board members
 - e. A non-profit organization
9. Why have people recently resigned from the board?
- a. Each person who has resigned has resigned for reasons unique to their situation. PTCO thanks these people and respects their privacy.
10. Why did PTCO make all these changes this year, and not have to before?
- a. PTCO was notified that several things needed to be updated to remain in compliance with Parent Council and non-profit guidelines. These changes were made to reflect those things. Once we were notified, it was our responsibility to take action in order to maintain an organization that can support our educational community to the best of its ability.