

HVPTO
Policy #1 – Parent Privacy Policy

All fundraising arms of the Hermosa Valley View Parent Teacher Organization including, but not limited to, Wrapping Paper Drive, Halloween Carnival, Family Photography Day, E-Scrip, Scrip, Magazine Drive, Hermosa Valley/View School Directory, Classroom Rosters, Planet Pals and other fundraising arms determined by the Executive Board may not use parent phone numbers, email addresses, business or personal property addresses for any personal, professional or commercial gain via electronic or phone telemarketing or direct mail.

Use all stated parent information is strictly prohibited.

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Policy #2 – Political Endorsement Policy

The Hermosa Valley View Parent Teacher Organization does not take or support positions on any ballot measures or any local, state, or federal legislation, nor does it endorse, support, or oppose any political parties or candidates for public office.

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Policy #3 – Conflict of Interest Policy

Section 1: Purpose

The purpose of the conflict of interest policy is to protect HVPTO's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2: Definitions

- a. Interested Person – Any officer or member of a committee with governing board-delegated powers who had a direct or indirect financial interest, as defined below, is an interested person.
- b. Financial Interest - A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
 - i. An ownership or investment interest in any entity with which the HVPTO has a transaction or arrangement;
 - ii. A compensation arrangement with the HVPTO or with any entity or individual with which the HVPTO has a transaction or arrangement; or
 - iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. “Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3: Procedures

- a. Duty to Disclose – In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the officers and members of committees with governing board-delegated powers who are considering the proposed transaction or arrangement.
- b. Determining Whether a Conflict of Interest Exists – After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.
- c. Procedures for Addressing the Conflict of Interest –
 - i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall

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- leave the meeting during the discussion of, and vote on, the transaction or arrangement involving the possible conflict of interest.
- ii. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - iii. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested officers whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
- d. Violations of the Conflict of Interest Policy-
- i. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4: Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion, including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

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Section 5: Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6: Annual Statements

Each officer and member of a committee with governing board-delegated powers shall annually sign a statement which affirms that such person:

- Has received a copy of the conflict of interest policy;
- Has read and understood the policy;
- Has agreed to comply with the policy; and
- Understands that the organization is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 7: Periodic Reviews

To ensure that the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, are based on competent survey information, and are the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

Section 8: Use of Outside Experts

When conducting the periodic reviews as provided for in Section 7, the organization may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.

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Policy #4 – Volunteer Confidentiality Policy

As a volunteer of the Hermosa Valley View Parent Teacher Organization, I understand that I must maintain the privacy and confidentiality of any and all participant information. I recognize the value and sensitivity of confidential information and understand that the HVPTO is the owner of this information. I further release and hold harmless the HVPTO of all liability with regard to my volunteer status.

Specifically, I agree that:

1. **Donation of Time.** My decision to devote my time to HVPTO is made of my own free will, without coercion or pressure by HVPTO.
2. **No Employment Relationship.** I acknowledge that I have no employment relationship with HVPTO and do not expect to receive any offer of employment as a result of my volunteer activities.
3. **No Entitlement to Compensation.** I understand that I am not entitled to any compensation or benefits in exchange for the time that I donate to HVPTO and I have no desire to receive compensation or benefits from HVPTO.
4. **Confidentiality.** I understand and acknowledge that during my volunteer service with HVPTO, I will have access to Confidential Information not generally known to the public concerning the business of HVPTO. I agree that during my volunteer service with HVPTO and at all times thereafter, I will hold HVPTO Confidential Information in strict confidence, and will not disclose or use such information outside the scope of my volunteer service with HVPTO, or without HVPTO prior authorization. For purposes of this Policy, Confidential Information includes, but is not limited to, information regarding projects and potential projects, organizational practices, donors and potential donors, credit card and checking account donor information, methodologies, management philosophy and information concerning HVPTO volunteers. I further agree and understand that I will immediately return all HVPTO Confidential Information at the end of volunteer service, or whenever requested by HVPTO.

VOLUNTEER:

Name _____

Address _____

Signature _____

Date _____

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Policy #5 – Record Retention Policy

I. Purpose

The purpose of this policy is to establish rules for the proper treatment of all HVPTO records by all officers, volunteers and members of the organization as well as any relevant outside parties.

