



EEHSP

OPERATING PROCEDURES & GUIDELINES

*Version 6.0*

*Effective Date: 10/10/2013*

# Contents

OVERVIEW .....	4
GOAL.....	4
BASIC POLICIES .....	4
MEMBERS & VOLUNTEERS.....	5
Volunteers .....	5
Volunteer Clearance Requirements .....	5
Enfield Procedures – Volunteer Training and ID Requirements: .....	6
Executive Board – Extended Members .....	6
Grade Level Representatives:.....	6
Executive Board - Officers .....	7
Officers: .....	7
COMMUNICATIONS.....	9
Flyers .....	9
Flyer Development & Approvals .....	9
Flyer Production & Distribution.....	9
eBlast .....	10
Requesting an eBlast: .....	10
Website (www.eehsp.org) .....	10
Social Media Guidelines .....	11
Meeting Minutes.....	11
FINANCIAL .....	12
Contracts And Requesting Services From Vendors .....	12
Tax Exemption .....	13
Budgetary Changes.....	13
Payments And Reimbursements For Expenses .....	13
Payment and Reimbursement Guidelines:.....	13
Requesting Payment via Debit Card: .....	14
Check Requests: .....	14
Reimbursement Requests: .....	15
Soliciting And Receiving Donations .....	15
Money Handling Guidelines .....	15
Collection Of Funds .....	16
For Events with Cash: .....	16

For Events/Activities with Checks Only:.....	17
Finance Administration .....	17
EEHSP Checks: .....	17
Check Acceptance Policy: .....	17
Bank Deposits:.....	18
Bank Withdrawals: .....	18
Record Keeping:.....	18
Finance Reports:.....	18
Annual Tax Returns: .....	18
Semi-Annual Reviews: .....	18
DOCUMENT HISTORY .....	19
ATTACHMENT A.....	20
COMMITTEE ADMINISTRATION GUIDELINES .....	20
ATTACHMENT B.....	22
ATTACHMENT C.....	23
EEHSP DEPOSIT VOUCHER.....	23
ATTACHMENT D.....	24
EEHSP DEBIT CARD PAYMENT REQUEST .....	24
ATTACHMENT E .....	25
ATTACHMENT F .....	26
RECORDS RETENTION GUIDELINES.....	26



## OVERVIEW

This document provides the framework and guidelines for the basic services the EEHSP provides. These procedures should be followed by all members of the EEHSP as closely as possible to ensure consistency of operations as well as security for our members and our organization. The information in this document may be updated as needed to fit the requirements of the governing executive board for the given school year. Any changes will be reviewed by the EEHSP Executive Board and communicated to its members.

## GOAL

The EEHSP promotes the relationship between families and the school, facilitates communication, promotes and enhances educational programs and provides a medium for members to share ideas, experiences, problems and solutions so that the community may cooperate in an informed manner in the education of the K-5 students of Springfield Township. Any activities not specifically prohibited by these procedures may be undertaken by the EEHSP if it is reasonably believed that the activity is consistent with its goals as defined herein.

## BASIC POLICIES

EEHSP by-laws constitute the regulating policies, structural organization and governing rules of the EEHSP. Standing Rules and Operating Procedures shall be drafted and approved by the Executive Board. No standing rule or procedure should be approved which conflicts with these by-laws. In the event there is a conflict, the by-laws control.

## MEMBERS & VOLUNTEERS

EEHSP serves the entire population of families of elementary school students and staff and all are invited to exercise ownership in the organization and make it their own. Every EEHSP participant is important and helps to maintain our organization to the benefit of our children, school and our community. Members may attend EEHSP general meetings and participate in discussions or events.

### Volunteers

#### *Event Chair*

Organize and run a committee/event/fundraiser sponsored by the EEHSP. Foster new and incoming volunteers and support the inclusiveness of our organization. In accordance with the EEHSP by-laws, the position of Event Chair is a one year term with eligibility to repeat terms for up to three (3) consecutive years. If, after three consecutive years, a new Event Chair cannot be found, the existing Event Chair may continue through the next school year if they so desire.

Event Chairs may choose to follow the committee administration guidelines provided in **Attachment A** to organize and develop their committee. Committee financial guidelines are provided in **Attachment B**.

#### *Head Room Parent*

Work hand in hand with your classroom teacher to perform a variety of duties including chaperoning school trips, planning and running classroom parties and recruiting volunteers for events. Encourage parents to get excited and be involved with classroom activities, EEHSP meetings and events.

#### *Chaperone*

Individual who is authorized to accompany students outside of school grounds, during or after school hours. Chaperones may supervise groups of students for an extended period of time.

#### *Designated Volunteer*

Individual who is authorized to work with students on school grounds, during or after school hours. Designated Volunteers may be left alone with students for brief periods of time.

#### *Regular Volunteer*

Individual who participates, helps organize or operate events, parties or activities on school grounds, during or after school hours. Volunteers may not be left alone with students (other than members of their own family) for any amount of time.

#### *Guest/Visitor*

Individual visiting school grounds, during school hours to drop off items, attend a class room party or school event. Guests/Visitors may not be left alone with students (other than members of their own family) for any amount of time.

### Volunteer Clearance Requirements

A **full Background Clearance** (Act 34) is required for Springfield Township staff and anyone working directly with children, unsupervised, on a regular basis.

A **Pennsylvania Child Abuse Clearance** is required for anyone who may be left unsupervised with students for brief periods of time. This includes all Chaperones and Designated Volunteers.

