

# Matoaka Elementary School PTA General Membership Meeting

September 19, 2019 at 6:00PM – Cafeteria

- I. Call to Order** **Kristy Wall**  
Meeting called to order at 6:10 pm
- II. Welcome/PTA Intro.** **Kristy Wall**  
Introduced Executive Committee  
PowerPoint Presentation
- III. PTA Presentation**
- a. Fundraising & Walk-A-Thon **Katie Kunkel**  
i. Reviewed various Fundraising opportunities – Shopping Programs, Spirit Nights, Merchandise, Walk-a-Thon
- b. PTA Programs **Alisa Smith**  
i. Reviewed various Programs that PTA funds and provides to our Matoaka students and teachers.
- IV. Treasurer’s Report** **Jamie Heisler-Ibrahim**
- a. Presentation of Audit  
i. Motion made by Julie Holstrom to adopted Audit, Seconded by Lee Ann Leibler, All in Favor
- b. Presentation of Budget  
i. Motion made by Stephanie Chasill to approve Budget as presented, Seconded by April Coleman, All in Favor
- V. Membership, Calendar** **Kristy Wall**  
Membership is \$10 for a family, \$6 for an individual.  
Presented calendar for September and October
- VI. Adjourn** – Meeting adjourned at 6:29 pm

# Audit Report for Local PTAs



Name of PTA/PTSA: Matoaka Elementary School PTA

EIN Number: 260482081 Date of Audit: July 8, 2019

Audit period from July 1, 2018 to June 30, 2019

Presented to PTA executive board on: 8/26/19 (date) and adopted by your General Membership on: 9/19/19 (date);  
Date of last audit: 7/11/18. Last audit covered the period from 7/1/17 to 6/30/18.  
PTA District: Peninsula PTA Council: WJCC  
Signed: Hustin Wall President Signed: [Signature] Treasurer  
*Signatures should be current president and treasurer in office at time of executive board approval and general membership adoption. The following information is submitted to the Virginia PTA as the annual audit of this association.*

**AUDIT COMMITTEE or AUDITOR:** (a committee of 3 people that are not authorized to sign checks for this PTA during this audit period OR an experienced auditor)

The financial records of this PTA are complete or incomplete. If incomplete, include comments detailing missing documentation and recommendations.

<b>Audit Committee:</b> Signed: <u>Melissa Tramm</u> Print Name: <u>720-235-4321</u> <i>Audit Committee Chair</i> Phone: <u>Melissa Tramm</u>	<b>Auditor:</b> Signed: _____ Printed Name: _____ Organization: _____ Address: _____ Phone number: _____
Signed: <u>[Signature]</u> <i>Audit Committee Member</i>	
Signed: <u>[Signature]</u> <i>Audit Committee Member</i>	

Audit period from July 1, 2018 to June 30, 2019.

Last audit period from July 1, 2017 to June 30, 2018. Ending balance: \$ 17,288.67 \*

1. Beginning Balance (Should match prior audit "Ending Balance")	\$ 17,953.17 *
2. Receipts (Total of all deposits and credits)	\$ 39,385.79
3. Add line 1 and line 2:	\$ 57,338.96
4. Expenses (Total of all checks written and debits)	\$ 39,270.85
5. Subtract line 4 from line 3 for "ENDING BALANCE" (Should match check register) <span style="float: right;">TREASURER'S RECORDS</span>	\$ 18,068.11

**OUTSTANDING CHECKS AND DEPOSITS:**

6. Balance on Last Bank Statement:	\$ 18,551.02	
<b>Outstanding Checks:</b>		
Check #	Payable to:	Amount
2475	Kristen Murphie	370.78
2481	Gayle Herman	24.50
2485	Rachel McCabe	43.36
2489	Erin Panther	25.00
2498	Régina Popelars	42.27
	Total outstanding checks:	\$ 505.91
7. Subtract total for Outstanding Checks from Line 6.	\$ <del>17,572.20</del> 18,045.11	
<b>Outstanding Deposits</b>		
Source of Deposit	Amount	
Book Order - Passthrough	23.00	
TOTAL OUTSTANDING DEPOSITS:	\$ 23.00	
8. Add total Outstanding Deposits to Line 7.	\$ 18,068.11	
9. Enter amount in line 8 to verify "ENDING BALANCE" Should match check register and amount in Line 5. <span style="float: right;">BANK RECORDS</span>	\$ 18,068.11	

