

PTO General Meeting Agenda
September 25, 2019

1. Call to Order/Welcome
2. Principal's Report
3. Teachers' Update and Requests
4. Treasurer's Report
 - a. Review of 2018-2019 Budget
 - b. Review of 2018-2019 Audit Results (see below for attached results)
 - c. Review and Vote of Proposed 2019-2020 Budget
5. President's Report
 - a. Volunteers Needed - Yearbook Co-coordinator, Walking Club (Tues 12:10-1:30-1st, 3rd, and 5th graders; Thurs 12:10-1:30-K, 2nd, and 4th graders), Book Club (Tues 3:45-4:45), Chess Club (Thurs 3:45-4:45), Library (Mrs. Gemma, Mrs. Demos, Ms. Brown, Mrs. Cahir, Mrs. Burke, and Ms. Cameron classrooms), School Store (Fri 12:00-2:00), Book Fair (10/22-10/25 9:30-12, 10/25-5:00-8:00), Harvest Festival (10/25-5:30-7:30)
 - b. Scholastic Dollars Distribution
 - c. Spirit Wear - Aug and Sept event and online sales; future sales
 - d. Review of Past Events/Updates
 - i. Aug 28- K & New Student Orientation
 - ii. Aug 29 - Teacher Luncheon
 - iii. Sept 11 & 12 - Open Houses
 - iv. Sept 20 - Back-to-School Picnic
 - e. Review of Upcoming Events
 - i. Sept 27 - School Store and Stony Lane Spirit Day - wear Stony Lane gear!
 - ii. Sept 30 - Cabbage Contest Submission Deadline
 - iii. Oct 18 - School Store
 - iv. Oct 21-25 - Book Fair
 - v. Oct 25 - Harvest Fest
 - vi. Oct 28 - HBHM session begins
 - vii. Oct 31 - School Spirit Day - wear orange and black!
6. Parents' Suggestions and Comments

NEXT GENERAL PTO MEETING - WEDNESDAY, NOVEMBER 20th, 7:00, STONY LANE LIBRARY

PLEASE NOTE DATE CHANGE!

STONY LANE PTO FINANCIAL AUDIT WORKSHEET

Instructions: Note a "Y" for compliance, "N" for non-compliance, "NA" for not applicable for the following review items.

Section 1: Annual Budget

- Y Was an annual budget created?
- Y If amendments were made to the annual budget, were proper procedures (Board and General meeting votes) followed?

Section 2: Account Receivables/Payables

- Y Is there a consistent process being followed to record income in the same categories that constitute the approved budget?
- Y Is there a consistent process being followed to record expenditures in the same categories that constitute the approved budget?
- Y Are monies that were collected for a specific purpose (special projects, scholarship funds, etc.) being distributed for those purposes?
- Y Check cash box log to assure that the procedure for logging out and logging in the boxes is consistently being followed.
- Y Was a list of donors (Annual Gift Campaign) kept as a basis to provide donor receipts for contributions?
- Y Were donors sent letters acknowledging their tax-deductible donation?
- NA Was debit card use tracked and recorded? (new for fiscal year 2019-2020 review).
- NA Was a year-end inventory form completed for fundraising items purchased for resale (i.e. School store, Sugar Plum Shoppe, Spirit Wear (new in fiscal year 2019-2020 review).
- NA If there were grants made by the PTO from general funds, was there a grant request form completed for each one (new for fiscal year 2019-2020 review).

Section 3: Treasurer's Report/Financial Statements

- Y Are the Treasurer's reports complete and accurate?
- Y Are monthly financial reports prepared timely and submitted to the general membership?
- Y Was the Annual Filing Report accurately submitted before the date due? *Filed on 7/7/2019* *late would be if it was Filed after ~~April~~ July 30, 2019*
- Y Does the amount of the bank statement equal the starting balance recorded in the checkbook/ledger?
- Y Is there a consistent process for reconciling bank statements with income and expenses?

STONY LANE PTO FINANCIAL AUDIT WORKSHEET

The Stony Lane PTO is a tax-exempt 501c(3) organization. The Employer Identification Number (EIN) is 05-0497297.

Name of Financial Institution: Webster Bank 932011775

The PTO holds a Liability Insurance Policy with: RVNA NANPO0043900

- 1. Bank Statement Balance at beginning of fiscal year (August 1): 34,850.30
- 2. Bank Statement Balance at end of fiscal year (July 31): 41,709.26
- 3. Total Receipts during the fiscal year: 36,539.76
- 4. Total Disbursements during the fiscal year: 36,105.76
- 5. Enter the amount of any outstanding check, if applicable: N/A
- 6. Check book/ledger balance at beginning of fiscal year (August 1): 34,850.30
- 7. Check book/ledger balance at end of fiscal year (July 31): 41,709.26

Comments to explain findings in 1-7 above:

Were there any errors or exceptions found in any part of the audit? Please explain

The Annual Report Filing was due by 7/30/2019. It was filed on time 7/7/2019. No errors in timing.

Date audit Completed: 9/9/19

Auditors:

Stephanie Mara

Print name

BRIAN FERRELLI

Print name

[Signature]

Signature

[Signature]

Signature

PTO President:

Bethany Sullivan

Print name

[Signature]

Signature

PTO Outgoing Treasurer:

Kimberly Calise

Print name

[Signature]

Signature

PTO Incoming Treasurer:

Lisa Messina

Print name

[Signature]

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