

An underwater photograph of two dolphins swimming towards the camera. The dolphin on the left is smaller and appears to be a calf, while the one on the right is larger, likely an adult. They are both looking directly at the viewer. Sunlight filters down from the surface, creating a bright, shimmering effect on the water and the dolphins' skin. The background is a deep blue.

General Association Meeting

Foothill Elementary PTA

3 Feb 2016

Introductions

Meeting minutes from Feb 3, 2016

Summary:

- *Approved the August 28 and October 7, 2015 Minutes.*
- *Released funds per the presented 2015-2016 budget.*
- *Ratified checks 5948-5987 inclusive, as presented.*
- *Ratified checks 5930 and 5945-5947.*
- *Adopted the final 2014-2015 audit.*
- *Adopted proposed bylaws changes.*
- *Installed 2016-2017 Nominating Committee*

Need a motion to adopt the Feb 3, 2016 minutes, either as written or as corrected.

Meeting minutes from March 24, 2016

Summary:

- *Nominating Committee presented the following slate of officers:*
 - President – Denise Zarins
 - Executive Vice President – Misty Davies
 - Secretary – Nida Memon
 - Treasurer – Debbi Bettinger
 - Auditor – Sharmi Shah
 - Historian – Venkat Ratnam
 - Parliamentarian – *To be appointed*
 - VP Classroom Activities – Shay Bagherian
 - VP Student Programs – Vidya Vineet
 - VP Communications – Bhavana Narayanan
 - Associate VP Communications & Playground Pals Chair – Ruchi Joshi
 - VP Infrastructure – Tony Palma
 - VP Membership -Krupa Natarajan
 - **VP Outreach & Family Programs – VACANT**
 - Principal Foothill School – Joe Bosco
 - Teacher Representatives – *To be appointed*
 - Art Docent Chair – JJ Hertz
 - Hospitality Chair – Donnette Teeple
 - Project Cornerstone Chair – Roxanne Enman
 - Webmaster – Julie Grenier
 - SEF Representative – *To be appointed*

Programs 2015-2016

Year-Round Programs:

- *Art Docent (in partnership with SEF)*
- *Assemblies*
- *ABC Readers / Project Cornerstone*
- *Playground Pals Bus Stop*

School-wide Events (Funded through Donations):

- *School Supplies (Aug)*
- *Teacher Grants (Aug and January)*
- *Directory and Finder (September)*
- *Kindness Week (Oct. 19-23)*
- *Book Fair (Oct. 29 - Nov. 6)*
- *Staff Holiday Luncheon (December)*
- *Science Day (March)*
- *Variety Show (April)*
- *International Night (April)*
- *Staff Appreciation Week (May 2-6)*
- *Open House (May 26th)*
- *Field Day (June 2nd)*
- *Field Trip Scholarships (June)*

Special Programs and Events (Funded by Participants):