To obtain this clearance:

1. Complete the Child Abuse Check Form located on [www.sdst.org/Page/593](http://www.sdst.org/Page/593)
2. When filling out the form, under the 'Purpose of Clearance' section, select "School Employee". DO NOT select "Volunteers" as this will require you to complete an additional full clearance form which is **NOT needed**.
3. Submit the form along with your \$10 payment.
4. Upon receiving your clearance, provide the original notification to the appropriate reception office. (Enfield, Erdenheim or both).

Volunteers, guests, visitors, vendors or anyone who will never be left unsupervised with a student do not require any kind of clearance. However, they must check in at the front desk of the school they are visiting and obtain a visitor ID tag.

### **Enfield Procedures – Volunteer Training and ID Requirements:**

- Enfield volunteers who will be assisting the classroom teachers or as recess aids, may be asked to view an instructional video prior to arriving for their volunteer shift. If you are a guest, attending a classroom party or volunteering for an EEHSP event, the training is not required.
- All Enfield volunteers and visitors must present a valid photo ID for security purposes the first time they arrive at Enfield. A copy of this ID will be kept on file in the office.

## **Executive Board – Extended Members**

### **Grade Level Representatives:**

A member of the extended executive EEHSP board who organizes and runs curriculum-based community events for their specific grade. Will also volunteer or provide assistance to other Event Chairs and coordinate board and school communications with the Room Parents.

### **Kindergarten Chairs**

- Organize the Kindergarten picnic at the beginning of the year. (August)
- Develop early and regular communications for Kindergarten families regarding school procedures and upcoming events throughout the year. (Handbooks, newsletters, emails etc.)
- Share with incoming families how to get involved.
- Plan at least one special activity for the students and their families.
- Work with room parents to coordinate volunteers for events.

### **First Grade Chairs**

- Develop regular communications for families regarding school procedures and upcoming events (handbooks, newsletters, emails etc.)
- Plan at least one special activity for the students and their families.
- Work with room parents to coordinate volunteers for events.

### ***Second Grade Chairs***

1. Develop regular communications for families regarding school procedures and upcoming events (handbooks, newsletters, emails etc.)
2. Plan at least one special activity for the students and their families.
3. Work with room parents to coordinate volunteers for events.

### ***Third Grade Chairs***

- Develop regular communications for families regarding school procedures and upcoming events (handbooks, newsletters, emails etc.)
- Plan at least one special activity for the students and their families.
- Work with room parents to coordinate volunteers for events.

### ***Fourth Grade Chairs***

- Develop regular communications for families regarding school procedures and upcoming events (handbooks, newsletters, emails etc.)
- Plan at least one special activity for the students and their families.
- Work with room parents to coordinate volunteers for events.
- Work with principals and the Fifth Grade Activities team to plan and run the fifth grade graduation ceremony.

### ***Fifth Grade Chairs***

- Develop regular communications for families regarding school procedures and upcoming events (handbooks, newsletters, emails etc.)
- Plan at least one special activity for the students and their families.
- Plan graduating class activities which may include, but are not limited to: yearbook, t-shirts, trips or celebrations.
- Work with room parents to coordinate volunteers for events.
- Work with principals and the Fourth Grade Activities team to plan and run the fifth grade graduation ceremony.

## **Executive Board - Officers**

### **Officers:**

Transact business, foster communication and develop bylaws and procedures to maintain and support the mission of the EEHSP.

### ***Co-Presidents***

The Co-Presidents work with both schools to coordinate the activities for the organization and support family advocacy.

- Work with treasurers to prepare budget and review financial reports.
- Organize calendar dates for EEHSP activities in conjunction with district events.
- Coordinate activities with vice-presidents, committee chairs, school principals and district officials.
- Ensure EEHSP is represented at District School Board Meetings.
- Coordinate board and parent communications. (Newsletter - emails etc.)
- Develop agendas, organize and preside over board and general meetings.
- Work with recording secretary to ensure all EEHSP documentation is accurate and up to date.
- Work with Web Master to ensure web site content is consistent with other information.
- Review organization communications (flyers, eblasts etc.) for accuracy and consistency.

- Assist board members and committee chairs as needed.

#### ***Co-Vice President – Fundraiser Coordinator***

- Preside over fundraising committee to select fundraising activities and schedules for the school year.
- Appoint fundraising Event Chairs. If an Event Chair cannot be found, be prepared to step in and run the event.
- Work with Treasurer to ensure fundraising activities meet the organization’s budget requirements.
- Perform the duties of President in the event the office is vacated.

#### ***Co-Vice President – Grade Level Event Coordinator***

- Preside over Grade Level Chairs and other Event Chairs to select community and curriculum based activities.
- Work with Co-Presidents and school district to determine event schedules for the school year.
- Appoint Event Chairs. If an Event Chair cannot be found, be prepared to step in and run the event.
- Perform the duties of President in the event the office is vacated.

#### ***Treasurer & Assistant Treasurers***

1. Work with the Presidents to develop and organize the budget.
2. Oversee administration of and report on the status of the EEHSP budget.
3. Work with the auditing committee to validate banking and financial records.
4. Work with Vice President – Fundraiser Coordinator to ensure all budgetary requirements are met.
5. Direct reimbursement and payment procedures and transactions.

#### ***Recording Secretary***

1. Take notes at all Board meetings for general information.
2. Take notes at all general member meetings and develop minutes to be communicated and posted on the web site.
3. Work with Executive Board to develop and update organization documentation as needed.
- 1.

#### ***Communications – Information Liaison***

1. Review EEHSP communications to ensure consistency and accuracy.
2. Create flyers and distribute email newsletters (E-blast) communications to the EEHSP community.
3. Assist with the maintenance of the web site as needed.

