

Matoaka Elementary School PTA General Membership Meeting Minutes

Thursday, September 20, 2018 - 6:00 PM - Cafeteria

- I. Call to Order at 6:05 pm Ally Younica
- II. Welcome and Introductions/Quorum/Sign-In Ally Younica
Welcome and thank you for coming to our first General Membership PTA meeting. Please consider volunteering. Introduced Executive Board Members. Quorum was met.
- III. PTA Presentation Ally Younica
- a. Overview of PTA – Ally Younica – PowerPoint presentation highlighting events and programs for the year to include the budget and audit.
 - i. Congratulations to Matoaka PTA for winning the National School of Excellence designation for another 2 years for 2018-2020.
 - ii. Matoaka Dads breakfast is scheduled for Friday, October 26th. Be on the lookout for RSVP form and additional information.
 - iii. Briefly discussed membership options. Family membership is \$10 and an individual membership is \$6.
 - iv. Family Directory information deadline is October 19th. Be on the lookout for an email requesting information.
 - v. Spirit Night coming up – Papa Murphy’s from September 26 – 28. Mr. Jacobs should be there one evening making pizzas!
 - vi. National Art program – Reflections is due October 15th.
 - vii. Find out more about the PTA events on Facebook, our website and our monthly newsletter
 - b. Walk-a-Thon – Kristy Wall. Our largest fundraising is coming up – Oct 12th. The theme is “Unleash Your Super Powers”. The WAT supports all the PTA programs to include programs and events throughout the year. All the money raised goes back to the PTA. We are encouraging all the students to dress up and participate. We have prizes for participation. Also encourage parents to dress up and come out support our students.
 - c. VA PTA Proposed Legislation Program for 2018 – Ally Younica.
- IV. Treasurer’s Report Jamie Heisler-Ibrahim
- a. Presentation of 2017/2018 Audit via the PowerPoint slide show. Audit fest in July 2018. No issues. PTA is carrying over approximately \$17,000 from last year. This will be used for additional programs.
 - i. Motion to approve audit as presented – Alisa Smith. Seconded by Stephanie Trogdon. All in favor. Audit approved as presented.
 - b. Presentation of Budget via the PowerPoint slide show.
 - i. Motion to approve budget as presented – Alisa Smith. Seconded by Katherine Starzman. All in favor. Budget approved as presented.
- V. Next Meeting Date: Wednesday, October 10, 2018
- VI. Adjourn at 6:23 pm

Full Audit included in Secretary's Binder.

Audit Report for Local PTAs



Name of PTA/PTSA: Matoka Elementary School PTA

EIN Number: 26-0482081 Date of Audit: 7/11/18

Audit period from 7/1/17 to 6/30/18.

Presented to PTA executive board on: _____ (date) and adopted by your General Membership on: _____ (date).
Date of last audit: _____ Last audit covered the period from _____ to _____.
PTA District: _____ PTA Council: _____
Signed: _____ Signed: _____
President 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.

Audit Committee:	Auditor:
Signed: <u>[Signature]</u>	Signed: _____
Print Name: <u>Kasey Pittman</u>	Printed Name: _____
<i>Audit Committee Chair</i>	Organization: _____
Phone: <u>757-809-1042</u>	Address: _____
Signed: <u>[Signature]</u>	_____
<i>Audit Committee Member</i>	Phone number: _____
Signed: <u>[Signature]</u>	
<i>Audit Committee Member</i>	

Financial Management Checklist

The purpose of this checklist is to provide general guidance to PTA volunteer leaders in the management of their resources. Stewardship of other people's money is an important part of volunteer activity and requires systematic and ongoing attention.

This is a complete review of the financial management practices of the PTA, and assists the audit committee/auditor with their inspection of the books and records. **This checklist is kept as part of the adopted audit report and filed with the permanent financial records.**

Officer Information:

President during audit period: Ally Younica phone: 757-345-8328
 Treasurer during audit period: Jamie Ibrahim phone: 404-405-1399
 Secretary during audit period: Sarah Deaver phone: 757-254-7873

<u>Treasurer's Records:</u>	<u>Treasurer</u>	<u>Audit Committee</u>
1. Do the treasurer records include:		
• Contact information for the Executive Board?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of previous audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of the bylaws and standing rules (if applicable)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of membership roster?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of the adopted budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of IRS 990 filing?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of insurance policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• A copy of the 501c(3) determination letter?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• A copy of the sales tax exempt certificate? (if applicable)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• A copy of bank signatory paperwork?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Minutes of all meetings? (Board and general membership)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Treasurer reports with budget-to-date information for every meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Bank statements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Documentation for every expense and all income?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• The annual year-end report?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Were the records turned over in a timely manner to the audit committee? If no, when were they turned over? _____ Comments: Recommendation: All PTA records are the property of the PTA and shall be available to the membership.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Where are your treasurer records maintained? Location: <u>Mabaka Elementary School</u> Address: <u>4001 Brick Bat Road</u> If possible, your records should be kept at your school in a secure		

Audit period from 7/1/17 to 6/30/18.

