



DHS PFSO Policies and Procedures

- PFSO Board Members need to be familiar with PFSO Bylaws
- All PFSO officers (treasurers/senior class treasurer) handling money must be finger-printed
- Money should be counted & documented by **two** members (dual control)
- PFSO squares are available for use, please **DO NOT** use personal PayPal or Venmo accounts
- PFSO & ASB fundraising/collection needs to be strictly maintained separately
- Checks need to be made out to “**Parent Faculty Student Organization (PFSO) DHS**”. In the memo, details can be mentioned, for example, class of 2020 etc.

Co-Treasurers

- There must be at least two/three officers on the PFSO bank account
- Two PFSO officers must sign each check and reimbursement form (dual control)
- All PFSO documents must be kept safely and made available in case of an Audit
- PFSO mail (reimbursement form with receipts, checks, invoices etc.) will be picked up from our mailbox weekly (preferably on Monday's)
- Reimbursement forms need to be verified, making sure all the original receipts are attached. Requested amount on the reimbursement form matches the receipt total. Also, we need to make all reimbursement forms total is within the budget. **When the budget is exceeded for any item, it needs to be presented to the PFC board for their approval at the board meeting (or emailed to the board).**
- Deposits (cash & checks) will be made in a timely manner (bi-weekly) and books will be updated with the respective line item. **ONLY Senior Class Treasurer will make deposits directly to the bank and provide their deposit receipts to the PFSO treasurer**
- Deposit corporate matching donation checks as received and update the books
- Checks will be signed weekly (preferably on Thursday's) by two PFSO officers.
- Mail/hand out the checks to vendors (or the Class Reps) as requested by reimbursement form or invoices
- Provide details and reports for each Class/chairperson Fundraisers as feasible. *Before the start of the fundraiser's chairs can email the treasurer with fundraising dates important dates and their expectations.*
- Reconciliation, make sure the month end bank statement balance matches the PSFO books
- Provide monthly reports at the PFSO Meetings (email reports to the group before the meeting & have a few copies printed for the meeting)
- Have a cash box available for PSFO and Class fundraisers if needed
- Check online banking weekly
- Prepare the budget for the next year with the board feedback
- Make all required tax or regulatory filings as needed
- Transition to QuickBooks by end of this school year 2020-2021