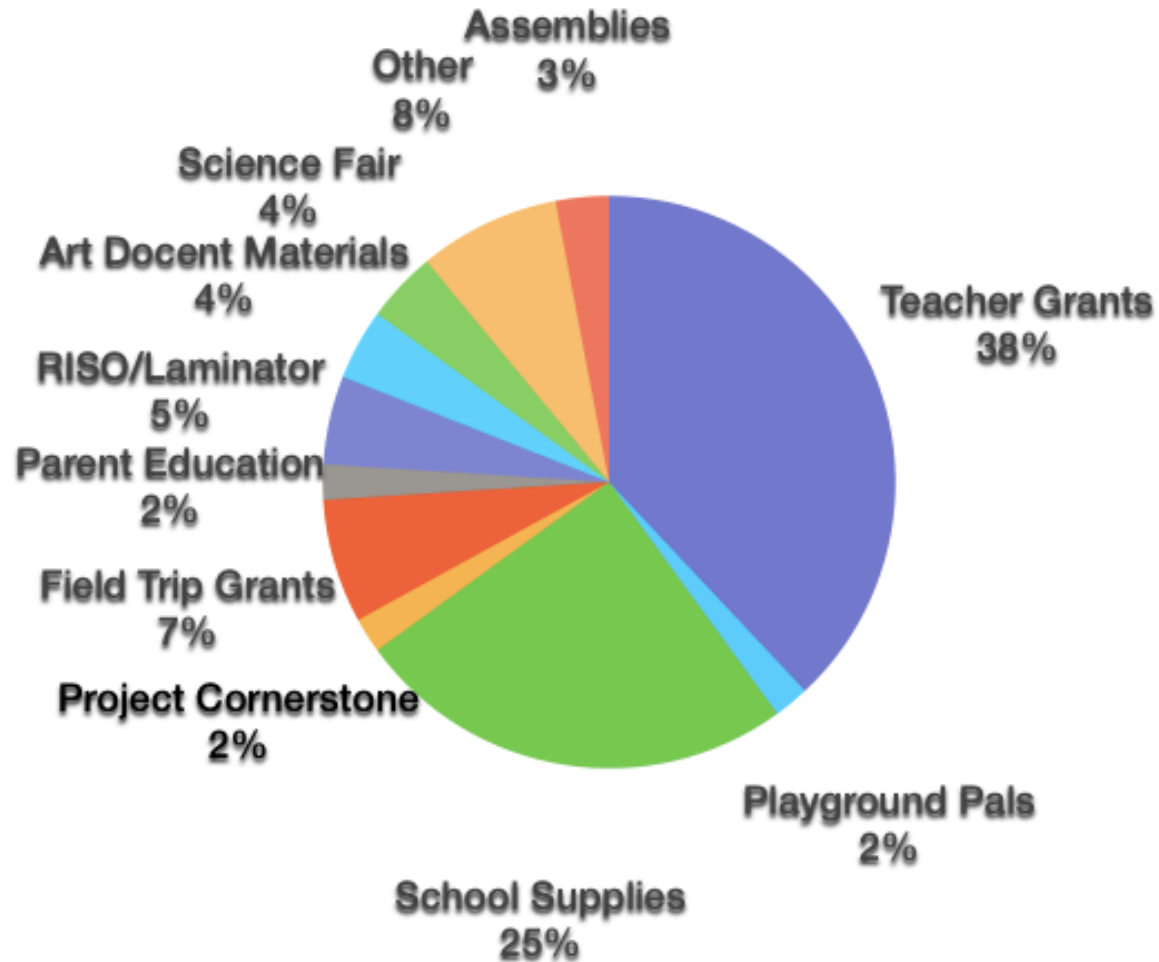
- *Fall Family Fun Night (October 24th)*
- *Fall Musical (Sept. through Nov. Performances Nov. 13th and 14th)*
- *Math Olympiad (Sept. through Mar.)*
- *Holiday Parade (Dec. 5)*
- *Spelling Bee (January)*
- *Parent Education Class (February)*
- *Year Book (May)*

Ongoing

Complete

Still-to-come

Donations Budget 2015-2016



Budget and Ratifications 2015-2016

Foothill Elementary PTA

Financial Report

From July 1, 2015 to August 26, 2015

Cash Balance Forward

Foothill School PTA checking account

Cash Box

Checking Account (not in use)

Total Cash Balance Forward

Selected Period	Year to Date	Budget
55,800.01	55,800.01	55,800.01
0.00	0.00	0.00
0.00	0.00	0.00
\$ 55,800.01	\$ 55,800.01	\$ 55,800.01

Receipts Not Belonging to the Association

6th District & CAPTA due Income

Membership Pass through Income

Membership passthrough income

Total Receipts Not Belonging to the Association

4.00	4.00	0.00
304.00	304.00	0.00
29.50	29.50	1,190.00
\$ 337.50	\$ 337.50	\$ 1,190.00

Expenses

Budget and Ratifications 2015-2016

Receipts

Administration

Class donations pass through income	200.00		200.00	0.00
Convenience Fee Income	521.18		521.18	1,000.00
eScrip Income	31.60		31.60	0.00

Fundraisers

Amazon Associates	538.28		538.28	650.00
Book Fair	4,418.12		4,418.12	5,000.00
Bricks	0.00	1000	0.00	200.00
Ceramics	0.00		0.00	1,000.00
Company Matching	3,578.46		3,578.46	4,820.00
Flower/Snack Sales	437.00		437.00	1,500.00
Membership Unit Due	70.50		70.50	210.00
PTA Annual Gift	28,451.52		28,451.52	35,000.00
Spelling Bee	799.00		799.00	500.00
Spirit Gear	2,527.70		2,527.70	2,500.00

Programs

Activity Night	0.00		0.00	1,200.00
Challenge Success Parent Class	0.00		0.00	2,000.00
Directory and Finder	250.00		250.00	150.00
Fall Family Fun Night	4,898.46		4,898.46	2,500.00
Math Team	2,200.00		2,200.00	1,300.00
Musical	8,423.23		8,423.23	8,000.00
Robotics Team	0.00		0.00	1,100.00
School Supplies	10,683.45		10,683.45	13,200.00
Year Book	718.63	6000	718.63	6,800.00

Total Receipts

\$	68,747.13	\$ 7000	68,747.13	\$ 88,630.00
----	-----------	---------	-----------	--------------

