

Grant PTA Meeting

March 8, 2016

The meeting was called to order at 6:36 by Jessica Lieder

Members present: Dan Sakai, Jessica Lieder, Meredith Emory, Alisa Loigman, Steve Gillespie, Laura More, Juliet Davenport, and Rachel Kennedy

Approval of Minutes

A motion to approve the minutes as written was made by Steve Gillespie and seconded by Meredith Emory. Motion passed.

Administrative Updates

Prime Time applications have gone home. It is time sensitive to return them. Applications should be mailed directly to the program provider for review for next year.

Morgan Hill Lawsuit regarding student data – explanation of how it impacts us was included in the Friday update email. On March 1st the court noted that a large amount of objections were received and noted that the school district would retain control of the most sensitive data. You can still file an objection form – it is an objection, it's not an opt out form.

Starting on April 5th for 4 consecutive Tuesdays from 1-2 pm there will be a parent education opportunity to learn about fostering a growth mindset. Dr. Weiss will be working with staff and will offer the training for parents as well regarding building resilience and grit and perseverance. Parents can sign up in the office and the class is free.

Presentation Items

Fundraising updates

Jog-a-thon- Eric Karpinski –

The jog-a-thon netted over \$40,000! The online tool was a big help in fundraising this year. 95% percent of the students registered. Highest participation ever. The party for students who fundraised at least \$150 is this Thursday. A few more volunteers are needed. There will be a show with fire spinners and LED hoop spinners. Thanks to all the volunteers, community, and teachers. The kids had a great time. Eric Karpinski made a motion that the PTA sponsors the Jog-a-thon party, which was seconded by Alisa Loigman. The motion passed. An ice cream social will be held for the middle school tomorrow. The party is from 6-8 pm on Thursday.

Mission Hills 5K Update – Kristen Boyd

There are currently 310 registrants for the 5K. We have a number of business sponsors. Prices go up on Friday by \$10. The event starts at 8:00 am on March 19th. You can pick up your race packet the night before at the Wine Cellar. The starting line is at Washington Pl. and Ingalls. Please help to remind people along the route that there is no parking and cars will be towed. The after party is being planned. Will have a band playing and some food. We need volunteers for the water station and along the route to

help look out for injured persons. Let Kristen know if you'd like to volunteer. Thanks to the whole team who has been helping to plan the event.

Gala Update – Dana Lingard

The Gala will be held on April 22nd 6-10 pm at the Stone Brewery in Liberty station. Some summer camps have been donated, a SD Tecolote Swim club 9 month membership worth over 4,000 dollars, American Girl doll, hotel stays, restaurants etc. Still looking for additional business donations. There is an official letter that can be given to potential donors. Will have heavy appetizers and 3 drink tickets included with your \$75 ticket. There are flyers and more information will be coming out in the next couple of weeks. Still looking into a childcare option at the school or nearby. Some counselors from Kids Corner may be able to provide babysitting. You can purchase online tickets and see FAQs at Grantgala.com. You can let Jill know if you'd like to donate your tickets from the Imagine Campaign for teachers to use. Cash, wine donations, and items for baskets are also appreciated. You can help pay for the teachers with a button online. Jen Smith, Anna Lowe, and Dana Lingard are the main committee members and you can reach out to any of them to help. Principal Lorden, will donate her and Mr. Jakl's parking spot for a week as a raffle item.

ASB Budget Update – Steve Gillespie

- Last Friday was the Grant movie night – had 40-50 families and everyone had a good time.
- SD County Spelling Bee is on a week from today. We have Annalise Arnston participating for Grant.
- Next Spirt Day is a week from Thursday – character day. Wear a costume day. No masks, or weapons and the school dress code still applies.
- Will try and get some ASB students to cheer along the 5K route.
- April 29th – middle school dance. Last dance of the year.
- 8th graders sometimes put on their own end of the year event. Last year they went on a Harbor cruise. They are trying to do that again this year.
- Talent show try outs are going on this week.