Last audit period from 7/1/16 to 6/30/17. Ending balance: \$ 12,405.64.

2 checks included that didn't make it into PY total listed in 2016
[Signature]

1. Beginning Balance (Should match prior audit "Ending Balance")	\$ 12,582.67
2. Receipts (Total of all deposits and credits)	\$ 36,713.51
3. Add line 1 and line 2:	\$ 49,296.18
4. Expenses (Total of all checks written and debits)	\$ 32,007.51
5. Subtract line 4 from line 3 for "ENDING BALANCE" (Should match check register) TREASURER'S RECORDS	\$ 17,288.67

OUTSTANDING CHECKS AND DEPOSITS:

6. Balance on Last Bank Statement:	\$ 19,324.57																											
Outstanding Checks:																												
<table border="1"> <thead> <tr> <th>Check #</th> <th>Payable to:</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td>See Attached Sheet</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total outstanding checks:</td> <td>\$ 2,935.90</td> </tr> </tbody> </table>	Check #	Payable to:	Amount		See Attached Sheet																					Total outstanding checks:	\$ 2,935.90	
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	Total outstanding checks:	\$ 2,935.90																										
7. Subtract total for Outstanding Checks from Line 6.	\$ 17,288.67																											
Outstanding Deposits																												
<table border="1"> <thead> <tr> <th>Source of Deposit</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>TOTAL OUTSTANDING DEPOSITS:</td> <td>\$</td> </tr> </tbody> </table>	Source of Deposit	Amount							TOTAL OUTSTANDING DEPOSITS:	\$																		
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TOTAL OUTSTANDING DEPOSITS:	\$																											
8. Add total Outstanding Deposits to Line 7.	\$																											
9. Enter amount in line 8 to verify "ENDING BALANCE" Should match check register and amount in Line 5. BANK RECORDS	\$ 17,288.67																											

**Matoaka Elementary School PTA
Budget Report 2018 Financial Year**

Carry Forward from Prior Year 17,288.87

A. Membership	Budget Income	Budget Expense	Net
Local Dues	625.00	625.00	-
Enrichment Contribution	500.00	-	500.00
Total	1,125.00	625.00	500.00

B. Fundraising Committees	Budget Income	Budget Expense	Net
Box Tops	-	150.00	-150.00
Merchandise	7,000.00	8,000.00	-1,000.00
Shopping Programs	300.00	25.00	275.00
Spirit Nights	900.00	-	900.00
Spring Carnival	8,000.00	6,000.00	2,000.00
Walk-a-Thon	20,000.00	1,500.00	18,500.00
Total	36,200.00	15,675.00	20,525.00

C. Program Committees	Budget Income	Budget Expense	Net
Cultural Arts	-	4,200.00	-4,200.00
Family Fun Nights	-	50.00	-50.00
Garden	-	1,500.00	-1,500.00
Healthy Lifestyles	-	650.00	-650.00
Hospitality	-	1,750.00	-1,750.00
Matoaka Dads	-	1,300.00	-1,300.00
Reflections	-	250.00	-250.00
School Directory	-	50.00	-50.00
Teacher Appreciation Week	-	1,000.00	-1,000.00
Veterans Day	-	500.00	-500.00
Total	-	11,250.00	-11,250.00

D. Communications Committees	Budget Income	Budget Expense	Net
Bulletin Board/Publicity	-	50.00	-50.00
Yearbook	950.00	50.00	900.00
Total	950.00	100.00	850.00

E. Administrative Expenses	Budget Income	Budget Expense	Net
Bank Charges	-	400.00	-400.00
Insurance	-	343.00	-343.00
Management Software	-	260.00	-260.00
New Fiscal Year Startup Expenses	-	1,000.00	-1,000.00
Officer Supplies/Admin Expenses	-	200.00	-200.00
PTA Council Dues	-	75.00	-75.00
PTA Training	-	700.00	-700.00

Total	-	2,978.00	-2,978.00
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F. Other Expenses	Budget Income	Budget Expense	Net
5th Grade Promotion	-	400.00	-400.00
Author in Residence	-	1,000.00	-1,000.00
Boo Hoo Yahoo	-	150.00	-150.00
Computer Programs	-	3,300.00	-3,300.00
Field Day	-	50.00	-50.00
Ice Cream Social	-	150.00	-150.00
School Musicals	-	600.00	-600.00
Student Competitions	-	75.00	-75.00
School Gifts	-	5,000.00	-5,000.00
Wedge	-	1,275.00	-1,275.00
School Beautification	-	500.00	-500.00
Total	-	12,500.00	-12,500.00

G. Other Income	Budget Income	Budget Expense	Net
Interest Income	2.00	-	2.00
Treats for Troops	191.00	-	191.00
Total	193.00	-	193.00

Passthroughs	Budget Income	Budget Expense	Net
State/National Dues -Passthrough	-	-	-
Total	-	-	-

BUDGET TOTALS	Budget Income	Budget Expense	Net
	38,468.00	43,128.00	-4,660.00

Budgeted Decrease in Funds	-4,660.00
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Budgeted Funds Available for Carry Forward to Next Year	12,628.87
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