



**Daves Ave Elementary School
Home & School Club Executive Board Meeting**

BOARD OF DIRECTOR POLICIES

As of September 22, 2015

Introduction:

In order to facilitate the continued operation of the Daves Avenue Home & School Club (H&SC) and to meet the changing needs of its membership, the Board of Directors may approve specific policies. However, no policy may be established that contradicts the Bylaws of the Daves Avenue Home & School Club. The Secretary or designee shall maintain this policy document.

This Statement of Policies supersedes and makes obsolete any and all policies that may have been previously in effect.

Policy modification:

These policies may be amended, revised, or repealed, in whole or in part, by a majority of the entire Board of Directors. Any proposed change to Policy must be sent by the Secretary, or his or her designee, to each Director at least seven days prior the vote.

1. H&SC Address

The address for all official correspondence of the H&SC will be the address of Daves Avenue Elementary School.

Daves Avenue Home & School Club
17770 Daves Avenue
Monte Sereno, CA 95030

2. Tax Identification Number

94-2786120

3. H&SC Membership

Membership is granted to each family contributing to any fundraising campaign that has membership as a part of the program. Membership can also be purchased separately for \$25 per family per year.

4. Donations to Families

The H&SC does not donate goods, services or money to individual families of Daves Avenue.

5. H&SC Endorsements

The H&SC will not take any official public stance that is not directly and educationally related to the H&SC.

6. Communications

a. School Wide

Any electronic communication to be sent on behalf of the H&SC to the Daves Avenue community must be approved in advance by the H&SC Board and the Principal.

The Board, at its discretion, may choose or change the official electronic communication service depending on the needs for the organization.

b. Website

The H&SC maintains a separate website from Daves Avenue and the Los Gatos Union School District.

<http://davesavehsc.org/>

c. Newsletter

The H&SC has one official weekly newsletter called “The Wave”.

d. Social Media

The H&SC allows for the following social media sites to be used for general school wide information.

i. Facebook - <https://www.facebook.com/davesaveelementaryschool>

7. Financial

a. Fiscal Year

The fiscal year is August 1 through July 31st every year.

b. Bank Accounts

The H&SC maintains all bank accounts at Bank of the West.

c. Accounting Software

QuickBooks Online is the official software used for financial tracking.

d. Financial Transaction

There are two authorized financial transaction services. They are:

i. PayPal

ii. Stripe

e. Annual Tax Filing

The H&SC will engage the services of a tax professional to file taxes annually in accordance with state and federal law. The tax professional will be approved annually by the Board of Directors.

f. Annual Budget

The annual budget for the H&SC is presented to the Board in April prior to the start of the fiscal year. It is then presented to the general membership at the second to the last meeting of the year. It is posted in the Wave for approximately a month and called for a vote to approve the final budget at the last meeting of the year.

g. Cash Advance

The Treasurers may advance any individual up to \$5,000.00, for an approved and budgeted H&SC activity. Any advance requires a signed letter confirming the return of itemized receipts in the amount of the advance to be submitted.

h. Reimbursement

Reimbursements can be approved by the Treasurers to H&SC members up to 10% over the budgeted amount. Reimbursements are for approved and budgeted items only. Daves Avenue Staff are not reimbursed through the H&SC.

i. Board Approval of Funds

Between general meetings of the membership the Board may approve non-budgeted funds up to \$10,000.

All other non-budgeted amounts in excess of \$10,000 need approval by the general membership.

j. Reserve Fund

The H&SC shall hold a minimum amount in reserves annually of \$170,000. This amount will be reviewed annually. Use of funds that dip below the minimum amount, must be approved by the H&SC general membership.

k. Check Signing Authority and Limits

Check signing authority is given to the President, Treasurer, and Assistant Treasurer of the H&SC. Check signing authority is changed annually around the start of the fiscal year.

i. Budgeted Items

The Treasurer and Assistant Treasurer have authority to sign checks for budgeted items up to a \$10,000. Any check over this amount requires the President to counter-sign or provide written approval.