II. General

Records must be maintained for the period set forth by law to avoid certain legal repercussions (including obstruction of justice and fines). On the other hand, records should not be retained beyond the period required by law (unless a legitimate business purpose so requires) because unnecessary record retention incurs storage, maintenance and handling costs.

The HVPTO Vice President of Policies & Procedures is responsible for implementing, supervising and ensuring compliance with this Policy. The Vice President of Policies & Procedures shall annually review this Policy, propose any modifications, and inform the Covered Persons of any such proposals.

III. Litigation/Audit Exception

If certain records are deemed relevant to pending or potential litigation, audit or other circumstance, then such records shall be maintained indefinitely until such need dissipates.

IV. Type of Record and Retention Period

Annual audit reports	Permanent
Articles of Incorporation	Permanent
IRS Determination Letter for 501(c)(3) tax-exempt status	Permanent
Corporation reports filed with the Secretary of State	Permanent
Legal correspondence	Permanent
Correspondence with state or federal agencies	Permanent
Insurance records (policies, claims, accident reports, insurance incident reports, employee acknowledgement forms)	Permanent
Ledgers	Permanent
Minutes of Executive Board and General meetings	Permanent
Tax returns and related documents	Permanent
Year end financial statements and budgets	10 years
Bank statements	7 years
Cash disbursements/check request documentation	7 years
Cash receipts/deposit documentation	7 years
Contracts	7 years
Sales records	7 years
Correspondence (general)	3 years
Bank reconciliations	1 year

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Correspondence with vendors (if non-contested)	1 year
Duplicate deposit slips	1 year
Current bylaws	1 year
Standing rules	1 year
Certificates of insurance	1 year
Inventories of products	1 year

V. Temporary Records

Temporary records (including to-do lists, personal notes and drafts) shall be destroyed or deleted upon completion of the relevant matter.

VI. Document Destruction

Destruction or deletion of HVPTO documents and records shall occur at the end of a record's retention period and shall be conducted by the Vice President of Policies & Procedures. Destruction of tangible records shall be conducted by shredding or otherwise rendering documents unreadable. Electronic records shall be deleted from computers and any other relevant electronic device.

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Policy #6 – Whistleblower Policy

The HVPTO requires its Officers, Chairpersons and all volunteers to observe high standards of business and personal ethics in the conduct of their duties, responsibilities and general participation in the organization's activities. All Officers, Chairpersons and volunteers must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Section 1: Purpose

The purpose of this Whistleblower Policy is to:

- a. Encourage and provide a mechanism for Officers, Chairpersons, Volunteers and members ("Covered Persons") of the HVPTO to report ethics violations, violations of any law or regulation governing the operations of the HVPTO, acts of discrimination, acts of misfeasance, or instances of accounting or financial fraud (the "Violations"), whether known or suspected, in good faith.
- b. Encourage cooperation in the investigation of reported Violations and that such investigation will be carried out in a positive, constructive manner without incident of Retaliation (as defined below).
- c. Protect Covered Persons from Retaliation for good faith reporting of Violations.

Section 2: No Retaliation

It is contrary to the values of the HVPTO for anyone to suffer harassment, intimidation or any other adverse consequence or circumstance ("Retaliation") for making a good faith report of a known or suspected Violation. The HVPTO may take any action deemed necessary and reasonable by the Executive Board against any person(s) performing such acts of Retaliation.

Section 3: Reporting Procedure

Covered Persons should report any known or suspected Violations or acts of Retaliation to the HVPTO President. In the event Covered Persons do not want to report known or suspected Violations or acts of Retaliation to the HVPTO President, then said Covered Persons may report to any member of the HVPTO Executive Board. Reports of Violations or acts of Retaliation may be submitted anonymously.

Section 4: Investigation

The Vice President of Policies & Procedures or other designee, as approved by the HVPTO Executive Board, shall investigate all reports of known or suspected Violations or acts of Retaliation. The Vice President of Policies & Procedures or other designee will act with discretion in the conduct of the investigation and will present a written report of the findings to the Executive Board. The Executive Board will determine the appropriate response and/or course of action. The investigation, reporting of findings and resulting actions shall be promptly executed. Any Executive Board member(s) implicated in the Violation or act of Retaliation shall not participate in this process.

