

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:

Treasurer

Procedure:

1. Each year during the budget process, the PTO Board will set a dollar amount available for use by the following teams:
 - i. Grade level team (K-5)
 - ii. Specialist (Art , Music, PE, Special Ed, Media)
 - iii. Reading Support
 - iv. 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 available from the PTO website, attach any supporting documentation and submit it to the Principal for approval. Once the Funding Request Form is approved by the Principal, leave it in the PTO bin to request PTO treasurer approval. *Please, make sure to identify your team as one of the categories above mentioned.*
4. Teams should spend the money in their discretionary account during the current school year. Unused discretionary funds by January 31st will be pooled. The resulting dollar amount will be available to all teams in a first-come-first-serve basis.
5. The membership may vote to add additional funds to this accounts during the school year as fundraising allows. The PTO treasurer will make this request if necessary.
6. Once the expense is approved by both the Principal and the PTO treasurer, a copy of the approved Team Discretionary Form will be returned to the requestor mail box. The order can then be placed. Consult with the office for details, if needed.

7. To pay for your order:
 - a. If an invoice is available, leave it in the PTO mail bin in an envelope to the attention of the PTO treasurer.

 - b. If a payment has already been made by the requestor, fill up a Reimbursement Request Form, attach the receipt and leave in the PTO mail bin to the attention of the PTO treasurer. Notice that the Reimbursement Request, also available from the PTO website, is a different form than the Team Discretionary Request, since different information is required to make a payment.

8. Important links:
 - a. Team Discretionary Funding Request Form
<http://www.bancroftpto.org/pto/forms-documents/FundingRequest>

 - b. Reimbursement Request Form
<http://www.bancroftpto.org/pto/forms-documents/TeamDiscretionaryPolicy>