



PTA Standing Rules

Approved and adopted: May 26, 2011

The Standing Rules of the Sand Lake Elementary School PTA are determined by the Executive Board to supplement and interpret the Bylaws. These rules may be amended or rescinded without notice by a two-thirds vote of the Executive Board or by a majority vote if previous notice has been given. However, no standing rule, resolution or motion may conflict with the Bylaws of the Sand Lake Elementary School PTA or those of the Florida PTA or National PTA.

The Sand Lake Elementary PTA Executive Board shall consist of the elected officers and committee chairmen.

Qualifications of Board Member

Each member of the Executive Board shall:

1. Maintain a current membership in the Sand Lake PTA;
2. Be an approved ADDitions volunteer;
3. Have knowledge of, and a belief in, the PTA mission:
 - *To support and speak on behalf of youth in the schools, in the community, and before governmental agencies and other organizations that make decisions affecting children;
 - *To assist parents in developing the skills they need to raise and protect their children, and
 - *To encourage parent and public involvement in the public schools of this nation;
4. Demonstrate an enthusiastic attitude toward PTA; and
5. Be willing to cooperate with others.

Responsibilities of Board Members

1. Possess a copy of our local unit bylaws and standing rules and have a clear understanding of their content.
2. Attend all PTA board meetings, PTA general meetings and PTA sponsored events. Please notify the PTA President in advance if you are unable to attend the monthly board meeting. The Executive Committee reserves the right to dismiss board members with three or more unexcused absences.
3. Operate their program or event within their given budget. Event chairs must submit a proposed budget to their designated Vice President or President for review and approval a minimum of three weeks prior to their event. All committee members must first obtain approval of all expenditures with the committee chairperson before committing or spending any funds.
4. Meet with their committee to develop a plan of work and have it approved by the Principal and President and/or designated Vice President before any action is taken. After your concept has been approved and your committee has developed a recommendation for the board, request to be placed on the board meeting agenda to report on your committee's plan of action. Please advise the President if you intend to bring any motions to the board for their consideration. All board meetings are conducted consistent with Robert's Rules of Order. The President will conduct the meeting and recognize PTA board members before they speak.
5. The PTA President is an ex-officio member of all committees. Please remember to invite the President, designated Vice President and ADDitions Coordinator (as necessary) to all committee meetings.

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6. Submit all correspondence, written or electronic (i.e. email, informative flyers, order forms, parent letters, etc.) for review and obtain approval by the Principal, President and/or designated Vice President before correspondence is distributed. The President will need to retain a copy of each correspondence in the PTA chronological/permanent files for reference and historical purposes. The main office will need additional copies for the 5-Star School Award, future reference and distribution.
7. Maintain a procedure book. These books should contain procedures for planning and organizing the program or event, a timeline for planning the event and any other pertinent information relating to the event or program by the end of the school year. A copy of all contracts must be provided to the President.
8. Properly log all volunteer hours (including hours worked outside of school) consistent with the method established by the ADDitions Program Coordinator.
9. Regularly check e-mail and PTA board mailboxes for correspondence.
10. Attend Meet Your Teacher Day, the Additions Volunteer Orientation and Open House to recruit PTA members and volunteers to serve on committees.
11. Provide the Newsletter/Publicity Chair with information concerning events and activities.
12. Serve a maximum of two consecutive years in one position, unless there is no replacement available.
13. Assist other committee chairs with the completion of their tasks and attend/support all PTA sponsored activities.
14. Perform all functions as assigned by the President.

General Board Meeting Guidelines

1. All soliciting by charitable organizations, businesses, or fundraising companies is expressly prohibited during any Sand Lake Elementary PTA meetings. These groups may be invited to speak when appropriate.
2. Non-PTA board members (parents/guardians/staff members) that wish to speak at the Executive Board meeting must contact the PTA President a minimum of one week prior to the scheduled meeting to request placement on the agenda (name of person wishing to speak and topic).
3. All new business items shall be submitted to the President one week prior to the board meeting so that they may be considered for placement on the agenda.

Executive Committee

The PTA Executive Committee shall consist of the six elected PTA officers, consistent with the Sand Lake Elementary PTA Bylaws as follows: President, First Vice President –Events, Second Vice President- Programs, Third Vice President - Fundraising, Treasurer and the Secretary. The ADDitions Coordinator is a non-elected position and shall act as a general advisor to the Executive Committee. A committee of the outgoing and incoming Executive Committee members will select the members of the PTA Board. All discussions of the committee shall be confidential. Any member of the Executive Committee shall not fill another board position concurrently.

