

FINANCIAL TEAM

Coordinator Role Descriptions

Memorial Elementary PTO

Policy & Procedures Handbook — Volume VII

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Updated: April 2026

About the Financial Team

The Financial Team supports the Treasurer in managing the PTO’s financial health and long-term sustainability. Led by the Treasurer, this team includes the Treasurer-Elect (a voting Executive Board position), the Endowment Coordinator who is building the PTO’s first capital-funding endowment, and the Audit Committee that conducts the annual independent financial review. The Treasurer-Elect’s role is described in the Executive Board Position Descriptions (Volume I). The two non-executive roles below are defined here.

Role	Reports To	Time / Month
Endowment Coordinator	Treasurer	3–6 hrs/mo
Audit Committee (3 members)	Treasurer	2–4 hrs total (May–June)

A Note on Role Flexibility

The Endowment Coordinator role may be combined with another Financial Team responsibility if volunteer availability requires it. If unfilled, the Treasurer absorbs the function. The Audit Committee must consist of at least three PTO members who are not Financially Responsible Officers — this independence requirement cannot be waived.

EN	<h2 style="margin: 0;">Endowment Coordinator</h2> <p style="margin: 0;">Financial Team Non-Voting Coordinator</p>
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ROLE TYPE	REPORTS TO	TIME COMMITMENT	TERM
Coordinator — Non-Voting	Treasurer	3–6 hrs/month	1–2 years recommended

ABOUT THIS ROLE

Memorial Elementary PTO is building something that most school PTOs never attempt: a capital-funding endowment designed to secure the school’s long-term financial future. As Endowment Coordinator, you are the person turning that vision into reality. You work with the Executive Board and the broader Memorial community to design, fund, and steward an endowment that will outlast any single board’s tenure — ensuring that Memorial has a stable, growing financial foundation that supports students and programs for years to come. This is a new role, and the person who fills it will have significant latitude to shape what the endowment becomes.

Why This Role Matters

Annual fundraising keeps the lights on. An endowment builds a floor under everything the PTO does — a reserve that grows over time and funds the things that annual budgets can’t always reach: capital improvements, long-term program investments, and stability during lean years. Schools that build endowments transform from organizations that fundraise to survive into organizations that invest in their future. Someone has to champion that transformation. That’s this role.

WHAT YOU OWN

- Work with the Executive Board to define the endowment’s purpose, structure, and governance framework
- Research and recommend an appropriate fund structure (e.g., donor-advised fund, restricted reserve account, or community foundation partnership)
- Draft an endowment policy for Board approval that defines how funds are contributed, invested, and distributed
- Coordinate with the Treasurer on all endowment financial activity — contributions, balances, and any distributions
- Build community awareness and support for the endowment
- Develop messaging (with the Communications team) that helps families understand what the endowment is, why it matters, and how they can contribute
- Identify and cultivate potential major donors, legacy givers, and community partners interested in supporting Memorial’s long-term future
- Coordinate with the Community Fundraising Chair on any endowment-specific giving campaigns or donor outreach
- Present endowment updates to the Executive Board at least quarterly and to the general membership at least annually

- Track and report on endowment fund balance, contributions received, and progress toward any fundraising targets
- Ensure all endowment activity is documented, transparent, and consistent with the PTO's 501(c)(3) obligations
- Research best practices from other school PTOs, community foundations, and nonprofit endowment programs
- Recommend investment guidelines to the Board if the endowment balance reaches a level where investment strategy matters

WHAT SUCCESS LOOKS LIKE

- The endowment has a clear, Board-approved policy that defines its purpose, contribution rules, and distribution guidelines
- The Memorial community understands what the endowment is and why it matters — it's not a mystery fund
- Contributions are growing year over year, even if slowly at first
- The endowment balance is tracked accurately and reported to the Board and membership regularly
- The Treasurer has clean, reconciled records for all endowment activity
- The endowment is positioned to outlast any single Board — the governance structure ensures continuity

TOOLS & PLATFORMS

<p>Google Drive Endowment policy, fund balance tracking, donor records, and Board presentations</p>	<p>MoneyMinder / Treasurer Financial tracking and reconciliation of endowment contributions</p>	<p>ParentSquare / Comms Community awareness campaigns and endowment updates</p>	<p>Email Donor outreach, community foundation coordination, and Board communication</p>
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IDEAL FOR SOMEONE WHO...