#### ***Communications - Web Master***

1. Maintain and update the EEHSP website.
2. Assist with the creation and distribution of eBlasts as needed.

#### ***Director of Purchasing***

1. Coordinate the procedure for obtaining price quotes for significant purchases.
2. Assist EEHSP members with researching materials, vendors and products to ensure best possible prices.

#### ***Volunteer Coordinator***

1. Recruit from EEHSP membership for volunteer sign ups.
2. Communicate to Committee Chairs which volunteers express interest in their committee.
3. Assist Committee Chairs and elementary schools with obtaining volunteers for events and activities.



# COMMUNICATIONS

## Flyers

Printed information provided to students and/or staff. To control expenses and promote environmentally friendly practices, production of flyers should be limited as much as possible. Costs for flyers produced by outside vendors (Kinko's or Staples) may not be reimbursed without pre-approval from the EEHSP Executive Board .

### Flyer Development & Approvals

1. The EEHSP Co-Communications Officers can develop flyers to help promote EEHSP sponsored events. Committee chairs can use the flyer development request form available on the EEHSP web page. The form should be submitted to: [communicationsliaisons@eehsp.org](mailto:communicationsliaisons@eehsp.org). Please allow at least one week for a completed draft flyer.
2. Committee Chairs may choose to develop their own flyer. The draft flyer should be submitted in PDF format to: [communicationsliaisons@eehsp.org](mailto:communicationsliaisons@eehsp.org) for initial review to ensure consistency and accuracy in all EEHSP communications. The Co-Communications Officer(s) will then email the flyer for approvals. Significant revisions to a flyer require a final round of approvals.
3. Flyers regarding fundraising activities should include the following information:
  - “Enfield-Erdenheim Home and School Partnership” letter head.
  - Committee name
  - Activity / event description
  - Date, time and location of event
  - Contact person with telephone number and/or email address.
  - Instructions for checks to be made payable to the EEHSP or other vendor identified by the Committee Chair.
  - Instructions for delivery of forms and payments – typically, send all to the EEHSP mailbox C/O the School Main Office.
  - A deadline or due date for forms and payments. Sufficient time should be allotted in order to process order forms, payment and sales information prior to event or organization closing date. (Suggested time frame = 2 weeks).

NOTE\* The Committee Chair must provide the School Main Office(s) with a file folder or manila envelope clearly labeled with the name of the event to be maintained in the EEHSP mailbox for collection of returned payments and flyer forms.

4. **All** flyers must be approved by the EEHSP Co-Presidents ([presidents@eehsp.org](mailto:presidents@eehsp.org)), and the principals of both schools, Chris Bradley ([chris\\_bradley@sdst.org](mailto:chris_bradley@sdst.org)) and Tina Mitchell ([Tina\\_Mitchell@sdst.org](mailto:Tina_Mitchell@sdst.org)). (Approvals from the Principals may be dependent upon the building(s) where the event takes place.)

### Flyer Production & Distribution

#### Erdenheim

1. Complete the production & distribution request form.
2. Requests must be submitted to the Erdenheim administration office at least three days in advance of requested distribution date.
3. Exceptions for emergencies may be permitted on a case by case basis and must be approved by the co-presidents and the Erdenheim principal. If approved, copies may be made by an EEHSP member at the copy

center at Erdenheim. Copying or printing is not permitted during the lunch period - between 11:00 AM to 1:30 PM.

4. Only use the colored paper when making copies.
5. Flyers should be packaged for distribution into paper clipped packs of 25 – one pack for each classroom (32).
6. The office administrators will place each packet into the mail boxes for pickup by the teachers.

### **Enfield**

1. Copies of approved flyers should be made at the copy center at Enfield. Please use the colored copy paper provided by the schools.
2. Flyers should be packaged for distribution into paper clipped packs of 23 – one pack for each classroom (20).
3. The person making the copies should place each packet into the mail boxes for pickup by the teachers. The School Main Office assistants are sometimes available to assist with the distribution process. Please call ahead to **ask** if they are available.

PLEASE REMEMBER THAT ANY INFORMATION YOU MAY COME ACROSS IN THE FACULTY ROOMS IS STRICTLY CONFIDENTIAL.

### **eBlast**

An electronic version of a flyer which provides highlights, reminders, links and/or volunteer sign-ups for EEHSP sponsored activities or events. eBlasts are sent via Email to all families that have subscribed to the EEHSP.

Please keep your copy brief and succinct. Make sure to include all crucial information like what, why, where, when, how much and how parents are to respond to your request. Be aware that text may be subject to edits/corrections.

### **Requesting an eBlast:**

1. Please request all eBlasts at least one week in advance of release date and time. Please specify which day the following week you would like the eblast sent.
2. Submit all of the text/copy for the eblast to the communication liaisons at [communicationsliaisons@eehsp.org](mailto:communicationsliaisons@eehsp.org)
3. If you want to use an approved FLYER as an eblast, please send the Word.doc version of your flyer to the communication liaisons.
4. Like flyers, all eblasts must be approved by the EEHSP Co-Presidents, School Principals and Co-Communications officers. (approvals from the Principals are dependent upon the building(s) where the event takes place). The Communications Liaison handling eblasts will ensure approvals are acquired prior to release.

### **Website ([www.eehsp.org](http://www.eehsp.org))**

The purpose of the EEHSP website is to provide a repository for detailed information regarding EEHSP sponsored events. The following procedure should be followed to make updates to the site:

1. Requests to post information on the website should be sent to ([presidents@eehsp.org](mailto:presidents@eehsp.org)) and ([communicationsliaisons@eehsp.org](mailto:communicationsliaisons@eehsp.org)) for review and approval.
2. The following information should be included in the request:
  - Location on the website for the information to be posted.
  - Date/Time information should be posted. (Please allow at least 5 business days from the approval.)