Budget and Ratifications 2015-2016

Expenses		Expected Expenses 20		Already Released		To Be Released/ Ratified
Administration						
Bank Charge Expense	22.50		22.50	100	100.00	
CAPTAEZ, CT fee, tax filing fee	354.00		354.00	375	375.00	
Class donations pass through expense	200.00		200.00		0.00	
Convenience Fee-PayPal	526.16		526.16	1000	1,000.00	
District Administration Fee	50.00		50.00	50	50.00	
Insurance	216.00		216.00	250	250.00	
Last year expense	(179.77)		(179.77)		0.00	
Movie Licensing Expense	0.00		0.00	200	200.00	
Office Supply Expense	0.00		0.00	75	75.00	
Fundraisers						
Book Fair	4,393.04	300	4,393.04	5500	5,500.00	
Bricks	0.00	300	0.00		50.00	250
Ceramics	0.00		0.00	600	600.00	
Flower/Snack Sales	0.00		0.00	400	400.00	
Join the Fun	(207.35)		(207.35)		0.00	
Marketing	0.00		0.00	400	400.00	
Spelling Bee	230.35		230.35	500	500.00	
Spirit Gear	717.74		717.74	900	900.00	
Programs						
Art Docent	658.45	1300	658.45	2000	2,000.00	
Assemblies	900.00	1100	900.00	1800	1,800.00	200
Bike/Walk to School Week	0.00	500	0.00	500	500.00	
Capital Improvement	5,991.99		5,991.99	6000	6,000.00	
Challenge Success Parent Class	0.00		0.00	2000	2,000.00	
Directory and Finder	1,590.34		1,590.34	1800	1,800.00	
Enrichment Grant	3,364.75		3,364.75	4000	4,000.00	
Fall Family Fun Night	2,853.86		2,853.86	2853.86	2,500.00	
Field Day	0.00	250	0.00	250	250.00	
First Day Welcome Coffee	0.00	100	0.00	100	100.00	
International Night	0.00	500	0.00	500	500.00	
Junior Achievement	0.00		0.00	500	500.00	
Kindergarten Splash	0.00	100	0.00	100	100.00	

Need a motion to
ratify all expenses
(this page and next)
and release the
funds in red.

Budget and Ratifications 2015-2016

Math Team	909.00	350	909.00	1300	1,300.00
Musical	3,008.99		3,008.99	8000	8,000.00
Parent Education	0.00	400	0.00	1500	1,500.00
Play Ground Pals	1,004.23	450	1,004.23	1500	1,500.00
Principal Discretionary Spending	171.09	300	171.09	500	500.00
Project Cornerstone	0.00	1000	0.00	1000	1,000.00
PTA Meeting	201.40	??	201.40	200	200.00
RISO & Laminator	1,835.50	350	1,835.50	2200	2,700.00
Robotics Team	0.00		0.00	1100	1,100.00
School Supplies	13,411.77	250	13,411.77	14000	14,000.00
Science Day & Night	0.00	2500	0.00	2500	2,500.00
Staff Appreciation Week	0.00	500	0.00	500	500.00
Staff Holiday Lunch	198.75		198.75	300	300.00
Teacher Grant	20,350.00		20,350.00	20350	20,350.00
Teacher Substitutes	154.00	230	154.00	400	400.00
Variety Show	0.00	200	0.00	400	400.00
Visitation Day	0.00	??	0.00	80	80.00
Year Book	0.00	6000	0.00	6000	6,000.00
Total Expenses	\$ 62,926.79	\$ 16380	62,926.79	\$ 94,780.00	
Expenses Not Belonging to the Association					
Membership Pass through expense	959.50		959.50		1,190.00
Total Expenses Not Belonging to the Association	\$ 959.50	\$ 959.50	\$ 959.50	\$ 1,190.00	
Net Receipts	\$ 5,895.34	\$ (3000)	5,895.34	\$ (6,150.00)	
Less:					
Capital Improvement Fund		This includes the \$6K microphone capital expense.			0.00

Budget and Ratifications 2015-2016

5988	SUSD	Classroom and Enrichment Grants	12,714.75
5989	Misty DAVIES	Math Kangaroo	800.00
5990	LI NING	Fall Musical Concessions	65.37
5991	Donnette TEEPLE	Ex Meetings	38.90
5992	SUSD	Invoice 1516036	85.50
5993	Wild Things, Inc	1/26/16 presentation	450.00
5994	SUSD	Invoice 1516046	58.16
5995	Ruchi JOSHI	Spelling Bee Banner, Coffee, Clear Inserts	94.35
5996	Soo MULCHANDANI	Musical T-Shirts	488.61
5997	RISO, INC..	Invoice CNIN062890	2,301.42
5998	JJ HERTZ	Michael's reimbursement	46.28
5999	Jenny Dickson-Child	1st grade and TK/K art classes	210.65
6000	Shaghayegh Bagherian	Wildlife Assembly Reimbursement	450.00
6001	Donnette TEEPLE	Holiday Luncheon / Staff Appreciation	198.75
6002	Josephine LIU	Playground Pals Bus Stop - Michael's Reimbursement	58.54

• Exec Board to ratify 5989-6002 •

Need a motion to ratify checks 5989-6002 inclusive, as presented here.