Nomination Committee for PTA Board – Laura More

An email was sent out to PTA members. Any position is available and there are some seats where the current Board member will term-out and really need to be filled. Karen Farson has volunteered for the teacher rep. Ann Anthony has voiced interest in taking over Steve Gillespie's position, Taline Tokatlain – expressed interest in historian. No one has volunteered for the Treasurer position.

Action Items

Audit report – Vicky Knapp

Vicky Knapp the PTA auditor provided an overview of the audit of the Grant PTA for last school year. Motion by Lara Gates, second by Stacey McReynolds to accept the audit report. Motion passed.

Treasurer Report – Alisa Loigman

Report for February – Amazon Smile - \$162 received for this quarter. The only large expenditures were for the art program and science coordinator.

Book Fair – funds kept in Scholastic dollars which teachers can use to purchase books for their classrooms.

CSA boxes – received \$650 for 6 months.

Starting to do the budget committee to try and formulate a budget for next year to be brought to the PTA. If you have any requests for items that should continue or are lacking and needed, please let Alisa know. Thanks were given to Alisa for her work as Treasurer.

A motion to increase the 8th grade promotion budget \$1800 was made by Alisa Loigman, seconded by Juliet. The motion passed.

A motion to approve the February 2016 expenses in the amount of \$5,976 was made by Alisa Loigman, seconded by Stacey McReynolds. The motion passed. Lara Gates expressed interest in being on the budget committee.

Big thanks to the room reps and classrooms for the Gala basket coordination and donations.

A fundraising committee is being formed to be a resource for fundraising efforts and coordination.

Roundtable

A question was raised if there is one large item that proceeds from the Gala will fund. Currently the proceeds are planned to support the art program, Gecko Garden, and science programs. Stacey McReynolds – thinks it's helpful to have one funding item to help fundraise for – propose that the funds go to the Gecko Garden. Lara Gates – heading up the capital fund for the school – need to raise \$5 million dollars to advance the later stages of the school reconstruction. About \$150,000 needed for the Gecko Garden. No design is done. Jim Gates is volunteering time to create a layout for the garden to be shared with the school district. It would be great to raise some seed money (\$25,000). Going to look to other major funding sources for the rest. Principal Lorden noted that the garden – is an outdoor science lab. Dan Sakai noted that this can be considered in the budget for next year.

Julie Morgan – Imagine Campaign Update

13 scholarships were awarded for the afterschool programs for this past semester. About to open up fundraising to outside community. Imagine Campaign has raised 150 donation \$55,222 – last year raised \$57,000 in all. Have also had matching funds from corporate donors.

A science committee met and discussed what might be needed for the upcoming new science standards. Have a good list of needs \$6,600 – that may be an ask for next year. Had a couple of field trips – the Qualcomm think of it lab. It is a lab that creates a STEM lesson training. Does a lot of maker working and coding and looking to see what resources we can get for the. Went to the Lewis school Think of it lab. Thinking of things we may need in our new buildings and space. Will have Board position opened on the Foundation Board for next year.

Meeting was adjourned at 7:33 p.m. by Jessica Lieder.