## Social Media Guidelines

Facebook (Facebook/Groups/EEHSP)

A page moderator will be established. The moderator will review group membership requests and posts at least weekly.

1. All posts are available to members of the group.
2. Membership to the page is open to all adult members of the EEHSP.
3. Any post deemed inconsistent with the purpose of the EEHSP may be removed by the moderator(s).
4. The EEHSP will not post members' personal information without consent.
5. From time to time photos of events may be posted to the group page. Requests to remove the photos should be directed to the group moderator.

## Meeting Minutes

Minutes will be taken at all EEHSP general meetings and Executive Board meetings whenever possible in order to capture general discussions, action items and updates.

1. Minutes will be presented to Executive Board members within three school days of the meeting.
2. Board members will review, revise as needed and approve so that the 'unofficial' minutes may be posted within 7 school days of the meeting. Minutes should be posted to the EEHSP web page and may also be posted to EEHSP social media sites.
3. The 'unofficial' minutes will be presented at the next EEHSP meeting and reviewed, revised as needed and approved by the general membership.
4. The website posting will be updated and re-labeled as "official" within three school days of the approval.

## FINANCIAL

EEHSP funds are intended to benefit the students through the enhancement of school programs and activities. The EEHSP Officers are the guardians of these funds and have an obligation to see that they are protected and used wisely. It is very important that everyone follow these financial policies.

EEHSP's fiscal year closes as of June 30 when all budgeted accounts revert to the general purposes of the EEHSP. All requests for payments, checks and reimbursements must be in the hands of the Treasurer by June 1st to allow adequate time for processing. The only exceptions are end-of-year parties and other June events, which are due by the last day of school.

All financial forms are available in the attachments section of this document, the EEHSP folder at either school or online at: <http://www.eehsp.org/home/importantdocs.html> .

## Contracts And Requesting Services From Vendors

- The EEHSP should only enter into written (not verbal) contracts.
- Contracts are valid only when signed by either one of the Co-Presidents. (Any other person signing a contract can be held personally liable for the full amount. )
- For significant purchases (over \$2,000), at least three price quotes/bids should be obtained to help ensure that the EEHSP is receiving the best value. Once a vendor has been deemed as the 'best value', that vendor may be added as a preferred vendor. If a vendor is a preferred vendor, the bid process does not need to be repeated for additional purchases made during that fiscal year.
- Any potential contracts with persons or companies related to an EEHSP officer or committee chair must receive special review to ensure that no conflict of interest exists. After exercising due diligence, the EEHSP officers shall determine whether the EEHSP could obtain a more advantageous transaction or arrangement with reasonable efforts from an unrelated person or entity that would not give rise to the appearance of a conflict of interest.
- Contracts should contain the following, at a minimum:
  - Dates of any events or services
  - Detailed description of the type and method of service(s) to be provided
  - Cancellation terms for both parties. Contracts containing liquidated damages provisions (where EEHSP would be required to pay a set amount for not performing it's contractual obligations) are to be avoided.
  - Financial schedule including all detailed costs and a fixed amount that the contract will not exceed.
  - Commitment by the vendor to undertake and pay for a background checks for all vendor personnel where required by the school district
  - Confirmation from the vendor that they carry Liability insurance (with a reasonable amount of coverage for the service being provided and associated risk) and will provide a certificate naming "Springfield Elementary Home & School Partnership" as a named covered Party on or prior to the date of services for the event.

- Independent contractors earning above \$600 per year must supply a signed W-9 form providing their street address and social security number or EIN # for IRS purposes; use Form W-9, available at [www.irs.gov](http://www.irs.gov) or request from Treasurer. **This completed form must be supplied prior to any payment being distributed.**

## Tax Exemption

- The EEHSP is a non-profit organization and as such is not subject to taxation.
- Our exempt number is: **75-541356.**
- A copy of our tax exempt form should be presented to vendors prior to purchase to avoid being charged tax. Copies of the sales tax exemption certificate are available from the Treasurer.
- Purchasers will not be reimbursed for sales tax charges when payment is made by personal charge or cash. To ensure proper procedure, purchases should be made directly with EEHSP funds whenever possible; i.e. either an EEHSP check or debit card.
- The EEHSP has set-up Corporate accounts with a number of vendors. Certain stores (such as Barnes & Nobles, Staples, Home Depot) require that we apply for sales tax exemption with their store and receive a special exemption card/account to be used at that store. Consult the Treasurer for a list of stores with whom corporate accounts have been set-up for this purpose.
- A copy of our Federal tax exemption paperwork is kept by the Treasurer. If additional copies are needed or if a specialized letter is needed, please contact the Treasurer.

## Budgetary Changes

- Contact the Treasurer as soon as possible with any budget over-runs or increase requests.
- All budgetary increases must be approved by the EEHSP Executive Board.
- If the increase is deemed significant (increase by more than 10% of original budget) the change must also be approved by the general membership.
- Such changes must be approved prior to any money being spent.

## Payments And Reimbursements For Expenses

### Payment and Reimbursement Guidelines:

- Whenever possible, purchases and invoices should be paid directly by approved EEHSP executive Board members (Co-Treasurers, Co-Presidents, or the Head of Procurement.) In circumstances where reimbursements are necessary, costs, items and services purchased for use at an EEHSP sponsored event may be submitted for reimbursement by Committee Chair(s), Enfield or Erdenheim staff or event volunteers.
- Reimbursements are subject to approval by the EEHSP Presidents and Treasurers, and may be disallowed if they were not previously discussed and approved.
- Blank signed checks will not be issued for any reason.
- **All payments and reimbursements require a receipt.** There can be no reimbursement of costs without the actual receipt or invoice. Copies of receipts are not acceptable. Exceptions to this policy must be pre-approved. To request an exception, a written note must accompany the reimbursement request outlining the reason why an original receipt is not available for submission. Approval of exceptions is at the discretion of the President and Treasurer.