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1. The President shall:
 - A. Oversee all functions and programs of the Sand Lake PTA.
 - B. Assign to PTA members and committee chairs any duties necessary to run the Sand Lake PTA.
 - C. Responsible for applying for all PTA related awards.
 - D. Prepare new board member packets and new parent packets.
 - E. Meet with the Principal before each board meeting.
 - F. Have any material to be sent home approved by the Principal.
 - G. Preside over all PTA meetings.
 - H. Attend Leadership Conference and workshops.
 - I. Sign all contracts pertaining to PTA business or activities. Contracts shall be signed in the following: “Sand Lake Elementary PTA, by: name of President, President”.

2. The First Vice President (Events) shall:
 - A. Serve as parliamentarian on all issues (be familiar with “Roberts Rules of Order”).
 - B. Oversee all functions of responsible Committee Chairs
 - C. Oversee all events.
 - D. Fill in for the President when needed.
 - E. Attend Leadership Conference and workshops.
 - F. Review the monthly bank statements in accordance with PTA insurance requirements.
 - G. Order ink, master copies and paper for use by the PTA.

3. The Second Vice President (Programs) shall:
 - A. Oversee all functions of responsible Committee Chairs.
 - B. Oversee all PTA programs.
 - C. Chair the Bylaws Committee and Standing Rules Committee and update as needed.
 - D. Serve as the assistant to the Treasurer when needed and be an authorized signor on the PTA bank account.
 - E. Oversee all Spring fundraising efforts
 - F. Perform all functions as assigned by the President.

4. The Third Vice President (Fundraising) shall:
 - A. Oversee all functions of responsible Committee Chairs.
 - B. Serve as the assistant to the Treasurer when needed and be an authorized signor on the PTA bank account.
 - C. Oversee all fundraising efforts.
 - D. Organize and carryout “Meet Your Teacher Day” event.
 - E. Perform all functions as assigned by the President.

5. The Secretary shall:
 - A. Be responsible for passing attendance at all board meetings.
 - B. Record and distribute the minutes to board members before the next meeting.
 - C. Record and post minutes from general meetings.

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- D. Present the minutes at each meeting.
 - E. Send all thank you notes, condolence cards, birthday cards, recognition certificates and congratulation cards to staff members and others as needed.
 - F. Send card and donation (to be determined by the Executive Committee, not to exceed \$25) to the OCCPTA Scholarship Fund for a death (i.e. parent, spouse, staff member, PTA current or previous member or child) for the PTA Executive Committee. This donation is to be made “in memory” of the lost loved one.
 - G. Be responsible for ordering/purchasing the past President’s pin before the May board meeting (to be coordinated with the Treasurer).
 - H. Send card and/or gift during the following occasions: Principal’s birthday, Nurses’ Day, Secretary’s Day and other occasions as appropriate.
 - I. Report correspondence at board meetings.
 - J. Update PTA mailbox labels as needed.
 - K. Serve as the custodian of all PTA records.
 - L. Oversee all functions of responsible Committees Chairs.
 - M. Perform all functions as assigned by the President.
6. The Treasurer shall:
- A. Receive, deposit and distribute money in a timely fashion.
 - B. Reconcile monthly bank statements.
 - C. Serve as the chair of the Budget Committee at the budget meeting.
 - D. Issue no blank checks.
 - E. Have checks signed by the Treasurer and another qualified Executive Committee member. A minimum of three signatures shall appear on the signature card at the bank (signature card to be updated by the Treasurer as needed). Two signatures are required on all checks. It is recommended that the signors on the PTA account be Treasurer, President and Second Vice President.
 - F. Keep a ledger that specifies from which committee all monies are collected and all deposits and all expenditures disbursed.
 - G. Assist with the counting of all event monies collected with at least one other Board member present.
 - H. Impose a charge (minimum \$15) for returned checks. Send a letter to parties in an attempt to recover the returned check fee plus the above \$15 charge.
 - I. Close the Treasurer books on June 30th and provide all Treasurer Records to the Financial Review Committee or Auditor no later than July 15th. See separate section for details.
 - J. File taxes; taxes must be postmarked by November 15th.
 - K. Submit updated month-end and year-to-date budget reports to the PTA Executive Board at all PTA meetings.
 - L. Issue tax receipts for PTA memberships greater than \$75.00 per guidelines established in the Money Matters section of the National PTA Handbook, with the assistance of the Membership Chair. Issue other receipts as needed.
 - M. Purchase adequate PTA insurance coverage for General Liability, Officer’s Liability and Bond Insurance.

