

## LPE PTA General Procedures

(Updated June 2022)

### **Approval of PTA Events at LPE:**

- A facility usage request form will be completed online to Risk Management after approval of LPE Principal.
- Only after Risk Management approval can the event be published and announced publicly.
- All PTA events that take place at LPE need to follow LPE school food guidelines.
- There are certain exclusions within our LPE PTA Liability Insurance policy coverage. Please contact the PTA President for questions or concerns around your event or activity.

### **Printing, Posting & Distributing Information:**

- Anything distributed to students/parents (email or paper copies) must be approved by the Principal prior to distribution.
- Please be as "green" as possible to save money on paper & printing supplies. Most of the time, email distributions are better than paper copies. If you feel that paper copies would work best for your committee, please take your request to the Principal for approval.

### **Building Usage, Supplies & Storage:**

- For LPE PTA events taking place after school hours:
  - A facility usage request form will be completed online to Risk Management after approval of LPE Principal.
  - Custodians official work shifts ends at 8:00 pm. If the event will end after that time, it is mandatory to hire a custodian to clean, close and secure the building and pay them extra work hours at their current pay rate (check with Mrs. Workum the actual fee). These costs need to be included in the event budget.
- Check the PTA storage shelves (located in the closet at the cafeteria) for any items you may be able to utilize for your event before purchasing anything new. Any new purchases must adhere to the approved event budget and must be approved by the President and Treasurer in writing (email).
- PTA Closet key will remain at LPE's front office and anyone going in and out of the closet needs to sign the time in/out before collecting and returning.
- No items stored in the PTA closet can be disposed of without President's approval.
- If you have not been notified of your budget, please contact the PTA Treasurer.
- Funds in any form should always be stored in the PTA Safe and deposited into the PTA bank account by the Treasurer right away.
- Cash provided to volunteers for events shall be counted (by two people) and signed for using the Cash Box Reconciliation Form at end of the event.

- Cash and checks collected at events shall be counted by at least two people and an accurate written reconciliation shall be signed by all those who have counted.

- Reimbursements:

- Payments shall be made according to the approved budget.
- Payments to parents/vendors shall be made with support of a receipt of coordinating invoice/documentation.
- Any payment/reimbursement outside the approved budget shall require separate board approval.

Monthly Financials and Year End:

- Remaining balance at fiscal year-end, June 30th, will include the following: Fees collected for the next fiscal year budget, Invest in LPE donations collected, outstanding checks at of 6/30, current year Fundraising Budget funds earmarked for next school year expenses.