- **Please do not “eat” expenses.** We do our budgeting and plan our fundraisers based on historical information and prior years’ experience; if volunteers do not submit expenses, we under-report our expenses and cause budgeting problems for future years. If someone wishes to donate items they have purchased, please contact the Treasurer to ensure that the donation is correctly accounted for.
- **The Committee Chair is responsible for ensuring all financial policies and procedures are followed by all volunteers.** The Committee Chair or officer responsible for the budget line item involved must provide approval before funds will be disbursed.
- *EEHSP’s* insurance policy requires that all checks have two signatures, so it takes some time to process payments. As a general rule, allow two weeks for processing of a reimbursement / check / debit card payment request. If the request is more time critical, contact the Treasurer by phone or email- but a **Minimum of one week should be planned**- *Please plan ahead for these situations!!*

### Requesting Payment via Debit Card:

*Note: There is a monetary limit for what payments may be made with the debit card, so please check with the Treasurer to ensure a debit card payment may be made in the timeframe necessary or an alternative method of payment may be suggested such as a Check request.*

1. Complete the Debit Card Payment Request form (Attachment D). Please include all required information and approvals.
2. Submit the completed form along with a corresponding invoice to the EEHSP Treasurer. (Debit card payments will not be made without a corresponding vendor contract, invoice or order receipt.) Submission options:
  - via back pack mail: send to either school to be placed in the EEHSP folder.
  - via post office: mail directly to treasurer.
  - via personal delivery: please contact the Treasurer to establish a mutual time and location.
3. All debit card payments are subject to Committee Chair, President and Treasurer approval.
4. Allow two weeks for processing of a debit card payment. If the request is more time critical, contact the Treasurer by phone or email.
5. The requestor will be notified once the payment is completed.

### Check Requests:

1. Complete the Check Request form (Attachment D). Please include all required information and approvals.
2. If the check is to be mailed to the vendor, please indicate that in the *comments* section.
3. Submit the completed form along with a corresponding invoice to the EEHSP Treasurer. (Checks will not be issued without a corresponding vendor contract, invoice or order receipt.) Submission options:
  - via back pack mail: send to either school to be placed in the EEHSP folder.
  - via post office: mail directly to treasurer.
  - via personal delivery: please contact the Treasurer to establish a mutual time and location.
4. Please allow two weeks for processing of a check. If the request is more time critical, contact the Treasurer by phone or email.
5. The completed check will be delivered to the requestor or payee as described in the *comments* section.

## Reimbursement Requests:

1. Complete the Check Request form (Attachment E). Please include all required information and approvals.
2. Be sure to as much detail as possible about the request in the *comments* section.
3. Submit the completed form along with an original vendor invoice or receipt to the EEHSP Treasurer. Be sure the cost and item(s) are clearly stated. (Reimbursements will not be issued without a corresponding invoice or receipt.) Submission options:
  - via back pack mail: send to either school to be placed in the EEHSP folder.
  - via post office: mail directly to treasurer.
  - via personal delivery: please contact the Treasurer to establish a mutual time and location.
4. Please allow two weeks for processing of a reimbursement. If the request is more time critical, contact the Treasurer by phone or email.
5. The completed check will be delivered to the requestor via back pack mail.

## Soliciting And Receiving Donations

Certain committees may have a need to solicit donations in the community, in the form of cash or in-kind contributions. As a Federally tax-exempt 501(c)(3) organization, the EEHSP has certain responsibilities to donors.

- Donation requests should be submitted to potential donors on EEHSP letterhead.
- Prior to requesting a donation, check with the co- Presidents, as they are responsible for maintaining a central list of donations received for the year.
- Any donor who requests documentation of the EEHSP's tax exempt status should be provided with our IRS tax exempt "determination letter." A copy of this letter is available from the Treasurer. Or they can be directed to the IRS's official website of non-profit organizations.
- Report any donations received to the co- President in a prompt manner with: the name of the donor, date of the donation, donation form – cash, check, in-kind item description, etc. and anything given to the donor in return for their donation.
- Committees who solicit donations are also responsible for producing thank you notes to donors. Depending on the type of donation, certain wording to satisfy IRS requirements may be necessary; check with the Treasurer. All thank you notes should be signed by the EEHSP President (in addition to or instead of the committee chair who solicited the donation).
- Copies of thank you notes can be submitted to the Treasurer to satisfy the reporting requirement noted above.

## Money Handling Guidelines

Event Chairs, Executive Board Members or others of the EEHSP who collect money associated with the EEHSP organization must adhere to the following guidelines:

- All monies collected should be given to the treasurer(s) (***within two weeks of collection unless other arrangements are made***).

