HFFM PTP, INC.

(AKA/ HFFM PTP PreK-8)
Highland Falls Fort Montgomery Parent Teacher Partnership
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Policy and Procedures/Standard Operating Guidelines

Policy I: Fund Distribution

It is of the utmost priority to allocate and distribute funds fairly across all grades and students in both Fort Montgomery Elementary School and Highland Falls Intermediate School. The following guidelines on funds requests should be used.

Field Trips:

 Field trip funding is provided by the PTP with intent to directly offset the cost parents pay for an annual field trip. Our funding policy is “One trip per grade”.
 Grades are awarded an equal distribution of funds costs based on the admission cost estimates and quotes. Older grade levels do have more expensive trips and therefore are awarded proportionately more funding based on total costs.
 Field trips are typically taken by whole grade level to the same venue and utilizing school bus transportation arranged by the Teacher, Principal and transportation department, not the PTP.
 PTP funding does not provide for transportation costs for the trip.

Funding allocation for field trips: FMES and HFIS

PreK: Up to $400
Kindergarten: Up to $400
1st Grade: Up to $400
Second grades: Up to $400
FMES Special Education Contained Class: Up to $100
3rd Grade: Up to $ 500
4th Grade: Up to $ 500
5th Grade: Up to $ 500
6th Grade: Up to $500
7th Grade: Up to $500
8th Grade: Up to $650

Field trip request procedure:

Prior Principal and School District approval required prior to requesting funding from PTP and submitted on the official PTP form. Attached Appendix A is the official form required and must be filled out completely, appropriately signed and submitted with an original invoice.
Teacher Trip Leader should submit a Request for Funding Form complete with an attached invoice for the planned trip. All requests must be submitted no later than the February PTP Meeting to allow time for additional fundraising as needed.

Special Ceremonies:

Pre-K Graduation:

The HFFM PTP will provide Graduation Caps up to $150.00.

Second Grade Moving Up:

2nd grade T-Shirts: Designed and Ordered by Trisha Hannigan VanZetta or her designee. The HFFM PTP gifts up to $400 with payment made directly to the vendor. No tax will be paid as the HFFM PTP is tax exempt. Requests for funding must be submitted ahead for processing payment to the vendor.

Second Grade Moving Up Ceremony: The HFFM PTP gifts up to $ 100 for use for the specific ceremony event.

Eight Grade Graduation:

8th grade T-Shirts: Shirts will be designed and ordered by the 8th Grade class Parent Group. The HFFM PTP gifts up to $400 with payment made directly to the vendor. No tax will be paid as the HFFM PTP is tax exempt. Requests for funding must be submitted ahead for processing payment to the vendor.

8th grade School time picnic event: An event shared by all 8th grade students the PTP will contribute up to $100 for goods directly related to the 8th Grade school time picnic held at HFIS.

8th grade graduation party event: This event is typically organized by an 8th grade parent group, that some students attend on or off-campus, the PTP does not contribute funds to this particular event as all students do not participate.

HFIS Yearbook Support Ad:

The President or his/her designee designs and submits a congratulatory yearbook ad to the whole student body with specific recognition to the whole 8th grade class. No student or specific group should be mentioned. Design should be shared with the PTP Executive Board prior to final design being submitted for review and general approval.

Whole or ½ page ad placed is appropriate, expense is up to $150 annually.

Teacher Appreciation:

Up to $200.00 per school for purchase of decorations and event necessities. Donations should first be requested and funds up to the allotted amount will be paid directly to the establishment or designated purchaser and no sales tax will be paid or reimbursed by the PTP or School Representative making the purchase.

Special Events and Assemblies:

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All effort should be made for equal distribution of funds between the schools for special events.

Field Day Refreshments:

Student/Volunteer Refreshments Popsicles and/or water: Up to $100 award commitment, PTP to purchase goods and deliver to the respective schools.

Special Interest Group Requests:

The PTP does not distribute funds to special interest groups, individual classes and or clubs as this special interest group represents only a portion of the student body and therefore will not be allocated funds separately for the use of only those students participating. The PTP may offer help in raising funds for these events as requested based on the number of volunteers available.

Policy II: Audit of Financial Records and Funds

A yearly audit will be completed for the prior year's records as per the bylaws. The Audit Committee will be comprised of at least two (2) preferable more independent community members (none of which can be related to the Treasurer in office during the year for which the audited records are being reviewed).

Attached Appendix B will be the official form and procedure of the audit being performed. These forms will be kept on file with the Treasurer and any subsequent Treasurers for a period of seven (7) years. Any requests in writing to view the form or forms will be honored within 30 days of receipt of the request and the original forms will be presented for review at a time and date agreed upon by the President and Treasurer.

An audit will be performed by July 15th as per above procedures when a newly elected Treasurer is sworn into office. This Audit will be done as above with both the outgoing and incoming Treasurer's present. Any Board member may attend this Audit.

Policy III: Financial Procedures

Procedures in place: The official bank account will be held at Key Bank. All four (4) Board members will be named on the account. In the event that the Treasurer is not able to perform the banking duties or sign the checks, the President or his/her designee will be responsible for the financial records until the Treasurer is available to perform the duties required.

Policy IV: Records Retention

The following Record-Retention Schedule is based on the IRS rule and has been adopted by the PTP.

Permanent Retention:
Incorporation Paperwork
IRS Form 1023 and documentation
IRS determination letter for 501©3
Meeting agendas and minutes
Year-End Treasurer reports

Annual Financial Review reports

Seven (7) Years
Bank statements (includes Bank printed cancelled checks
Check Register (printed or manual)
IRS Form 990-series

3 Years
Monthly Treasurer's Reports

1 Year
Event paperwork (registration, contracts, income reports)

In the event the PTP should decide to scan any of the above records, retention will be permanent. The digital paperwork will be retained by the President with a copy given to the Treasurer.

Appendix A
Appendix B

CC ___ JW ___KB ___ DJ___