

Bancroft PTO Policy: Discretionary Funds Disbursement

Purpose:

To establish a consistent and effective means to distribute PTO funds for use by Bancroft faculty and staff.

Responsible Board Member:

VP-II, Treasurer

Procedure:

1. Each year during the budget process, the PTO Board will set a dollar amount available for use by the following teams:
 - Grade level teams K – 5
 - Specialists (Art, Music, PE/Wellness)
 - Reading Support
 - Math Support
2. Team Discretionary Funds are to be used to purchase materials or programs that enhance the curriculum. Funds may not be spent on staff salaries or charitable donations.
3. To request funds, a staff member should complete the Funding Request Form and submit it to the Principal and the VP-II for approval. No additional vote by the PTO membership is required.
4. The VP-II will forward funding requests to the Treasurer for payment.
5. Teams should spend the money in their discretionary account during the current school year. Unused Team Discretionary Funds will be set aside for school-wide use in a manner that meets the above guidelines. If there is a specific need and purpose, teams may request to carry funds forward. This should be rare and will require a vote by the PTO membership.
6. The membership may vote to add additional funds to these accounts during the school year as fundraising allows. The VP-II will make this request if necessary.