*Handwritten signature and date: [Signature] 7/18/19*

\* - Discrepancy in PY end balance & CY beg balance. Issue is with transactions not moving properly between year end & new year. Kasey Pittman, CPA looked at all bank statements which tied out. Amount increased from 6/30/18 closing to 7/1/19 opening. No noted concern of fraud - everything is in order

## Matoaka Elementary School PTA FY 2019 Budget Report

<b>MoneyMinder total bank balance at beginning of financial year (07/01/2019)</b>			<b>\$18,068.11</b>
<b>A. Membership</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Local Dues	\$700.00	-\$100.00	\$600.00
Enrichment Contribution	\$300.00	-	\$300.00
<b>A. Membership Totals</b>	<b>\$1,000.00</b>	<b>-\$100.00</b>	<b>\$900.00</b>
<b>B. Fundraising Committees</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Box Tops	-	-\$50.00	-\$50.00
Merchandise	\$8,000.00	-\$8,000.00	-
Shopping Programs	\$600.00	-	\$600.00
Spirit Nights	\$1,000.00	-\$25.00	\$975.00
Spring Carnival	\$8,000.00	-\$6,000.00	\$2,000.00
Walk-a-Thon	\$20,000.00	-\$1,500.00	\$18,500.00
<b>B. Fundraising Committees Totals</b>	<b>\$37,600.00</b>	<b>-\$15,575.00</b>	<b>\$22,025.00</b>
<b>C. Program Committees</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Cultural Arts	-	-\$5,360.00	-\$5,360.00
Garden	-	-\$1,500.00	-\$1,500.00
Healthy Lifestyles	-	-\$650.00	-\$650.00
Hospitality	-	-\$1,750.00	-\$1,750.00
Matoaka Parents Events	-	-\$2,000.00	-\$2,000.00
Reflections	-	-\$200.00	-\$200.00
Teacher Appreciation Week	-	-\$1,000.00	-\$1,000.00
Veterans Day	-	-\$500.00	-\$500.00
<b>C. Program Committees Totals</b>	<b>-</b>	<b>-\$12,960.00</b>	<b>-\$12,960.00</b>
<b>D. Communications Committees</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Bulletin Board/Publicity	-	-\$50.00	-\$50.00
Yearbook	\$870.00	-	\$870.00
<b>D. Communications Committees Totals</b>	<b>\$870.00</b>	<b>-\$50.00</b>	<b>\$820.00</b>
<b>E. Administrative Expenses</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Admin Expenses/Software	-	-\$500.00	-\$500.00
Bank Charges	-	-\$400.00	-\$400.00
Insurance	-	-\$343.00	-\$343.00
New Fiscal Year Startup Expenses	-	-\$500.00	-\$500.00
PTA Council Dues	-	-\$75.00	-\$75.00
PTA Training	-	-\$500.00	-\$500.00
<b>E. Administrative Expenses Totals</b>	<b>-</b>	<b>-\$2,318.00</b>	<b>-\$2,318.00</b>

<b>F. Other Expenses</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
5th Grade Promotion	-	-\$400.00	-\$400.00
Author in Residence	-	-\$1,000.00	-\$1,000.00
Back to School Night	-	-\$150.00	-\$150.00
Computer Programs	-	-\$4,300.00	-\$4,300.00
Grandparents Day	-	-\$500.00	-\$500.00
School Beautification	-	-\$800.00	-\$800.00
School Gifts	-	-\$5,000.00	-\$5,000.00
School Musicals	-	-\$600.00	-\$600.00
Wedge	-	-\$2,000.00	-\$2,000.00
<b>F. Other Expenses Totals</b>	-	<b>-\$14,750.00</b>	<b>-\$14,750.00</b>
<b>G. Other Income</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Interest Income	\$2.00	-	\$2.00
Treats for Troops	\$185.00	-	\$185.00
<b>G. Other Income Totals</b>	<b>\$187.00</b>	-	<b>\$187.00</b>
<b>Passthroughs</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
State/National Dues -Passthrough	-	-	-
<b>Passthroughs Totals</b>	-	-	-
<b>Grand Totals</b>			
	<b>\$39,657.00</b>	<b>-\$45,753.00</b>	<b>-\$6,096.00</b>
<b>Projected bank balance if on budget</b>			<b>\$11,972.11</b>