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Section 5: Acting in Good Faith

Any member reporting a known or suspected Violation or act of Retaliation must be acting in good faith and have reasonable grounds for believing that the information disclosed is true and represents an accurate depiction of the circumstances. The act of making allegations that prove to be unsubstantiated and/or that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false is considered a serious offense. Such breach of good faith may result in dismissal from the volunteer position or may give rise to other possible actions, including but not limited to civil lawsuits.

Section 6: Confidentiality

All reports, investigations and other information gathered in this process shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

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Policy #7 – Financial Procedures and Controls

Section 1: Cash Receipts

- a. Two people are required to be present whenever cash is processed (e.g. two people are required for manning cash boxes; two people are required to prepare deposits and sign the HVPTO Deposit Form).
- b. All monies received from fundraising events should be prepared for deposit on the same day of receipt. If not possible to prepare the deposit on the day of receipt then the money should be put in an envelope and taken to the District Office, where it will be kept in the safe until the deposit can be prepared.
- c. Checks and cash received from fundraisers should not be taken home or left in your car for any reason.
- d. The HVPTO Deposit Form should be used to prepare deposits (see Attachment A). The persons preparing the HVPTO Deposit Form are responsible for following the instructions on page 2 of the form. Such instructions include making photocopies of all checks included in the deposit and notifying the Deposit Treasurer immediately that funds are ready for depositing at the bank.
- e. The Deposit Treasurer should make bank deposits as soon as possible after receiving notification that funds are ready for deposit.
- f. The Deposit Treasurer should notify the Treasurer of all bank deposits and provide copies of the bank deposit slip, HVPTO Deposit Forms, and copies of all checks.

Section 2: Cash Disbursements

- a. Prior to a fundraiser or other event, the Chairperson should obtain an expense budget from the designated HVPTO Executive Board member.
- b. If it becomes necessary to incur any expense significantly outside the scope of the budget, approval must be obtained from the HVPTO President prior to incurring such expenditure.
- c. All requests for payment/reimbursement should be submitted using the HVPTO Request for Reimbursement Form (see Attachment B). The completed form and all supporting receipts should be submitted to the HVPTO Treasurer.
- d. All checks require two signatures. Authorized signors include the HVPTO President, Co-President and Treasurer.

Section 3: Banking

- a. The HVPTO shall maintain a separate checking account and a separate interest-bearing savings account at an established local, regional or national financial institution.
- b. Every effort should be made to avoid activity-based or other such banking fees in both the checking and savings accounts.
- c. The Treasurer is responsible for maintaining appropriate balances in the checking and savings accounts. The checking account should always maintain a balance sufficient to cover all outstanding checks. Any excess funds in the checking account should be transferred to the savings account.

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- d. All checks require two signatures. Authorized signers include the HVPTO President, Co-President and Treasurer.
- e. The Treasurer is responsible for updating signature cards on file at the bank.
- f. The Treasurer should perform monthly reconciliations of the checking and savings account.

Section 4: Financial Reporting

The Treasurer shall be responsible for preparing monthly financial reports and presenting such reports at the HVPTO Executive Board Meetings and HVPTO General Meetings.

Section 5: Annual Review

- a. A review of the HVPTO books and records shall be performed annually.
- b. Such review shall take place in the fall, with completion on or prior to October 1st of each year.
- c. Such review shall be conducted by an Audit Committee comprised of parent volunteers or by a professional services firm/CPA. The decision to use a volunteer Audit Committee or a professional services firm/CPA shall be based on various factors, including but not limited to whether qualified volunteers can be secured for the Audit Committee and the cost of using a professional services firm/CPA and will ultimately be decided by the Executive Board.

Section 6: Tax Returns

The Treasurer shall facilitate the preparation of all federal and state tax returns by a tax professional. The Executive Board shall review all tax returns prior to filing. Executive Board members will be provided with a copy of the current year and prior year returns for review and comparison purposes.

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Policy #8 – Participation of Partisans or Political Individuals and/or Organizations at HVPTO-Sponsored Fundraisers/Events Policy

The Hermosa Valley View Parent Teacher Organization (“HVPTO”), shall not permit participation by any political candidate, political party or any other organization or persons representing a political party, candidate, ballot measure, political interest or election, at any fundraisers or events managed and operated primarily by the HVPTO on school property or at any other procured location. Participation shall include, but is not limited to, solicitation, representation or distribution of information during the course of the HVPTO-sponsored event.

Approved and adopted at the General Meeting of the Hermosa Valley View PTO on this 21st day of April, 2012.