ii. Non-Budgeted Items

The Treasurer and Assistant Treasurer have authority to sign checks for non-budgeted items up to a \$2,500. Any check over this amount requires the President to counter-sign or provide written approval.

l. Financial Review

Every two years the H&SC will have a financial review performed by an independent third party, after the annual tax filing has been completed. A review may be performed more often as the Board deems necessary.

m. Donation Letter

Tax donations are automatically noted at the time of receipt of payment.

n. Mobile Device Readers

Mobile Device Readers are permitted with coordination by Treasurer.

o. Deposits

Committee chairs are able to make deposits directly to the approved bank account with the coordination of the Treasurers.

p. ATM Check Card/ Credit Card

The H&SC does not allow for the use or possession of an H&SC Check Card or credit card.

8. Logo Usage

The approved logo of the H&SC is an apple shaped mark, in green or black ink, with the words: Daves Avenue Home & School Club. This logo may be used for a broad range of official H&SC business.

The logo may not be used for any purpose that the H&SC Board is not made aware of that does not represent the direction, will or sentiment of the Board of Directors or the H&SC in general.

The Board may approve usage of logo's that are project or program based and that are general in nature.

The logo may be made available on the H&SC website.

9. Storage

The H&SC maintains a storage unit on the Daves Avenue premises. The H&SC will designate a "Quartermaster" to maintain the storage unit on an annual basis.

Additional storage for H&SC items are located in certain cabinets in the Staff Lounge and in filing cabinets in the Staff work room.

a. Stored Material

The storage unit is for storage of H&SC material only. Personal items may not be stored in the unit.

b. Inventory

The Quartermaster will be responsible for maintaining an inventory control system that may change from time to time depending on the needs of the H&SC.

c. Discarding Items

Any items to be discarded from the storage unit for any reason, should be coordinated with the Quartermaster and the Board.

d. Access

The Quartermaster shall develop a system for individuals to access the storage unit and borrow keys.

Access to the shed is granted to the Board and those individual committee chairs, or their designees, to plan prepare and execute H&SC projects and functions.

e. Loaning Equipment

The President or Board may grant permission for individuals to borrow certain H&SC equipment with the following understanding:

- i. Must not be needed for a H&SC program within the timeframe being borrowed.
- ii. Must be returned in same condition.
- iii. Borrower is responsible completely for replacement if it is not returned in the same condition.

10. Insurance

The H&SC maintains a minimum of \$1 Million in General Liability insurance and Directors and Officers Insurance.

11. Document Retention

a. Electronic Records

- i. Retain all indefinitely. (At this time no issue with storage capacity)
 1. Board of Directors Minutes (All)
 2. Home & School Club Minutes (All)
 3. Board of Director Policies (All Versions)
 4. Home & School Club By-laws (All Versions)

b. Paper Records

- i. Permanent
 1. Organization Documentation
 2. Articles of Incorporation
 3. Past and current By-laws
 4. Tax Exempt Letters
 5. Current Contracts and Leases
 6. Annual Tax Filings

7. Historical Information
 - a. News clippings
 - b. Pictures

- ii. Seven Years

1. Event and Program Files or binders
2. Contracts and agreements
 - a. Expired Insurance Policies
 - b. Expired Contracts
3. Donor Back-up
4. Financial Back-up
 - a. Monthly income expense records, seven years from the date of that years tax filing.

12. User Names and Passwords

Any user names and passwords or updates to these two items, when used for the transaction of business on behalf of the H&SC, should be communicated to both the Secretary and the President. These might include, but not limited to: Banks, PayPal, QuickBooks, web server, etc.

The Secretary will be responsible for maintaining an official list of user names and passwords.

13. Gifts

H&SC funds can be used for teacher and staff appreciation gifts. No funds will be used for personal or individual family gifts.

14. Alcohol

H&SC funds, including reimbursements of appreciation parties, will not be used for the purchase of alcoholic beverages.

15. Board Transition

The Board will hold a meeting between the last H&SC meeting and the first one of the new year to transition all duties and responsibilities to the incoming Board.