- All monies for deposit must be organized and presented with a completed deposit voucher form (See Attachment C).
- There should always be at least two people present when money is being counted and both should sign a receipt verifying the amount.
- Communication flyers regarding fundraising activities should include the following information:
  - a. Instructions for checks to be made payable to the EEHSP or other vendor identified by the Event Chair.
  - b. Instructions for delivery of forms and payments. (Typically: Send all to the EEHSP mailbox C/O the School Main Office. )
  - c. A deadline or due date for forms and payments. Sufficient time should be allotted in order to process order forms, payment and sales information prior to event or organization closing date. (Suggested time frame: 2 weeks.)
- Event Chair or committee member should provide the Main Office with a file folder or manila envelope in the EEHSP mailbox, clearly labeled with the name of the event and names of authorized committee members, for collection of forms and payments.
- Chairperson(s) should make every attempt to pick up payments, order forms, invoices etc. on a daily basis from the file/folder in the Main Office in order to process them in a timely manner and avoid lost funds.
- Chairperson(s) should keep appropriate bookkeeping records of funds, such as order slips, spreadsheets, invoice copies, etc. to document and have record of sales/payments coming in and items fulfilled or delivered.
- After the Co-Treasurers have received and counted the funds, an acknowledgement of the receipts/ deposit will be issued to chairperson(s).

## Collection Of Funds

All committees involved in fund-raising or events handling money should designate volunteers to manage the monies and must follow these procedures.

*Note that for most events or fundraisers where money is sent in advance or through the classrooms, cash payments should be discouraged as we have no way to safeguard cash moving through the school or in the office.*

### For Events with Cash:

#### *Before the Event:*

- Cash Box information must be given to the Treasurer at least one week before an event. The EEHSP has a number of cash boxes available for use.
- A cash box request form will be required outlining the amount needed for the cash boxes. A check will be issued to the event coordinator and that check must be taken to Beneficial bank in Flourtown to be turned into the required cash in the denominations needed.
- Be sure to have calculators and pens/pencils at each event for calculating totals.

#### *At Event:*

- The Treasurer will provide the cash boxes requested.
- *Never leave the money alone.* Always have two adults with the money at all times.



### *At End of Event, The Money Must Be Processed As Follows:*

- All funds received in cash must be counted by two people, preferably with one of the two being an EEHSP Committee Chair or Officer.
- Please separate currency by denomination (with a paperclip), and fill in amounts on the “Deposit Voucher” form.
- Please log number of checks and total value on the “Deposit Voucher” form. If a tape calculator is available, please provide a tape of all checks with their total.
- The “Deposit Voucher” form, signed by counters, and the money, must be given to the Treasurer within 24 hours. Contact the Treasurer to make arrangements to transfer funds; **do not put them in the Treasurer’s mailbox at school.**
- When the Treasurer receives the bank receipt for the deposit and verifies that the deposit is in the EEHSP account, the receipt will be forwarded to the person who originally wrote up the deposit as a receipt if there is a discrepancy.

Blank copies of the “Deposit Voucher” and “Check Request” forms are in the in the EEHSP mailbox in the main office and on the EEHSP website under key documents.

### **For Events/Activities with Checks Only:**

- If available, please have printing calculator to total checks and print a tape.
- For all fundraisers or classes, a spreadsheet showing a class roster or details of the fundraiser (At minimum: name, class / grade, amount of check, check number) should be submitted as backup for the deposit. The Treasurer’s files must include sufficient information to support the revenue for the year-end audit.
- Deposits must be given to the Treasurer **within one week** of receiving checks. The exception to this is for classes or events that require a minimum number of persons. Please wait until the minimum number has been received and we know that the event will be held.
- It is important to get checks to the Treasurer quickly so that if any checks bounce, we have enough time to recover funds before distribution of merchandise or before event has been held and so as to avoid inquiries from the check creator as to why the check has not yet been cashed.

## **Finance Administration**

The Co-Treasurers are the primary custodian and administrator of all funds generated by fundraising activities of the EEHSP organization. Standard, accepted financial procedures must be used when keeping records so that proper audits can be conducted.

### **EEHSP Checks:**

- Checks must be issued from an approved EEHSP bank. (Currently Beneficial Bank)
- Only the Co-Treasurers may be in possession of the EEHSP check books.
- Checks for payments must be signed by at least one Co-President and one Co-Treasurer.

### **Check Acceptance Policy:**

- All checks should be made payable to: “EEHSP”

- If an individual's check is returned, for NSF , it may be re-presented electronically, and the individual will be assessed a processing fee of \$20-\$30 or the maximum amount allowed by law. The check writer is also responsible for all other check recovery costs, including all attorney's fees, court costs and taxes.
- If an individual has 2 check's returned for NSF, checks will no longer be accepted from that individual. The Treasurer will maintain a list of those individuals whose checks are not accepted and must pay via cash
- If a check is returned for any other reason, such as stopped check, the individual should be contacted and asked for reimbursement of the check and processing fees in cash. If the request is denied and there is not an acceptable reason for the returned check, the individual should be placed on the "No checks" list.

### **Bank Deposits:**

- All monies must be deposited in a bank approved by the EEHSP Executive Board in the name of "Springfield Elementary Home & School Partnership" or "Enfield - Erdenheim Home and School Partnership." Currently that bank is Beneficial Bank.
- Night deposits and 24-hour banking can and should be used as needed.
- All deposits will be recorded in the monthly bank reports and should be reviewed by the Executive Board for accuracy.

### **Bank Withdrawals:**

- Only the Co-Treasurers may withdraw money from the EEHSP account.
- See – *Cash Box* procedures.

### **Record Keeping:**

It is very important that certain financial records be retained. Please refer to Attachment F for the records retention and review guidelines.

### **Finance Reports:**

The Co-Treasurers are responsible for generating reports regarding EEHSP budget, expenditures and incomes on a monthly basis.

### **Annual Tax Returns:**

Tax returns must be submitted annually by October / November. A third party firm may be contracted to prepare the IRS tax returns. Failure to submit in a timely manner will result in fines to our organization.

### **Semi-Annual Reviews:**

In accordance with the EEHSP by-laws, financial records and statements shall be reviewed by an independent third party to ensure accurate records are being maintained.