- Has experience in finance, development, nonprofit governance, or community organizing — or is genuinely motivated to learn
- Thinks long-term and is energized by building something that will matter beyond their own child's time at Memorial
- Is comfortable presenting to the Board and communicating complex financial concepts in plain language
- Is patient — endowment building is a multi-year effort, not a quick win
- Is trustworthy and detail-oriented — this role involves stewardship of community dollars earmarked for the future

YEAR-END TRANSITION CHECKLIST

What to Hand Off	Notes / Where to Find It
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Endowment Policy	Current Board-approved policy document — or draft if still in development
Fund Balance & Contribution Records	Current endowment balance, all contributions received, and any distributions made — reconciled with Treasurer
Donor & Prospect List	Contact info and notes on any individuals, families, or organizations who have contributed or expressed interest
Community Foundation Contacts	If the endowment is held through a community foundation or financial institution, transfer all contact info and account access
Board Presentations	Copies of all endowment presentations made to the Board and membership
Research & Best Practices	Any research compiled on endowment structures, investment strategies, or comparable programs at other schools

AC	<h2 style="margin: 0;">Audit Committee</h2> <p style="margin: 0;">Financial Team Non-Voting Committee</p>
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ROLE TYPE	REPORTS TO	TIME COMMITMENT	TERM
Committee — Non-Voting	Treasurer	2–4 hrs total (May–June)	1 year; renewable

ABOUT THIS ROLE

The Audit Committee is three PTO members who are not Financially Responsible Officers (not the President, President-Elect, or Treasurer) and who conduct the annual financial review before the end of the fiscal year. You don't need to be an accountant — you need to be organized, honest, and willing to look at the numbers with fresh eyes. Using the prepared reports from the Treasurer and Treasurer-Elect, you verify that the books balance, spot-check transactions for proper documentation, confirm compliance with PTO financial policies, and write a brief report that gives the incoming Board and the membership confidence that the PTO's money was handled properly.

Why This Role Matters

Trust is the foundation of a volunteer-run organization that handles community money. The annual audit is how the PTO proves — to itself, to its members, and to the IRS — that every dollar was tracked, authorized, and spent for its intended purpose. Having the review done by people who don't control the money is what makes it credible. Three sets of independent eyes are better than one, and the Audit Committee structure ensures the review gets done even if one member's schedule falls through.

WHAT YOU OWN

- Conduct the annual financial review using the prepared reports from the Treasurer and Treasurer-Elect
- Request and receive the following from the Treasurer: bank statements for every month of the fiscal year, MoneyMinder year-end summary and transaction detail reports, the approved annual budget with budget-to-actual comparison, digital payment platform reports (Venmo, Square, PayPal), and the Gift Card Log
- Verify that the ending bank balance matches MoneyMinder and that the beginning balance matches the prior year's ending balance
- Account for any balances held in digital payment platforms at year-end
- Spot-check 10–15 transactions spread across the year — a mix of income and expenses
- For each sampled transaction: confirm the amount matches the bank statement, confirm a receipt or invoice is attached in MoneyMinder, confirm expenses over \$100 have Board approval documented in minutes, and confirm vendor payments have an invoice on file
- Review total revenue and expenses against the approved budget; note any line items that exceeded budget by more than 15%

- Confirm that only Financially Responsible Officers are listed on bank accounts and credit/debit cards
- Spot-check 2–3 checks over \$500 for dual signatures
- Confirm digital payment accounts are registered under the PTO’s name and EIN
- Confirm the PTO’s insurance policy was renewed and a current COI is on file
- Confirm the prior year’s Form 990 was filed with the IRS
- Spot-check 3–5 donation receipts to confirm they were issued within 30 days
- Write the audit report — a one- to two-page summary that includes who conducted the review and when, beginning and ending bank balances, total revenue and expenses, whether records reconcile, any discrepancies or concerns, compliance items verified, and recommendations for the incoming Board
- All three committee members sign the report
- File the report in Google Drive and present it at the first general membership meeting of the following school year

WHAT SUCCESS LOOKS LIKE

- The audit is completed before June 30 — not rushed in August after everyone’s forgotten the details
- The report is clear, honest, and specific enough that the incoming Board knows exactly where things stand
- No major discrepancies go unaddressed — if something doesn’t add up, it’s noted and the Treasurer has a chance to explain
- The membership sees the audit report and feels confident that the PTO’s finances are being managed with integrity
- The process is smooth enough that committee members would be willing to do it again next year

TOOLS & PLATFORMS

<p>MoneyMinder Reviewing transaction records, receipts, and budget reports prepared by the Treasurer</p>	<p>Google Drive Bank statements, financial reports, audit report filing, and prior-year audit reference</p>	<p>Email Coordinating with Treasurer on document requests and follow-up questions</p>
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IDEAL FOR SOMEONE WHO...

- Is detail-oriented and comfortable reviewing financial records — you don’t need CPA credentials, but you need to be thorough
- Is not a Financially Responsible Officer (not the President, President-Elect, or Treasurer) — independence is the whole point
- Is trustworthy and discreet — the audit involves reviewing the organization’s complete financial picture
- Can commit to a concentrated 2–4 hour effort in May or June — this is seasonal work, not year-round

- Is willing to ask questions and flag things that don't look right, even if there's a reasonable explanation

YEAR-END TRANSITION CHECKLIST

What to Hand Off	Notes / Where to Find It
Completed Audit Report	Signed report filed in Google Drive — the incoming committee's primary reference for what to expect
Audit Checklist	The checklist used this year (from P&P Section 3.14) with any notes on what was easy, what was hard, and what to watch for
Treasurer Coordination Notes	How the document request went, what was provided promptly, and anything the incoming committee should ask for earlier
Committee Member Contacts	Contact info for this year's committee members in case the incoming group has questions about process