MONTHLY TREASURER'S REPORT

Grant School PTA
2015/2016 School Year

Balance on Hand at Beginning of Month:	[A]	<u>\$ 119,801</u>		
		02/01/16		
		Feb-16	YTD	Budget
Income				
Community Donations				
Annual Imagine Campaign			\$ 600	\$ 53,000
Mission Hills Town Council			500	650
Other Community Donations			287	-
Total Community Donations		-	1,387	53,650
Community Fundraiser				
AmazonSmile		168	352	500
Book Fair Income			6,933	10,000
Box Tops for Education			452	1,250
Gecko Garden Income			2,000	1,000
Grant Gala			-	30,000
Halloween Carnival Income			17,534	15,000
Jamba Juice Income			58	500
Jogathon Income			5,500	25,000
Restaurant Fundraiser			584	1,500
Running Club			1,570	-
Script Income			1,069	1,500
Stehly Farms			-	1,500
Wine Tasting Event			2,297	5,000
X-mas Trees			495	750
Total Community Fundraiser		168	38,845	93,500
Logowear (Grant Gear)			670	2,000
PTA Membership			2,567	2,000
Total Income		\$ 168	\$ 43,469	\$ 151,150
Gross Profit		\$ 168	\$ 43,469	\$ 151,150
Expenses				
Fundraising Expenses				
Book Fair Expense			\$ 6,965	\$ 10,000
Grant Gala Expense		60	560	15,000
Halloween Carnival Expense			11,178	12,000
Jogathon Expense			-	5,000
Wine Tasting Event			899	5,000
Total Fundraising Expenses		60	19,603	43,000
General and Administrative				
Accounting and Payment Processing Software		69	506	850
Bank Service Charges			8	250
Insurance			216	210
Marketing Expenses				
Logowear (Grant Gear)			1,479	1,500
Printed Materials and Signage			1,406	2,500
Total Marketing Expenses		-	2,884	4,000
Membership Expense			1,246	1,050
Office Supplies			229	200
Payment Processing Fees			178	700
Professional Services				
		[Note 1]	(14)	

MONTHLY TREASURER'S REPORT

Grant School PTA
2015/2016 School Year

Balance on Hand at Beginning of Month:	[A]	<u>\$ 119,801</u>		
		02/01/16		
		Feb-16	YTD	Budget
Accounting		15	15	600
Total Professional Services		15	15	600
Taxes			-	100
Website and Email		40	440	500
Total General and Administrative		110	5,722	8,460
Hospitality				
1st School Day - Donuts			120	150
Back to School Class Reveal			169	150
Kindergarten Orientation			138	500
Monthly Chatio Meet & Greet			-	300
PTA Meetings	43		410	750
Safety Committee Appreciation			108	200
Summer Picnic Expense			244	650
Teacher Acknowledgment				
Teacher Appreciation Week Gifts			-	200
Teachers Thank You Lunch	144		144	700
Teachers Welcome Back Lunch			610	700
Total Teacher Acknowledgment		144	754	1,600
Total Hospitality		187	1,943	4,300
Other Programs				
Library Program			711	1,000
Middle School				
Academic League/ Quiz Bowl			190	180
GeoBee			100	125
Junior Model United Nations			-	550
Middle School Dance			-	450
Middle School Orientation			128	150
Middle School Promotion			336	800
National Honor Society Membership			-	385
Spelling Bee			136	200
Total Middle School		-	890	2,840
Other Enrichment Programs				
Assemblies			1,500	3,000
School Trips			-	3,000
Subscriptions			12,113	12,500
Total Other Enrichment Programs		-	13,613	18,500
Total Other Programs		-	15,213	22,340
S.T.E.A.M. Programs				
S.T.E.A.M. Teachers' Salary and Benefits				
Art Program		1,690	8,343	14,500
Science Program		3,450	18,900	36,500
Total S.T.E.A.M. Teachers' Salary and Benefits		5,140	27,243	51,000
Science Enrichment				
Family Science Night			651	1,000
Gecko Garden			310	1,500
Science Fair	120		272	500
Science Olympiad			-	600

MONTHLY TREASURER'S REPORT

Grant School PTA
2015/2016 School Year

Balance on Hand at Beginning of Month:	[A]	\$ <u>119,801</u>		
		02/01/16		
		Feb-16	YTD	Budget
Total Science Enrichment		120	1,234	3,600
Total S.T.E.A.M. Programs		5,260	28,477	54,600
School and Staff Support				
Associated Student Body			1,479	2,000
School Supplies		358	6,219	15,000
Teacher Discretionary Funds				
Teacher Special Request			500	1,000
Total Teacher Discretionary Funds		-	500	1,000
Total School and Staff Support		358	8,198	18,000
Total Expenses		\$ 5,976	\$ 79,157	\$ 150,700
Net Operating Income (Loss)		\$ (5,808)	\$ (35,688)	\$ 450
Net Operating Income				
Other Expenses				
Fraud		\$ -	\$ -	\$ -
Total Other Expenses		-	-	-
Net Other Income		-	-	-
Net Income (Loss)	[B]	\$ (5,808)	\$ (35,688)	\$ 450
Less: Previous Month's Activity				
Cleared in Current Month [Net Amount]	[C]	\$ (12,810)		
Add: Current Month's Activity				
Not Yet Cleared Bank [Net Amount]	[D]	\$ -		
Balance on Hand at End of Month:	[=A+B+C+D]	\$ <u>101,182</u>		
		02/29/16		

Notes:

[1] Refund of January 2016 expense.

