

1. All Organizations must use *PTO Manager* software for tracking all financial activity including the budget of the group.
2. Board financial activity must be kept current with **monthly bank statements reconciled by the 20th of the following month**. A finance or treasurers report must be provided to all group and community members at each regularly scheduled meeting. A copy of this monthly treasurer report must be included with monthly audits.
3. All Board positions must be filled prior to application for Board of Ed approval. There can be no activity transacted if there are vacancies in any of the following officer positions: President, Vice-President, Treasurer, Secretary. Any changes in officers after the Board of Ed approval is obtained must be communicated to Scott Sederlund, Assistant Superintendent for Business and Operations and Charlene Staniec, Auditor for Chippewa Valley Schools.
4. Non-cash handling District and EduStaff employees can be on the bank account, but any District or EduStaff employee that handles cash **cannot** (Secretary, Media Clerk, Foodservice, Game Worker and other cash handlers not listed). Signers **cannot** be a co-chair, a trustee, event coordinator, etc.
5. An approved budget must be provided to the District Auditor after the first Board Meeting is held. Without an approved budget, the group may not conduct any financial transactions on behalf of the group.
6. Group bank statements must have the Chippewa Valley Schools administrative building address. The statements will be forwarded to the group after scanning.
7. If the group does not receive mailed statements, group must provide the District Auditor with a user ID and password with viewing access to the bank account.
8. All groups must have 3 check signers, including the Treasurer of the group and Scott Sederlund, as a district representative.
9. All group finances, including individual *Student Activity Account (STAA)* tracking (if applicable), must be available to the district for audit within 7 calendar days upon request. Failure to cooperate or comply may result in a recommendation to the Board of Ed to revoke the Groups status to operate using the Chippewa Valley School(s) or district name. Groups must submit reviews as outlined within the district *Review Calendar*.
10. **All new and previous group officers must attend mandatory District guideline/policy review training** before the new school year starts. Please contact Laurie Stevenson at (586) 723-2143 to arrange group training before **September 8, 2023**.
11. *PTO Finance Manager Training* is mandatory for **NEW** Treasurers and Co-Treasurers. Please call Laurie Stevenson at (586) 723-2143 to arrange training before **September 8, 2023**.

President Signature	Date
_____	_____
Vice President Signature	Date
_____	_____
Treasurer Signature	Date
_____	_____
Secretary Signature	Date
_____	_____

Please return this signed document to Laurie Stevenson by June 2, 2023