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- N. Send in membership dues to state and national PTAs monthly (as directed by the membership chair).
 - O. Attend Leadership Conference and workshops.
 - P. Perform all functions as assigned by the President.
7. The ADDitions Coordinator shall:
- A. Provide advice and counsel to the Executive Committee, as needed.
 - B. Coordinate all Additions school programs.
 - C. Verify that all volunteers have submitted mandatory ADDitions volunteer forms or completed on-line forms as required by Orange County Public Schools and verify completion of field trip forms when necessary.
 - D. Plan and execute the ADDitions Volunteer Orientation and ADDitions Volunteer Celebration.
 - E. Provide volunteers with recognition for multiple years of service.
 - F. Consult with Principal and Teacher Representative to determine nominees for the ADDitions volunteer awards. Prepare and submit nominees for ADDitions volunteer awards.
 - G. Record and submit volunteer hours to the county as required by OCPS.
 - H. Assist in and oversee the coordination of the Five Star Program.
 - I. Coordinate Picture Day Schedule and Volunteers.
 - J. Perform all functions as assigned by the President and Principal.

Executive Board

The PTA Executive Board shall consist of all PTA Committee Chairs and the PTA Executive Committee. The Executive Board shall work as a team and present a positive image, remembering to respect its members and Sand Lake Elementary teachers and staff at all times.

- 1. The Publishing Committee Chair shall:
 - A. Coordinate the volunteers for the publishing program.
 - B. Coordinate and supply volunteers with training, guidelines, resources and assistance when needed.
- 2. The Super Scientist Committee Chair shall:
 - A. Coordinate the volunteers for the Super Scientist program.
 - B. Coordinate and supply volunteers with training, guidelines, resources and assistance when needed.
- 3. The Fifth Grade Banquet Chair shall:
 - A. Plan and execute the Fifth Grade Banquet.
 - B. Negotiate contracts (for President's signature) for entertainment, food, and other items as necessary.
 - C. Coordinate volunteers.
- 4. The Fall Event Chair shall:
 - A. Plan and execute the annual Fall Event.

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- B. Negotiate contracts (for President's signature) for supplies, food and other items as necessary.
 - C. Coordinate volunteers.
5. The Winter Event Chair shall:
 - A. Plan and execute the annual Winter Event.
 - B. Negotiate contracts (for President's signature) for entertainment, food and other items as necessary.
 - C. Coordinate volunteers.
6. Reflections Committee Chair shall:
 - A. Organize and carryout Sand Lake Elementary participation and entries into the national PTA Reflections program.
 - B. Serve as Art and Music Liaison/Room Parent
7. In-House Field Trip Coordinator
 - A. Coordinate an in-house field trip for all groups decided upon by the PTA Executive Board.
 - B. Negotiate contracts (for President's signature) for in-house field trips and other items as necessary.
8. The Teacher/Staff Appreciation Committee Chair shall:
 - A. Plan and execute a themed teacher/staff appreciation week and year-end luncheon during the last month of the school year.
 - B. Coordinate volunteers.
 - C. Arrange for a quarterly recognition for the teacher/staff.
 - D. Plan and execute the "Welcome Back" teacher breakfast event.
9. Stingray Sanctuary / The Campus Beautification chair shall:
 - A. Coordinate volunteers to assist with campus beautification and Stingray Sanctuary upkeep in accordance with Principal's and PTA membership's vision.
 - B. Coordinate events as needed to enhance the school property.
10. Recycling / Earth Day Chair shall:
 - A. Coordinate events to promote recycling to coincide with America Recycles in the fall.
 - B. Plan contests and/or activities for students to use as a learning experience.
 - C. Plan and schedule events for the entire school for Earth Day in April.
11. The Box Tops/Corporate Rebate Committee Chair shall:
 - A. Coordinate the Box Top program.
 - B. Submit box tops and other items for rebate programs, as determined by the Executive Board.
 - C. Pursue other Corporate Rebates and present options to the PTA Executive Board.
12. The Legislative Committee Chair shall:

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- A. Attend any public and private meetings where issues may affect the Sand Lake Elementary population or community, report on these meetings and offer recommendations to advance legislative oriented issues.
 - B. Attend OCCPTA meetings and report on Florida and National PTA items pertinent to Sand Lake Elementary.
 - C. Perform all legislative functions deemed necessary and pertinent to each school year.
13. The Newsletter/Website Committee Chair shall:
- A. Gather input, publish and deliver a regular newsletter to send home to all Sand Lake Elementary families.
 - B. Have all information approved by the Principal and PTA President.
 - C. Assist Technology Specialist with the PTA website and posting of newsletter and other PTA related items to the Sand Lake website.
14. The Community Relations Committee Chair shall:
- A. Send newsworthy information to the teacher representative to be sent to the local newspapers. All pictures of students require a signed release prior to any publication.
 - B. Coordinate participation in the STARS Program.
 - C. Coordinate participation in the annual Dr. Phillips Community Football Night.
 - D. Coordinate other community outreach activities such as the Annual Food Drive and Annual Toy Drive.
15. The Fall Fundraising Committee Chair shall:
- A. Select the vendors and organize a presentation meeting.
 - B. Plan and execute the chosen fundraising activities.
 - C. Negotiate contract (for President's signature) for fundraisers.
16. The Spring Fundraising Committee Chair shall:
- Co-chair – Carnival
- A. Plan and execute the annual Carnival.
 - B. Organize a committee to coordinate carnival activities including recruiting volunteers to work during the carnival.
 - C. Negotiate contracts (for President's signature) for rides, entertainment, food and other items as necessary.
 - D. Work with the Silent Auction Chair to coordinate volunteers to work during the auction.
- Co-chair – Silent Auction Chair
- A. Plan and execute the Annual Silent Auction.
 - B. Organize a committee to obtain auction donations.
 - C. Work with the Carnival Chair to coordinate volunteers to work during the auction.
 - D. Negotiate contracts (for President's signature) for fundraisers.

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17. The Membership Committee Chair shall:
 - A. Plan and execute the PTA fall membership drive. Negotiate premium gift contracts (for President's signature) as necessary.
 - B. Keep an updated membership roster and send updated copies to the Secretary on a monthly basis.
 - C. Sign up new PTA members at school events and coordinate a school directory.
 - D. Report membership numbers to the Treasurer for payment of state and national dues on a monthly basis.
 - E. Coordinate all membership monies with the Treasurer.
 - F. Be responsible for applying for all PTA membership awards.

18. The Teacher Representative shall:
 - A. Act as a liaison between the PTA and Staff.

19. The Five Star Award/Historian Chair shall:
 - A. Coordinate photographs/memorabilia collected throughout the year.
 - B. Coordinate the Five Star Program and ensure that it is submitted according to the deadline.

20. The Hospitality Chair shall:
 - A. Coordinate food/drinks for the ADDitions Orientation and year end Celebration, PTA parties and Boo Hoo Breakfast.
 - B. Coordinate food for the SLE Birthday celebration,
 - C. Coordinate volunteers to support successful running of the Thanksgiving Feast.

21. The Directory Chair shall:
 - A. Coordinate student art contest for the School Directory Covers.
 - B. Compile data for School Directory.
 - C. Coordinate copying and distribution of the School Directory.

22. The Supply Pack Chair shall:
 - A. Coordinate the Supply Pack program.
 - B. Negotiate contract (for President's signature) for supply packs.

23. The Spirit Wear Chair shall:
 - A. Coordinate the Spirit Wear program.
 - B. Negotiate contract (for President's signature) for spirit wear.

24. Health and Fitness Coordinator
 - A. Coordinate Walk to School Day – coordinate volunteers and competition
 - B. Coordinate Field Day – arrange for volunteers, donation in conjunction with P.E. Teacher
 - C. 5th Grade vs. Faculty Kickball Game – volunteers and popsicle distribution.
 - D. Is the main liaison between the P.E. department and the PTA & staff.
 - E. Will be the Liaison for the School Nurse.

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25. ESE Liason
 - A. Is the Liason for the ESE department and the PTA
 - B. Works to increase exposure and knowledge of the ESE areas
 - C. Helps to provide funds or fundraising opportunities for the ESE area.