Submitted by: Alisa Loigman, Treasurer
ptatreasurergrant@gmail.com

Grant K-8 School PTA
PROFIT AND LOSS DETAIL
February 2016

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Income/Expenses							
Income							
Community Fundraiser							
AmazonSmile							
02/11/2016	Deposit		Deposit	October 1 to December 31, 2015	PTA Checking	168.09	168.09
Total for AmazonSmile						\$168.09	
Total for Community Fundraiser						\$168.09	
Total for Income						\$168.09	
Expenses							
Fundraising Expenses							
Grant Gala Expense							
02/22/2016	Expense		International Printing Solutions	Banners	PTA Checking	60.48	60.48
Total for Grant Gala Expense						\$60.48	
Total for Fundraising Expenses						\$60.48	
General and Administrative							
Accounting and Payment Processing Software							
02/02/2016	Expense		Intuit QB Payments	ELECTRONIC WITHDRAWAL INTUIT PYM Download from usbank.com. INTUIT PYMT SOLN	PTA Checking	19.95	19.95
02/03/2016	Expense		Intuit QB Payments	DEBIT PURCHASE - VISA INTUIT *QB Download from usbank.com. INTUIT *QB ONLIN800-286-6800CA	PTA Checking	49.45	69.40
Total for Accounting and Payment Processing Software						\$69.40	
Office Supplies							
02/25/2016	Deposit		Amazon.com	RETURN: IRS Approved 1099 INT	PTA Checking	-14.08	-14.08
Total for Office Supplies						\$ -14.08	
Professional Services							
Accounting							
02/01/2016	Expense		Intuit QB Payments	1099 E-File Service (Three filings)	PTA Checking	14.99	14.99
Total for Accounting						\$14.99	
Total for Professional Services						\$14.99	
Website and Email							
02/18/2016	Expense		Constant Contact	DEBIT PURCHASE - VISA CTC*CONSTA Download from usbank.com. CTC*CONSTANTCONT855-2295506 MA	PTA Checking	40.00	40.00
Total for Website and Email						\$40.00	
Total for General and Administrative						\$110.31	
Hospitality							
PTA Meetings							
02/11/2016	Expense		Dominos Pizza	2/9 Meeting Pizza	PTA Checking	42.90	42.90
Total for PTA Meetings						\$42.90	
Teacher Acknowledgment							

Teachers Thank You Lunch							
02/12/2016	Check	3926	Kathy Lorden	Teacher's Luncheon	PTA Checking	143.69	143.69
Total for Teachers Thank You Lunch						\$143.69	
Total for Teacher Acknowledgment						\$143.69	
Total for Hospitality						\$186.59	
S.T.E.A.M. Programs							
S.T.E.A.M. Teachers' Salary and Educational Expenses							
Art Program							
02/11/2016	Check	3930	Jennifer Whitney	Art Docent Expenses	PTA Checking	1,160.40	1,160.40
02/11/2016	Check	3927	Sarah Ekedal	Art to Heart	PTA Checking	530.00	1,690.40
Total for Art Program						\$1,690.40	
Science Program							
02/16/2016	Check	3928	Elena Banks	Science Coordinator	PTA Checking	3,450.00	3,450.00
Total for Science Program						\$3,450.00	
Total for S.T.E.A.M. Teachers' Salary and Educational Expenses						\$5,140.40	
Science Enrichment							
Science Fair							
02/12/2016	Check	3929	Cash	Science Fair Awards	PTA Checking	120.00	120.00
Total for Science Fair						\$120.00	
Total for Science Enrichment						\$120.00	
Total for S.T.E.A.M. Programs						\$5,260.40	
School and Staff Support							
School Supplies							
02/04/2016	Deposit		staples	Refund of Wassem Label Tape	PTA Checking	-39.95	-39.95
02/05/2016	Expense		Amazon.com	Ms. Ashe - 15 wired usb mouse	PTA Checking	113.25	73.30
02/08/2016	Expense		Amazon.com	Floor Lectern, Mohagany	PTA Checking	285.11	358.41
Total for School Supplies						\$358.41	
Total for School and Staff Support						\$358.41	
Total for Expenses						\$5,976.19	
Net Income						\$ -5,808.10	