## DOCUMENT HISTORY

Version and Effective Date	Revised By	Summary of Changes
V. 6 10-10-2013	Kristyn Roessler	<ul style="list-style-type: none"> <li>• Added descriptions of new Executive Board Officer positions; Volunteer Coordinator and Head of Procurement.</li> <li>• Removed “Corresponding Secretary” as this position is not defined in the By-Laws.</li> <li>• Updated Enfield volunteer and visitor training and identification requirements.</li> <li>• Updated Erdenheim flyer printing and distribution procedures.</li> <li>• Created allowance for ‘preferred vendors’ so that a bidding process does not need to be completed for every purchase within the fiscal year.</li> <li>• Updated Financial section to improve clarity.</li> <li>• Financial and committee forms were added to the attachments section</li> <li>• Added a Document History section to capture these changes.</li> </ul>

# ATTACHMENT A

## COMMITTEE ADMINISTRATION GUIDELINES

### 1. Your Committee is made up of:

- You (and your co-chairs, if any)
- Volunteers who have expressed an interest in working on your committee. A list is available and you are certainly urged to add others who express interest!
  - You are expected to reach out to anyone who has expressed an interest in working on the committee before October to thank them for their interest . People want to be involved, and even if you do not have a need for assistance at that moment, part of your job is to nurture new members and help them understand what the committee does, and how they can be of service. Find a way to bring people in, and keep them there.

### 2. You are also a member of the EEHSP General Membership.

- We encourage all members to come to all general meetings. We love to see everyone’s faces, and get a chance to talk. In reality, we know you can’t make every meeting – don’t sweat it. If you have information you need to share at a meeting which you cannot attend, please call or email one of the co-Presidents with your committee report and we’ll present it for you.

### 3. Budget

- The EEHSP budget may include money for your Committee.
  - As you plan activities, keep in mind the amount of money set aside in the budget.
  - Most vendors / speakers / performers are willing to share their fees and costs with you ahead of time.
  - Changes to the budget must be approved by the Executive Board and by a majority vote from the general membership.

### 4. What to consider when planning an activity:

- Where will it be held? Building Usage Forms need to be completed when using any school district property.
- Check the date and time – does your activity conflict with any other activities on the school calendar? You can contact the district administration building for an updated calendar of events.
- Who will be participating in your activity and how will you solicit the help you may need?
- What supplies will be needed – before or during the event. Always check the EEHSP closets for supplies *before purchasing them*.
- What communications will need to be sent about the event? Will you need to send home a flyer, send out an eBlast or update our website? See the EEHSP Operating Procedures for information on how to submit communications requests or contact [communicationsliaison@eehsp.org](mailto:communicationsliaison@eehsp.org) for details.

### 5. Supplies:

Please check the closets first, or ask the Co-Presidents, before you buy anything!

- The EEHSP may have several basic supplies on hand for your use:
  - Paper products (plates, napkins, cups, utensils)
  - Office supplies (makers, tape, scissors, etc.)
  - If you need poster paper, you can ask the Art Teachers if he/she has any extras for you to use.
- Supplies are kept in the EEHSP closets. The keys may be obtained from the school office.
  - Enfield: Closet is located on the left hand side in the rear of the stage.
  - Erdenheim: Closet is located outside near the cafeteria doors. Please check the dug-out first, or ask the Co-Presidents, before you buy anything!
- Your purchases may be tax-exempt. Please use the Tax Exempt Form when you make your purchase.

#### **6. Finances:**

- Please review the Operating Procedures for details on the procedure for cash handling and submitting requests for reimbursements.
- Your performer or vendor may require a check on the day services are provided. Give yourself enough time beforehand to get a check from the Treasurer.
- PLEASE SUBMIT YOUR BILLS AND REIMBURSEMENT REQUESTS WITHIN THREE WEEKS.
- With at least a week's advance notice, the Treasurer can provide you with a cash box, and change, if you plan to collect money at your event

#### **7. Creating an archive of your activity this year.**

- As you work on your committee, make notes and compile them in a folder. You should include:
  - Where are the materials for your Committee kept? At the Chair's home? In the closets?
  - Your budget for the year: how much did you start out with – how much did you spend – and what would you recommend for next year?
  - Samples of flyers and letters that you sent out this year.
  - Given your experience this year, how would you do it differently next time? What would you change, omit, add, to make your activity run better?
  - Lists and contact information of any associated vendors.

**Before school is out in June, return the folder with your archive notes and budget requests, to one of the EEHSP Co-Presidents.**

## ATTACHMENT B

### Expenses, Expense Reports & Money Collection Information for Committee Chairs

Your committee has been allocated a budget of \$\_\_\_\_\_.

All expenses accumulated for the purpose of your committee must fall within this designated budget. If you anticipate that your expenses may exceed this amount, you must provide a written request to the EEHSP executive board and receive approval *prior* to any purchase.

#### Tax Exemption and Preferred Vendors

We are a tax exempt organization. Our exempt number is: **75-541356**. You should present our tax exempt form prior to purchase to avoid being charged tax. We have established several corporate accounts and preferred vendors; these vendors should be used whenever possible to help ensure best price and ease of purchase. Forms and vendor lists can be obtained from the EEHSP Treasurer. If you would like to work with a vendor not on this list, please follow the procedure outlined in the EEHSP Standard Operating Procedure.