26. PALS Coordinator
 - A. Orders, inventories and repurchases as needed the supplies for the students' gift
 - B. Orders pizza every Friday from our vendor
 - C. Arranges for pick up and delivery of the pizza on a timely basis
 - D. Ensures that the stage/luncheon area is clean, ready, and staffed every Friday for the PALS celebration.

27. Family Fun Nights Chair
 - A. Coordinate food/drinks for the Movie nights and execute special evening family events throughout the year.
 - B. Coordinate food/drinks for the Ice Cream Social (or other event to promote attendance to the book fair).
 - C. Coordinate Volunteers to support the successful running of these events

28. Grant Writing Chair
 - A. Identify available grant opportunities for President and Principal's approval.
 - B. Complete and submit grants for approval to President and Principal.

Budget Committee

The Budget Committee shall consist of the Executive Committee and be chaired by the Treasurer. The Treasurer shall be responsible for collecting budget feedback from the Executive Board at the conclusion of the school year for the next year's budget planning session. The Treasurer shall set-up a meeting with the Budget Committee to develop a new budget. The budget meeting shall take place during the summer months, after the completion of the Audit/Financial Review of the prior year's books. The Budget Committee will prepare a realistic annual budget. The Treasurer shall present the proposed budget to the Executive Board for review and comment prior to the general membership meeting.

Suggested Guidelines for the Budget Committee

It is recommended that the Budget Committee set aside sufficient funds to:

1. Send a minimum of two delegates to the Florida PTA Leadership Conference. Expenses for delegates shall be allotted in the following order: President, Treasurer, 1st Vice President, 2nd Vice President, 3rd Vice President and Secretary.
2. Send the appropriate number of delegates to any other necessary leadership conferences, state and national conventions and workshops.
3. Establish a "Guardian Angel" fund to support disadvantaged persons.

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4. Establish a “Community Outreach” fund to assist community members in need.
5. Allot monies for OCCPTA dues and a donation to the OCCPTA scholarship fund.
6. Provide sufficient funds for PTA President and Principal attendance at the annual OCCPTA breakfast.
7. Provide sufficient funds for Executive Committee and SLE OCC Outstanding PTA Volunteer Nominee’s attendance at the OCCPTA annual awards banquet.
8. Provide sufficient funds for “Awards and Recognitions” as follows:
 - A. Teacher of the Year – gift to be determined by the Executive Committee, not to exceed \$50.
 - B. Support Person of the Year – gift to be determined by the Executive Committee, not to exceed \$50.
 - C. Harcourt Representative – recognition for printing the PTA Newsletter and directory at no charge, not to exceed \$75.

Procedures for Budget Approval

The Treasurer shall present the proposed budget, on a line-by-line basis, at the first PTA General Meeting in September. A quorum must be present. Any PTA member may move to amend the proposed budget, on a line-by-line basis, during the Treasurer’s presentation. Each amendment to the proposed budget shall be voted upon by the general membership. The proposed budget, as amended, shall be voted upon by the general membership at the conclusion of the Treasurer’s presentation. PTA members must be present to vote. Voting by proxy, absentee, email, or phone is not permitted.

Incoming PTA Funds

All PTA monies must go through the treasurer’s books. When submitting monies for deposit, please complete and submit a “Funds To Be Deposited” form by following the “Procedures for Handling Incoming PTA Funds”, as written below.

Procedures for Handling Incoming PTA Funds

1. All PTA funds should be counted on school premises by at least two PTA board members. Funds collected should be documented on a “Funds To Be Deposited” form which can be found in the Treasurer’s hanging file. Each person counting and verifying should sign off on the form.
2. If there are checks involved, please run an adding machine tape on the total of all checks, complete the “Funds To Be Deposited” form and place it and the cash, checks and adding machine tape in a sealed envelope addressed to “Name of Treasurer, PTA Treasurer”. At least two PTA board members that counted the funds should sign their names over the seal.
3. Call the PTA Treasurer to notify her that you have a deposit. If she is unavailable, please call your Vice President, or any other elected officer to arrange for pick up of the PTA funds. No PTA funds will remain on campus overnight. (You may want to make arrangements ahead of time to make sure that a bonded officer is available to pick up the funds.)