Monday, Mar 07, 2016 07:09:01 AM PST GMT-8 - Accrual Basis



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AUDIT CHECKLIST		Unit Name <u>Grant School PTA</u>	Date <u>7/1/15 - 12/31/15</u>
DESCRIPTION	YES	NO	
<input checked="" type="checkbox"/> Bylaws & Standing Rules <input checked="" type="checkbox"/> Budget(s) <input checked="" type="checkbox"/> Last Audit Report <input checked="" type="checkbox"/> Ledger <input checked="" type="checkbox"/> Checkbook register <input checked="" type="checkbox"/> Cancelled checks (including voids) <input checked="" type="checkbox"/> Authorizations for Payment <input checked="" type="checkbox"/> Cash Verification Forms <input checked="" type="checkbox"/> Bank statements, bank books and deposit slips <input checked="" type="checkbox"/> Receipts/bills <input type="checkbox"/> Cash receipts <input type="checkbox"/> Executive board minutes <input checked="" type="checkbox"/> Association minutes <input type="checkbox"/> Committee reports <input checked="" type="checkbox"/> Monthly Treasurer Report <input type="checkbox"/> Monthly Financial Secretary Reports <input type="checkbox"/> Annual Financial Report <input type="checkbox"/> Workers' Compensation Annual Payroll Report form <input type="checkbox"/> IRS Forms 990/990EZ/990N <input type="checkbox"/> State Form 199 <input type="checkbox"/> State Form RRF-1 If required: <input type="checkbox"/> IRS Form 941 <input type="checkbox"/> IRS Form 1099 <input type="checkbox"/> State Form DE-6 <input type="checkbox"/> State Form DE-542	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Financial records provided: (Originals)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Beginning Balance Records			
1. Check to see if amount shown on first bank statement (adjusted for outstanding checks and deposits) corresponds to the starting balance recorded in checkbook register, ledger, treasurer's report and ending balance of last audit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bank Reconciliation			
1. All bank statements reconciled since last audit by treasurer and reviewed monthly by non-check signer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Ending balances (checkbook register, ledger and treasurer report) agree with last bank statement (adjusted for outstanding checks and deposits not posted to bank statement)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Deposits and Checks Written: (signed by two authorized check signers per the bylaws)			
a) Recorded in checkbook register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) Recorded in ledger in proper columns	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) Agree with treasurer reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Bank charges and interest recorded in checkbook register, ledger and treasurer reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Membership			
1. Amount recorded and deposited equals total number of memberships # <u>258</u> (members) @ \$ <u>10.00</u> (membership dues listed in bylaws)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Amount forwarded to council/district PTA equals total number of memberships # <u>208</u> (members) @ \$ <u>5.75</u> (amount listed in bylaws)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Insurance – premium(s) forwarded to council/district PTA by due date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Minutes			
1. All expenditures approved and recorded in executive board minutes (List those expenditures not approved on recommendation report)	<input type="checkbox"/>	<input type="checkbox"/>	
2. All expenditures approved/ratified in association minutes (List those expenditures not approved on recommendation report)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Committee minutes record plans, proposed expenditures, and total of monies earned	<input type="checkbox"/>	<input type="checkbox"/>	
Authorizations for Payment (signed by secretary and president)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1. All authorizations written for approved amounts (List missing authorizations on recommendation report)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. All authorizations have receipt/bill attached (List missing receipts/bills on recommendation report)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Authorizations match checks written	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Income			
1. Deposits properly supported	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Cash Verification Forms used with two people counting money	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Income received matches deposits recorded in checkbook register, ledger and treasurer reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Designated income spent as specified	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Financial Secretary Reports			
1. Filed monthly	N/A	<input type="checkbox"/>	<input type="checkbox"/>
2. Receipts/Deposits agree with ledger & register	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Reports			
1. Filed monthly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Agree with ledger and checkbook register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Annual Financial Report	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
1. Committee reports for all fundraisers submitted or report in minutes. (verbal reports given at assn mtgs.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Reporting Forms and Tax Returns			
1. Verify on Audit Report that all forms have been filed annually (if required) Extension filed on tax return	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Audit Reports			
1. Audit done semiannually	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Prepare and present written report with recommendations to executive board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Present audit report to association for adoption	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Forward report to the next level PTA (See Bylaws, Duties of Officers, Auditor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Audit Recommendations			
All "No" answers should be included in the report as recommendations to change financial procedures. <i>At the completion of the audit, meet with president and financial officers to discuss recommendations and any corrections as needed. When errors have been corrected by a financial officer and accounts are accurate, draw a double line in red ink where the audit concludes on all records. Sign & date the audited materials.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mismanagement – Is mismanagement suspected? (Contact district PTA president immediately for assistance.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