#### Payments & Reimbursements

Any purchase greater than \$500 must be made with the EESHSP debit card. For these purchases, provide an invoice along with a '**Check Request**' form to the Treasurer. When purchasing items yourself, please follow this reimbursement procedure:

1. Research the best price (EEHSP procurement can assist with this if needed.)
2. If this is a sub-committee, make sure to obtain pre- approval from the lead committee chair.
3. Purchase the item. \*Note\* if the item is being shipped to the school, please provide a notification to the school secretary so they can expect it.
4. Retain your receipt or invoice. (Handwritten receipts will not be accepted.)
5. Complete the '**Check Request**' form. (a copy is located on [www.eehsp.org](http://www.eehsp.org)) Be sure to include the name of your committee or sub-committee.
6. Submit the completed form along with all receipts to the EEHSP Treasurer. Your reimbursement should be processed in approx. two weeks and are typically sent via back pack mail.

#### Cash Boxes & Money Collection

Contact the Treasurer at least two weeks prior to the event to request change for a cash box. For safety and security, at least two people must be present at all times when handling money at any event. All monies collected must be submitted to the EEHSP Treasurer for deposit within two weeks of the close of the event. Please complete the '**Deposit Form**' (located on [www.eehsp.org](http://www.eehsp.org)) and include this document along with all cash and checks.

Any questions regarding finance procedures can be directed to the EEHSP Co-Treasurers.

**ATTACHMENT C**

**EEHSP DEPOSIT VOUCHER**

**FUNDRAISER/ACTIVITY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**PERSONS COUNTING MONEY:** \_\_\_\_\_

\_\_\_\_\_  
(at least TWO PEOPLE are required to count when cash is included)

Please complete the following information, using **TOTAL AMOUNTS IN ALL AREAS.**

\_\_\_\_\_ x \$50.00 = \$ \_\_\_\_\_  
\_\_\_\_\_ x \$20.00 = \$ \_\_\_\_\_  
\_\_\_\_\_ x \$10.00 = \$ \_\_\_\_\_  
\_\_\_\_\_ x \$5.00 = \$ \_\_\_\_\_  
\_\_\_\_\_ x \$2.00 = \$ \_\_\_\_\_  
\_\_\_\_\_ x \$1.00 = \$ \_\_\_\_\_

**Total All Coins\*** = \$ \_\_\_\_\_

**Total All Checks (# of checks \_\_\_\_\_)** = \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_ \*\*

Treasurer's Verification \$ \_\_\_\_\_ \*\*

Treasurer's Signature \_\_\_\_\_

SHORT / BALANCED / OVER (circle one)

Amount (if short/over): \$ \_\_\_\_\_

Date Verified: \_\_\_\_\_ Date Deposited: \_\_\_\_\_

TOTAL ALL COINS		
_____ Dollars	x	1.00 = \$ _____
_____ Halves	x	0.50 = \$ _____
_____ Quarters	x	0.25 = \$ _____
_____ Dimes	x	0.10 = \$ _____
_____ Nickels	x	0.05 = \$ _____
_____ Pennies	x	0.01 = \$ _____
<b>*TOTAL ALL COINS</b>		<b>\$ _____</b>

Notes/Remarks \_\_\_\_\_

**ATTACHMENT D**

**EEHSP DEBIT CARD PAYMENT REQUEST**

***Submit two weeks prior to need of using debit card.***



Name of vendor: \_\_\_\_\_

Amount to be charged: \_\_\_\_\_

Date needed: \_\_\_\_\_

Budget line(s): \_\_\_\_\_

Reason for expenditure: \_\_\_\_\_

Signature of approving officer: \_\_\_\_\_

***ATTACH Invoices or Purchase Request information!!!***

*Note any special/ additional explanation below:*

\*\*\*\*\*

*For Treasurer's use only:*

*Date paid:* \_\_\_\_\_



**ATTACHMENT E**

# Check Request

Your Name:		Phone:
Committee / Budget Line:		
Date Submitted:	Date Needed:	Date Completed: (For Treasurer Use Only)
Reason for Check:		
<input type="checkbox"/> INCLUDED IN ANNUAL BUDGET or <input type="checkbox"/> APPROVED AT MEETING (DATE / / )		
Check Payable to:		Amount : \$
Address of Payee:		
Comments ( Please give any further instructions or explanations that will be useful to both the Treasurer and the Approvers)		
Signature of Requestor:		
Approved by (EEHSP Officer)		Date: / /
Approved by (EEHSP Officer)		Date: / /

For Treasurer Use Only:

Category: \_\_\_\_\_ Check # \_\_\_\_\_ Dated \_\_\_\_\_ Logged \_\_\_\_\_

## ATTACHMENT F

### RECORDS RETENTION GUIDELINES

Accounts payable records . . . . .	7 years
Semi-Annual audit reports . . . . .	Permanently
Bank reconciliations . . . . .	1 year after completion of Bi-Annual audit
Bylaws, including all amendments . . . . .	Permanently
Cash receipt records . . . . .	7 years
Checks (canceled) (see exception, next line). . . . .	7 years
Checks (canceled) for important payments, i.e., taxes, special contracts, etc. (checks should be filed with the papers pertaining to the transaction) . . . . .	Permanently
Contracts and leases (expired) . . . . .	7 years
Contracts and leases still in effect . . . . .	Permanently
Correspondence with customers or vendors . . . . .	1 year
Correspondence (legal) . . . . .	Permanently
Correspondence (Finance) . . . . .	1 year after completion of Bi-Annual audit
Duplicate deposit slips. . . . .	1 year after completion of Bi-Annual audit
Equipment owned by the PTA . . . . .	Permanently
Financial statements (year-end) and budgets . . . . .	10 years
Grant award letters of agreement . . . . .	10 years
Insurance records, accident reports, claims, policies, certificates. . . . .	Permanently
Invoices . . . . .	7 years