Outgoing PTA Funds

A person sitting on the PTA Board shall represent any group or committee obtaining PTA funding. When requesting a reimbursement for monies spent, please submit the “Check Reimbursement Form” with an original, detailed, itemized receipt attached. No copies will be accepted. All reimbursement

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requests must be submitted within two weeks from the date of the related activity or event, and in no case later than two weeks from the last day of the current school year. All check reimbursement forms must first be approved and signed by your designated Vice President. The Vice President will then forward the request to the President for approval. All expenses incurred by the President must be approved by the 1st Vice President prior to being submitted to the Treasurer. The Treasurer will distribute reimbursement checks to the requestor's mailbox in a timely manner.

All non-budgeted requests for funds must be submitted in writing to the PTA Executive Committee. Permission for expenditures less than or equal to \$250 may be made by a majority vote of the Executive Committee. These expenditures must be reported to the Executive Board at the next regularly scheduled Executive Board meeting. Amounts exceeding \$250 must be approved by the PTA general membership, unless the expenditure is listed as a line item in the budget.

Expense Policies

The following expenses will be reimbursed to PTA board members attending conferences:

1. All daily conference registration fees.
2. Lodging will be paid at the cost of a double room, plus any applicable taxes and fees. Board members who choose a larger room shall pay the difference, unless circumstances prevent the sharing of a room. Every attempt should be made to stay at host hotels.
3. Meal allowances are paid at the per diem of \$30 per day.
4. Mileage is paid to the driver only at the rate of .51 cents per mile to and from approved functions by use of vehicle odometer. Tolls and parking may also be reimbursed.
5. Administrative expenses to conduct business.
6. If a board member is unable to attend an event and an alternate cannot be found, then the PTA may seek reimbursement from the member.

Nominating Committee

1. Current PTA members will be eligible to serve on the nominating committee.
2. The committee shall be elected at the February/March general membership meeting.
3. The committee shall consist of individuals who are informed, active and interested in the welfare of the PTA and be comprised of five members consistent with the PTA bylaws.
4. All discussions of the committee shall be confidential.
5. Any member of the nominating committee may be nominated for office, but must leave the room while their name is under consideration, returning when the vote is to be taken.
6. The duty of the nominating committee is to submit the name of one qualified individual for each elected office, having first obtained the person's consent.
7. The nominating committee shall be provided a copy of the bylaws, standing rules and national, state and county PTA guidelines for its use.
8. The nominating committee shall present the proposed slate of officers to the Board for information only, prior to the elections.
9. The nominating committee chairperson shall present the proposed slate of officers at the general membership's annual election meeting.
10. No member of this committee may serve more than two consecutive terms.

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Suggested Guidelines for the Nominating Committee

It is recommended that a nominated President serve a minimum of one year on the Sand Lake Elementary Executive Committee prior to serving as President. It is also recommended that any Executive Committee member serve a minimum of one year on the Sand Lake Elementary Executive Board prior to serving on the Executive Committee.

Audit/Financial Review Committee

The PTA President shall appoint the Audit/Financial Review Committee at the April board meeting. The Audit/Financial Review Committee shall consist of a professional auditor/ CPA, or three PTA Board members (from the year to be audited), if no professional service is available or affordable. No member of this committee may be a signor on the PTA bank account or may serve more than three consecutive terms on this committee. The Committee shall meet together to perform its review in a timely fashion, but no later than the end of July. The review shall include all financial records for the prior school year (beginning July 1st through June 30th). For additional guidance, see the Money Matters section of the National PTA's Annual Resource materials.

Procedures for Annual PTA Audit/Financial Review

1. Review each budget line item to ensure the Treasurer's binder has a corresponding section.
2. Match all receipts/contracts to a corresponding "Check Reimbursement Form" and verify the accuracy of the total reimbursement on the Check Reimbursement Form.
3. Total all Check Reimbursement Forms for each budget line item and verify that the total matches the amount on the final budget line item for expenses. Research any differences and resolve with the Treasurer.
4. Match all deposits to a corresponding "Funds To Be Deposited" form and verify the accuracy of the total deposit on the Funds To Be Deposited Form.
5. Total all "Funds To Be Deposited" forms for each budget line item and verify that the total matches the amount on the final budget line item for income. Research any differences and resolve with the Treasurer.
6. Prepare the "Sand Lake Elementary PTA Audit Report Form" when all income and expense line items in the budget balance and ensure that all members of the audit committee sign the "Sand Lake Elementary PTA Audit Report Form."
7. Prepare an oral report on the finding of the Audit/Financial Review to be given by one member of the Committee at the August Executive Board Meeting and the September General PTA Meeting.