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GECKO CHECKING

AUDIT REPORT

Date 2/26/16 Fiscal Year 2015 - 2016
 Name of Unit Grant School PTA IRS EI Number 95-6204578
 Council San Diego Unified Council of PTAs District PTA Ninth
 Bank Name US Bank Account # 1-534-6168-0339
 Bank Address 610 Washington St. City/Zip San Diego 92103

Dates covered by this audit 7/1/15 - 9/30/15 (account closed 9/3/15)

Check numbers reviewed in this audit None issued

BALANCE ON HAND at time of last audit 6/30/15 (date) \$ 3,920.23

RECEIPTS since last audit \$ -0-

TOTAL \$ 3,920.23

DISBURSEMENTS since last audit \$ 3,920.23

BALANCE ON HAND 9/30/15 (date) \$ -0-*

BANK RECONCILIATION

Last BANK STATEMENT balance 9/30/15 (date) \$ -0-

DEPOSITS not yet credited (add to balance) \$ -0-

\$ _____ \$ _____ \$ _____

CHECKS OUTSTANDING (List check number and amount)

_____ \$ _____ # _____ \$ _____ # _____ \$ _____

_____ \$ _____ # _____ \$ _____ # _____ \$ _____

TOTAL outstanding checks (subtract from balance) \$ -0-

BALANCE in checking account 9/30/15 (date) \$ -0-*

*These lines must balance

I have verified that all tax forms, PTA- and government-required forms have been filed, if required.

The following is all that needs to be read when the auditor's report is given:

I have examined the financial records of the treasurer of Grant School PTAs/PTSA and find them

- correct
- substantially correct with the following recommendations
- partially correct more adequate accounting procedures need to be followed so that a more thorough audit report can be given
- incorrect

Audit completed 2/26/16 Auditor's Signature *Nicky Knapp*

Audit adopted 3/8/16

(Copies: unit president, secretary, and treasurer; council treasurer or auditor and district PTA treasurer or auditor as directed by the district PTA. Attach copy of tax form(s) to next level PTA, if required to file.)

Submit separate report of explanation and recommendations to executive board.
A separate audit form must be completed for each bank account.



