

R.C .Lindsey PTO Meeting Minutes
August 25, 2017

- I. Call to Order
 - A. At 9:04
 - B. Introductions all around

- II. Reading of the Minutes
 - A. Waiving the reading of the minutes, M. Douglass. Second B. Ohlsen
 - B. We will renew Costco membership at Basic member price.

- III. Treasurer's Report
 - A. Review of proposed budget
 - B. Start up fund was a confusing point
 - C. Several committees nervous about funds needed
 - D. B. Ohlsen motion to approve, M. Douglass second. Passed

- IV. Principal's update
 - A. Smooth first week! Lots of new students
 - B. Thank you for grant \$ and breakfast
 - C. 340ish kids in the building
 - D. Some changes:
 - 1. Lunch/Recess schedule
 - 2. Contract negotiations w/ teachers helping at lunch/recess
 - 3. Volunteers needed for lunch/recess time as well
 - 4. Red Paw Prints to keep kids out of woods
 - 5. Building improvements; painting, boards to put up, signage, rugs
 - 6. Dismissal; car tags, signing out in MPR

V. Old Business

A. Convocation Breakfast

1. Served all district employees

B. Grant Breakfast

1. Gave all teachers a little \$ to help in classroom

C. Audit Findings

1. D. Kreuz submitted, will be included in notes
2. B. Ohlsen motion to accept recommendations, D. Geraci second

VI. New Business

A. Online PTO Membership! Fill out all forms online!

B. Committee Intros

C. Committees in need of leadership – PVR!

1. Teachers need this help, but if there is no committee chair, we will cut this committee

D. Box Tops

1. Contest starting soon, flyer coming out!

E. Kalahari

1. Need 10 rooms, only have 5 reserved now.
2. \$119/night
3. \$10 back per room for us!

VII. Adjournment

A. M. Minotas motion to adjourn, M. Douglass second

B. Approved, 10:04.

Upcoming Events: Mark your calendar!

Aug 31 Open House K (6:15pm), 2 (7pm), 4 (7:45pm)

Sept 1, 4 No School

Sept 6 Open House 1 (6:15pm), 3 (7pm), 5 (7:45pm)

Sept 8 PTO Meeting 9am

2016-2017 Fiscal Year Audit Report

An audit of the 2016-2017 Fiscal Year Treasurer's activity of the Robert C. Lindsey Elementary PTO was conducted on Tuesday, August 8, 2017. Auditors present: Genevieve Duxbury, Inna Haak and Debbie Kreuz. We believe that the financial records are consistent with the items approved by the organization according to the by-laws; however, there were several findings that can be divided into three categories:

General Record Keeping:

- *The monthly files should contain all of the backup for every item listed on that month's bank statement, the backup should be in order with the statement
- *Debit card purchases need to have receipts
- *Attach multiple reimbursement request forms together if paid by one check

Issues:

- *Signature of the President required for checks/purchases of \$500 or more – several signatures were missing
- *Incorrect amounts listed – opening cash request form did not add up to total, items on reimbursement request forms were rounded, spreadsheet amounts did not total accurately (no formula used)
- *Documentation missing – opening cash request form included without record of payment, debit card purchase items that were returned for cash with no record of cash being deposited, returned checks did not have record of collection, breakdown of cash by income category missing on some deposit records

Miscellaneous:

- *Sales tax – Robert C. Lindsey Elementary PTO is tax exempt, an exemption certificate should be used for every purchase (including debit card purchases)
- *Debit card – overused, missing receipt (11/3/16 Farmer in the Deli for \$6.95), often charged tax, returns for cash not documented, used for purpose outside of PTO (drama supplies later reimbursed by drama)

Recommendations:

- *Monthly bank reconciliation form listing outstanding items
- *Review policy for bounced checks and associated bank fees
- *Debit cards should be held by Treasurer & signed out for a specific purpose with a tax exemption certificate & returned with a receipt

Respectfully submitted,
Genevieve Duxbury
Inna Haak
Debbie Kreuz