



# Central Magnet School PTO

## Donation Handling Control Procedure

### ARTICLE I: PURPOSE

The purpose of this document is to outline the appropriate procedures and controls governing the Central Magnet School (CMS) Parent Teacher Organization (CMS PTO) receipt and management of donations. The objective is to ensure that all donations are appropriately handled and allocated in accordance with regulatory requirements and the Central Magnet School Parent Teacher Organization By-Laws. Funds collected by CMS PTO are explicitly intended to be used for the betterment of the educational experience and environment for CMS students, faculty, staff and facilities.

Further, Public Chapter 326, amending Tennessee Code Annotated, Title 49, Chapter 2, requires that school support organizations (SSO) “adopt and maintain a written policy which specifies reasonable procedures for accounting, controlling and safeguarding any money, materials, property or securities collected or disbursed by it.” This control procedure is intended to meet that requirement.

Donation types accepted and referenced in this document include Google Pay, Venmo, PayPal, Personal Check, and Gift Cards. The intent is to provide donors the ability to donate to CMS PTO via several medium. The procedures for collecting various types of donations are provided within.

### ARTICLE II: DONATIONS VIA GOOGLE PAY, VENMO, PAYPAL

Donations via Google Pay, Venmo, PayPal, and Credit Cards will be collected exclusively through the Givebutter online fundraising platform. The donation medium will be at the choice of the individual providing the donation to CMS PTO.

### ARTICLE III: DONATIONS VIA PERSONAL CHECKS

Personal checks are turned in to the school office using a form located on the CMS PTO website. A sealed envelope is utilized. A Fundraising Coordinator will collect the sealed envelopes containing the personal checks. Information regarding the personal checks is logged. The personal check collections are then transferred to the Treasurer each week then deposited within 3 days of receipt by the Treasurer.

### ARTICLE IV: DONATIONS VIA GIFT CARDS

Gift cards are turned in to the school office via a sealed envelope. The Fundraising Coordinator will retrieve the sealed envelopes containing gift cards, and information including the Gift Card Record Number, Vendor Name, Beginning Balance, Date Received, Receipt Validation will be logged via a collection form. The corresponding Gift Card Record Number will be written on each physical gift card. An individual serving as witness present at collection other than the Fundraising Coordinator will initial each line for each gift card ensuring all information has been logged accurately.

The Fundraising Coordinator will receive the gift cards from the school office for later usage. A separate usage log will be the responsibility of the Fundraising or Volunteer Coordinator to document the usage



# Central Magnet School PTO

of all gift cards. Information captured on the usage log will include the Gift Card Record Number, Vendor Name, Date Used, Amount Spent, and Remaining Balance each time the gift card is used. Each receipt will be labeled with the matching Gift Card Record Number and receipts will be included in the collection envelope.

All receipts with the collection and usage logs are turned in to the Treasurer twice annually (Jan 31 and Jun 30) for review. The Fundraising Coordinator and Treasurer both review and sign the usage log at the end of fiscal year.

## ARTICLE V: DONATIONS VIA CASH

Cash donations are not accepted. Any cash donations received are promptly returned to the donor.

## ARTICLE VI: RECEIPT OF FUNDS FROM THE GIVEBUTTER PLATFORM

Several donation types are first collected by the Givebutter platform. A fund transfer from Givebutter to a CMS PTO bank account will be initiated electronically via ACH or similar by the Fundraising Coordinator at least weekly. A fundraising report including donations made through the Givebutter platform are presented to the PTO board at least quarterly by the Fundraising Coordinator and information regarding donations is made public via meeting notes and financial disclosures as per required cadence.

## ARTICLE VII: DEFINITIONS

**Givebutter, Inc.** – Givebutter is an online fundraising platform that acts as a payment processor receiving payments including but not limited to Credit Cards, PayPal, and Venmo.

**Google Pay** – An online payment / donation platform

**Central Magnet School (CMS) Parent Teacher Organization (PTO)** – is a non-profit organization, and its purpose is to support and enhance the education of the students at CMS by fostering relationships between the school, parents, and teachers. The CMS PTO will organize and contribute funds and services to special projects and/or extra-curricular activities for the betterment of the education of its students. Its goal is to assist in providing needed resources for the teachers and students to enhance the educational experience.

**PayPal** – An online payment / donation platform

**School Support Organization (SSO)** – As defined the Tennessee Comptroller of the Treasury, “SSOs include the following organizations that collect or receive money, materials, or property from students, parents, or members of the general public and whose primary purpose is to support a school district, school, school club, or academic, arts, athletic, or social activities related to a school.” Central Magnet PTO

**Venmo** – An online payment / donation platform



# Central Magnet School PTO

## ARTICLE VIII: REFERENCES

Tennessee Comptroller of the Treasury Model Financial Policy for School Support Organizations May 2020: <https://comptroller.tn.gov/content/dam/cot/la/documents/manuals/SSO%20MANUAL-2020%20UPDATE%20-%20redesign-Final.pdf>

Central Magnet School (CMS) Parent Teacher Organization (PTO) By-Laws:  
<https://drive.google.com/file/d/1pqvnpigyyvGuK8ycNwGPnINczp9xVR92X/view>

## APPENDIX

### Review and Approval

Approval Method	Approval Method	Approval Date	Effective Date
PTO Board Meeting	Majority Vote	8-22-22	8-22-22
PTO Board Meeting	Majority Vote	9-26-22	9-26-22

### Revision History

Version	Changes and Contributions	Date
0.1	Initial Draft	7/23/2022
0.2	Revised Donations Via Gift Card	9/1/2022