

Caddo Parish School Board PTA Rules

The Caddo Parish School Board has rules that must be followed in addition to or in place of the National PTA and Louisiana PTA rules. See Departments - Auditing - Important Links and Forms (caddoschools.org/page/auditing).

PTA – Principal Memo

This document must be completed annually by the Principal of the school, the PTA / PTSA President and Treasurer, and the School Sponsor. This form outlines all of the additional rules and regulations that all PTAs must adhere to.

Banking Rules:

- The bank account for the PTA must be opened with a letter of permission from the Principal.
- The Principal cannot be a signer on the checking account.
- Provide a list of authorized signers to the Principal.
- Bank statements must be mailed to the school and reviewed by the Principal. E-Statements are not acceptable.
- A copy of all checks must be imaged on the bank statement.
- All checks must have 2 signatures.
- No debit cards, ATM cards, or checks written out to “Cash” may be issued.

Fundraising Rules:

- All Fundraisers must be pre-approved by the Principal.
- A CPSB Fundraiser Form must be completed and given to the School’s bookkeeper at least 2 weeks prior to the event.
- Schools should not conduct raffles, bingo games, or other gambling or games of chance. PTAs may sponsor these activities but cannot solicit or sell raffle tickets in the school or during school days at school sponsored events. PTAs must contact the LA Office of Charitable Gaming to obtain a Gaming License to sell tickets for or participate in games of chance.

Local Level Guidance:

- Caddo Parish School Board likes PTAs to use Local Level to keep school-related activities and groups organized under one platform for parental ease. However, the transaction fees are very high.
- PTAs must link their separate and unique bank account (not the school's account) on Local Level.
- The PTA can customize every part of the event/sale. The only thing they cannot do is the initial set up, which is done by the Local Level representative. It is important to work with the school bookkeeper or principal to make sure everyone is in the loop. PTAs have access to the website to make updates, customize it, and run reports.
- PTAs must complete fundraiser forms for every fundraiser, which are approved by the principal and submitted to the bookkeeper.
- If a PTA uses Givebacks, it must be linked to the PTA's bank account. However, linking to the school's website will not be as easy. The GB fees are 3.95% + 95¢ per transaction. The PTA decides if it or if the buyer pays the fees.

NAME OF SCHOOL ADDRESS CITY, LA ZIP (318) XXX-XXXX, FAX (318) XXX-XXXX	
TO: All	NAME OF SCHOOL PTSA/Booster Clubs – 2023/2024
You are required to meet the following conditions per Caddo Parish School Board policy <i>DKA – Booster Clubs and Outside Organizations</i> . Sign and return this form to the School Bookkeeper by Friday, August 4, 2023 .	
<ul style="list-style-type: none">• List the officers for the 2023/2024 school year on the form located on the back of this memo. Include the following information:<ul style="list-style-type: none">o Nameo Contact phone numbers and/or email address• You must maintain minutes of all meetings of the organization and have duly elected officers. The school principal, or a school employee designated by the principal, must be appointed to serve on the executive board. Submit minutes to the principal for review and permanent records.• The PTSA/Booster Club must provide the school principal with a copy of periodic (at least quarterly) financial reports showing all receipts and expenditures by source, along with the summary of revenue expenditures and investments. The financial reports must be signed by an officer of the organization.• The PTSA/Booster Club organizations are to have/provide ensure:<ol style="list-style-type: none">1. There must be a letter on file giving permission from the principal to open a bank account and use the school's name.2. Ensure the bank statements list the school's address so that all statements are sent directly to NAME OF SCHOOL.3. The school will only accept hard copies of statements from the bank. E-statements are NOT acceptable.4. Ensure images of all checks are included with the bank statement.5. Provide the principal with a list of individuals who can sign the checks. The principal should not be a signer.6. All checks must have at least 2 signatures.7. No debit cards, ATM cards or checks payable to "cash" are to be issued or used on the PTSA/Booster Club account.• In order to ensure the protection of both the old and the new treasurer, your financial records must be audited when you have elected a new treasurer. PTSA records must be audited annually in order to remain in good standing with the state PTA organization.• You MUST file Form 990 and any other applicable tax forms with the IRS EVERY year, if you have tax exempt status, to avoid penalties with Internal Revenue Service.• You must have the principal's approval prior to conducting any fundraisers. CPSB fundraiser forms must be completed for each fundraiser. They are available in the Bookkeeper's office. All fundraiser forms must be completed within two weeks of the fundraiser's completion and returned to the Bookkeeper.• Schools should not conduct raffles, bingo games or other activities considered to be forms of gambling or games of chance. Parent organizations/Booster Clubs may sponsor these activities, but should not solicit or sell raffle tickets in the schools or during the school days at school sponsored events. Parent organizations/Booster Clubs should contact the LA Office of Charitable Gaming to obtain a gaming license in order to sell tickets for or participate in games of chance.	
Failure of any organization to meet the above conditions shall void that organization's privilege to use the name of the school or to raise funds on the representation that the funds are in fact to be used for the betterment of the school or related matters.	
PTSA/Booster Club Name	NAME, Principal
President's Name	Date
PTSA/Booster Club Treasurer's Name	President's Signature
School Sponsor's Name	PTSA/Booster Club Treasurer's Signature
	School Sponsor's Signature