Audit for 2015-2016



AUDIT REPORT

Date	<u>04/18/2016</u>	Fiscal Year	<u>2015</u>
Name of Unit	<u>Foothill Elementary PTA</u>	IRS EIN	<u>94-6171942</u>
Council	<u>Out of Council</u>	District PTA	<u>6th</u>
Bank Name	<u>Wells Fargo</u>	Account #	<u>1608940</u>
Bank Address	<u>14428 Big Basin Way</u>		
Bank City/Zip	<u>Saratoga, CA 95070</u>		

Dates covered by this audit July 1, 2015 - December 31, 2015

Check numbers reviewed in this audit 5923-24; 5945-5987

BALANCE ON HAND at time of last audit	<u>06/30/2015</u>	(date)	\$	<u>57,048.80</u>
RECEIPTS since last audit			\$	<u>57,774.68</u>
			TOTAL	\$
				<u>114,823.48</u>
DISBURSEMENTS since last audit			\$	<u>47,020.23</u>
BALANCE ON HAND	<u>12/31/2015</u>	(date)	\$	<u>67,803.25 *</u>

BANK RECONCILIATION

Last BANK STATEMENT balance	<u>12/31/2015</u>	(date)	\$	<u>73,342.77</u>
DEPOSITS not yet credited (add to balance)			\$	<u>0.00</u>
\$ _____	\$ _____	\$ _____		

CHECKS OUTSTANDING (List check number and amount)

# 5954 \$ 29.00	# 5967 \$ 790.34	# 5969 \$ 319.00	#5977 \$309.11
# 5956 \$ 29.00	# 5968 \$ 800.00	# 5973 \$ 2,494.28	#5978 \$204.39
#5980 (\$110.86); #5981 (\$30.77); #5982 (\$50.00); #5983 (\$199.55); #5986 (\$173.22)			

TOTAL outstanding checks (subtract from balance)	\$	<u>5,539.52</u>
BALANCE in checking account	<u>12/31/2015</u>	(date)
	\$	<u>67,803.25 *</u>

*These lines must balance

Audit for 2015-2016

CHECKS OUTSTANDING (List check number and amount)

5954 \$ 29.00 # 5967 \$ 790.34 # 5969 \$ 319.00 #5977 \$309.11

5956 \$ 29.00 # 5968 \$ 800.00 # 5973 \$ 2,494.28 #5978 \$204.39

#5980 (\$110.86); #5981 (\$30.77); #5982 (\$50.00); #5983 (\$199.55); #5986 (\$173.22)

TOTAL outstanding checks (subtract from balance) \$ 5,539.52**BALANCE** in checking account 12/31/2015 (date) \$ 67,803.25 *

*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 Foothill Elementary PTA PTA/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 04/18/2016Auditor's Signature 

Audit adopted _____

(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.

Need a motion to adopt this audit.

Nominations and Elections for 2016-2017

Nominating Committee presented the following slate of officers:

President – Denise Zarins

Executive Vice President – Misty Davies

Secretary – Nida Memon

Treasurer – Debbi Bettinger

Auditor – Sharmi Shah

Historian – Venkat Ratnam

Parliamentarian – *To be appointed*

VP Classroom Activities – Shay Bagherian

VP Student Programs – Vidya Vineet

VP Communications – Bhavana Narayanan

Associate VP Communications & Playground Pals Chair – Ruchi Joshi

VP Infrastructure – Tony Palma

VP Membership -Krupa Natarajan

VP Outreach & Family Programs – VACANT

Principal Foothill School – Joe Bosco

Teacher Representatives – *To be appointed*

Art Docent Chair – JJ Hertz

Hospitality Chair – Donnette Teeple

Project Cornerstone Chair – Roxanne Enman

Webmaster – Julie Grenier

SEF Representative – *To be appointed*

Call from the floor for further nominations.

Call for voice ratification of uncontested slots. Voting for any contested slots.

Announcements

Next parent meeting: May, to get approval for our 2016-2017 programs and budget.

International Night is Tomorrow!

Open House is May 26th.

Field Day is June 2nd.

Speaker

- Blanca Herrera – SUSD Directory of Instructional Technology