



Chancellor's Parent Advisory Council (CPAC)

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Recommended Financial Revisions to Chancellor's Regulation A-660

1) A-660 should mandate that PA/PTA and Presidents' Council bylaws include language to ensure that the names of previous signatories no longer on the Executive Board are removed from the PA/PTA and Presidents' Council bank account.

2) FACE/CPAC need to develop a list of best financial practices (1-2 pages, similar to the election guide)

3) A-660 should address fundraising issues.

a) A-660 should state that PA/PTA fundraising activities involving students during instructional hours are restricted to 2 per year, excluding school pictures. (p. 26, 3.a.)

b) A-660 should state that fundraising activities do not include events in which admission/event fees are charged to cover the costs of the event (eg, school dance).

c) A-660 should state that no child should be denied admission to a PA/PTA event that takes place during school hours because of an inability to pay.

4) A-660 should further address issues of cash collection and deposits. PA/PTA bylaws should

a) explicitly state a process for making cash deposits that ensures more than one member of the Executive Board is made aware when a deposit is made. For example, guidance documents can encourage PAs/PTAs to require that two Executive Board members deposit funds once a dollar threshold is met – but this cannot be required.

5) A-660 should more clearly address the issue of audits and financial investigations from FACE and OSI. A-660 should require that FACE and OSI assist with a formal audit and investigation if

a) a PA/PTA or Presidents' Council completes an audit of its own finances and finds discrepancies and requests assistance from FACE and/or OSI to assist with straightening out accounts and/or investigating wrong-doing

- b) a Presidents' Council has completed an audit of a PA/PTA (after the request of a PA/PTA or PA/PTA Executive Board member) and requests assistance from FACE and/or OSI to assist with straightening out accounts and/or investigating wrong-doing.
 - c) A-660 should include a statement that when a PA/PTA's and Presidents' Council's financial accounts are investigated by the OSI, FACE must offer to assist members of the PA/PTA and Presidents' Council to explain the rights of Executive Board members and offer guidance.
- 6) A-660 should clarify reporting of the Treasurer's Report.
- a) PA/PTA bylaws should mandate that copies of the Treasurer's Report be made available to the membership at every monthly PA/PTA meeting and made easily available to PA/PTA members upon request.
 - b) Presidents' Council bylaws should mandate that copies of the Treasurer's Report be made available to the membership at every monthly Presidents' Council meeting and made easily available to Presidents' Council members upon request.
 - c) A-660 should eliminate the requirement that the Treasurer's Report of the PA/PTA be given to the principal and posted at the school.
 - d) A-660 should eliminate the requirement that the Treasurer's Report of the Presidents' Council be given to the superintendent.
- 7) A-660 needs to further clarify who determines how PA/PTA funds are used. A-660 needs to state that the membership of the PA/PTA, not the principal, determines how PA/PTA funds are used, although consultation between the principal and PA/PTA is encouraged.
- 8) A-660 needs to eliminate the requirement that "under no circumstances may fundraising proceeds be stored in a PA/PTA and Presidents' Council member's place of work or residence." A-660 should mandate that PA/PTA bylaws must
- a) state clear procedures for depositing cash (eg email notification to PA/PTA president once deposit is made, bank notification to Executive Board members for all deposits and withdrawals, require that financial reports include dates of deposits, etc). These procedures may include provisions that fundraising proceeds cannot be stored in a PAs/PTAs place of work or residence but are not required to do so.
- 9) A-660 needs to state that no member of the PA/PTA Executive Board may enter into a binding contract without the approval of the general membership or the Executive Board.
- 10) A-660 should allow for the use of Paypal and other on-line payment accounts
- a) If Paypal or another on-line payment account is used by a PA/PTA, A-660 must require that all transactions be reported in the monthly treasurer's report and require written documentation from at least two Executive Board members for expenditures.
 - b) If Paypal or another on-line payment account is used by a PA/PTA, then login information and the account password must be made available to the President and Treasurer only.
 - c) The login information, password, and other account details must be included in the June transfer of records. Each new Executive Board should be required to create a new password for the

account. Email addresses used in such accounts should be generic (eg, PS000Treas@gmail.com) and transferred (along with the account password) as part of the June transfer of records.

Additional Recommendations from the Governance Committee:

- 1) A-660 should require that the monthly treasurer's report include a monthly and YTD receipts and expenditures statement. FACE needs to provide a template for such a report on the DOE website.
- 2) Add to best practices that PAs/PTAs and Presidents' Councils (if applicable) should obtain, if possible, a dual signature bank account and obtain dual signature checks.
- 3) PAs/PTAs and Presidents' Council should be allowed to raise funds for humanitarian causes. Eliminate that this is at the discretion of the Chancellor.

Discussion points with CPAC and FACE:

- 1) A-660 needs to develop a mechanism for PAs/PTAs to use on-line services (eg Constant Contact, Survey Monkey, web hosting) that require payment via credit card. PAs/PTAs should not be forced to have members use their personal credit cards for on-going on-line services.
- 2) Clarification on why schools are prohibited from selling tickets to movies and theaters for children's attendance. Does this prohibition extend to schools showing movies for a small cost? Also clarification on why schools are prohibited from bingo. Is there a reason these are not left to the discretion of the PA/PTA?
- 3) Should PAs/PTAs be allowed to hold adult fundraisers with alcohol on school premises with proper insurance (to avoid the expense of renting space, which can take a significant cut from the fundraiser).
- 4) Issue: Schools running fundraisers that directly compete with PA/PTA (bake sales, all-year fundraising links on school websites). Undercuts PAs/PA, reduces parent engagement.

Approved by the membership of the Chancellor's Parent Advisory Council at its September 10, 2015 and October 8, 2015 meetings, and updated and reapproved at the June 1, 2017 and August 10, 2017 meeting