CADDO PARISH SCHOOL BOARD REPORT ON FUNDRAISING PROJECT		I-52 (Rev. 08/21) Exhibit F
SCHOOL:	YEAR:	#
For Office Use		
THE FOLLOWING SHOULD BE COMPLETED BY THE SPONSOR BEFORE THE PROJECT BEGINS.		
Name of organization _____		
School General Ledger Account Number _____		
Name of sponsor _____		
Type of project (Fundraiser Name) _____		
(If food/drink sold, attach smart snack compliance documentation (see instructions).)		
Business from which items are purchased _____		
Proposed starting date _____ Proposed ending date _____		
Projected (If's ONLY)		
Highlighted cells contain formulas and cannot be deleted	A. Number of units to be ordered for sale	
	B. Proposed sales price per unit or ticket	
	C. Anticipated sales from the project (A times B)	\$ -
	D. Estimated total cost of all units	
	E. Anticipated profit (C minus D)	\$ -
	F. Proposed use of profit	
Requested by _____ Date _____		
Approved by _____ Date _____		
Principal's Signature		
THE FOLLOWING IS TO BE COMPLETED BY THE SPONSOR WITHIN TWO WEEKS AFTER THE PROJECT IS ENDED		
G (1). Beginning inventory units from prior year or previous fundraiser. _____ Previous Fundraiser # _____		
G (2). Total units received per invoice(s), including fee items. _____		
H. Less units still on hand (inventory)** _____		
(Please attach plans for items left in inventory)		
I. Less units given away as prizes or awards. ** _____ Sales Price* _____ Calculated Sales _____		
J. Less units lost, stolen, damaged or spoiled. ** _____ Per Unit _____		
K. Total units available for sale _____ X _____ = \$ -		
L. ACTUAL funds collected (Should agree with ATTACHED General Ledger print out of account) _____		
M. DIFFERENCE (K minus L) _____ \$ -		
Explanation: Uncollected from students ** _____		
Other: (Attach explanation) _____		
TOTAL: Should agree with M _____ \$ -		
N. ACTUAL funds collected: (Same as L) _____		
O. Less COST of all items (Should agree with checks written per General Ledger). _____		
P. PROFIT (or Loss) on this project (N minus O) _____ \$ -		
*For multiple-priced item sales, attach detail. **Attach appropriate list or form.		
As sponsor, by signing this form, I am attesting to the accuracy of the information and will maintain supporting documentation. The Sponsor should keep all records that support this project for three years AFTER it is audited.		
Submitted By _____ Date _____		
Sponsor's Signature		
Reviewed By _____ Date _____		
Principal's Signature		
SEND TO CPSB INTERNAL AUDITING DEPT. IMMEDIATELY UPON COMPLETION OF FORM		