AUDIT REPORT

Date 2/26/16 Fiscal Year 2015 - 2016
 Name of Unit Grant School PTA IRS EI Number 95-6204578
 Council San Diego Unified Council of PTAs District PTA Ninth
 Bank Name US Bank Account # 1-651-0063-9583
 Bank Address 610 Washington St. City/Zip San Diego 92103

Dates covered by this audit 7/1/15 - 12/31/15

Check numbers reviewed in this audit 3824 - 3835 and 3866 - 3916

BALANCE ON HAND at time of last audit 6/30/15 (date) \$ 121,396.90

RECEIPTS since last audit \$ 30,413.51

TOTAL \$ 151,810.41

DISBURSEMENTS since last audit \$ 61,401.45

BALANCE ON HAND 12/31/15 (date) \$ 90,408.96 *

BANK RECONCILIATION

Last BANK STATEMENT balance 12/31/15 (date) \$ 95,747.13

DEPOSITS not yet credited (add to balance) ^{12/31/15} \$ -0-

\$ _____ \$ _____ \$ _____

CHECKS OUTSTANDING (List check number and amount)

3838 \$ 310.00 # 3901 \$ 1,500.00 # 3908 \$ 38.17

3911 \$ 40.00 # 3915 \$ 3,450.00 # _____ \$ _____

TOTAL outstanding checks (subtract from balance) \$ 5,338.17

BALANCE in checking account 12/31/15 (date) \$ 90,408.96 *

*These lines must balance

I have verified that all tax forms, PTA- and government-required forms have been filed, if required.

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Submit separate report of explanation and recommendations to executive board.
A separate audit form must be completed for each bank account.



AUDIT REPORT

Date 2/26/16 Fiscal Year 2015 - 2016
Name of Unit Grant School PTA IRS EI Number 95-6204578
Council San Diego Unified Council of PTAs District PTA Ninth
Bank Name US Bank Account # 1-651-0063-9922
Bank Address 610 Washington St. City/Zip San Diego 92103

Dates covered by this audit 7/1/15 - 12/31/15

Check numbers reviewed in this audit None issued

BALANCE ON HAND at time of last audit 6/30/15 (date) \$ 11,243.03

RECEIPTS since last audit \$ 1,068.87

TOTAL \$ 12,311.90

DISBURSEMENTS since last audit \$ -0-

BALANCE ON HAND 12/31/15 (date) \$ 12,311.90 *

BANK RECONCILIATION

Last BANK STATEMENT balance 12/31/15 (date) \$ 12,311.90

DEPOSITS not yet credited (add to balance) \$ -0-

\$ \$ \$

CHECKS OUTSTANDING (List check number and amount)

\$ # \$ # \$

\$ # \$ # \$

TOTAL outstanding checks (subtract from balance) \$ -0-

BALANCE in checking account 12/31/15 (date) \$ 12,311.90 *

*These lines must balance

I have verified that all tax forms, PTA- and government-required forms have been filed, if required.

The following is all that needs to be read when the auditor's report is given:

I have examined the financial records of the treasurer of Grant School PTAs/PTSA and find them

- correct
substantially correct with the following recommendations
partially correct more adequate accounting procedures need to be followed so that a more thorough audit report can be given
incorrect

Audit completed 2/26/16 Auditor's Signature Vicki Knapp

Audit adopted 3/8/16

(Copies: unit president, secretary, and treasurer; council treasurer or auditor and district PTA treasurer or auditor as directed by the district PTA. Attach copy of tax form(s) to next level PTA, if required to file.)

Submit separate report of explanation and recommendations to executive board.
A separate audit form must be completed for each bank account.

Grant School PTA Semi-Annual Audit – Recommendations

Period Covered: 7/1/2015 – 12/31/2015

Bank Account: PTA Main Checking

- 1) Checks require two authorized signatures. The following check copies appeared to have only one: 3894 (dated 11/5), 3903, 3904 & 3905 (all dated 12/1).
- 2) Membership dues to the Council should be paid monthly after the first payment. Only one payment was made on 10/5.
- 3) On the authorizations for payment only the president's signature was present. Per the bylaws, the signatures of both the president and the secretary are required.
- 4) Check #3838 was issued more than six months ago. It should be voided, investigated, and reissued if necessary.

(Note: Regarding the break in check numbers on this report, checks 3836 – 3865 were used and reported in the previous period.)