

# Canyon Rim PTA

## Open Meeting Minutes (Approved)

July 5, 2018

6:00 PM

- I. Call to Order 6:03pm
- II. Introductions / Sign In Sheet
  - a. In attendance: Sarah Weigley, Chris Dippong, Ali Betancourt, Steven Weigley, Lee Ann Buckland, Misty Dewey, Theresa Koepke
- III. Review and Approval Meeting Minutes
  - a. June 14, 2018 Meeting
    - i. Motion to approve June meeting minutes by Chris Dippong. Motion carries.
- IV. Call to Administration
  - a. Announcements
    - i. Running Club (4<sup>th</sup> – 6<sup>th</sup>)
  - b. School Requests
    - i. Motion to approve attached school requests in the amount of \$1530. By Chris Dippong. Motion carries.
  - c. Meetings with Principal Recap
- V. Call to Teachers – Open Forum
- VI. Call to Members – Open Forum
- VII. 2018-2019 PTA Budget Review and Approval
  - a. Motion to approve 2018-2019 budget by Ali Betancourt. Motion carries.
- VIII. Upcoming Events
  - a. Back To School Night – 07/31/2018 (Steven)
    - i. Receipts at front of line
    - ii. Cash/check and credit lines separated
    - iii. Staff/PTA can be money handlers
  - b. Back to School Party @ Peter Piper Pizza – 08/10/2018 (Wendi)
- IX. Committee Reports
  - a. Membership (*Chris*)
  - b. Fundraising (*Wendi*)
  - c. Hospitality (*Wendi*)
  - d. Volunteer (*Misty*)
  - e. Publicity (*Ali*)
  - f. Review Past Month Events
- X. Review Financial Statements (*Susanna*)
  - a. June 2018
    - i. Motion to approve May and June 2018 Financial Statements by Sarah Weigley. Motion carries.
  - b. Reward Programs
    - i. Frys (Kroger) = \$355.28

**Canyon Rim PTA**  
**Open Meeting Minutes (continued) (Approved)**  
July 5, 2018  
6:00 PM

- XI. New Business
  - a. Suns Game as Family Night Out
    - i. Voted NO
      - 1. Approached by Suns – Buy tickets for \$9, Sell for \$11 or \$12
      - 2. Different levels - Maybe bus from School?
      - 3. \$200 deposit needed
  - b. Custom Cups for gifts or School Spirit gear
    - i. Voted NO
      - 1. Zag Fundraising
  - c. Roundtable
- XII. Old Business
  - a. National PTA School of Excellence (Steven)
  - a. Financial Audit
  - b. Potentially Changing Banks
    - i. Voted NO
      - 1. Mountain American Credit Union
  - c. Online Sales
    - i. Chris Dippong to research
- XIII. Next Scheduled Meeting Date = 08/09/2018 @ 5:30 PM
- XIV. Adjournment 8:31pm

# PTA School Requests

Meeting: July 5, 2018

Item Requested	How it will Impact Students?	Amount Requested	Not to Exceed?	Includes Tax	Includes Shipping	Approved By Administration	Pay by School	Pay by PTA	PTA Budget Line Item	Approved By PTA
Spalding student support materials and instructional materials for the new traditional classes.	After attending the 45 hour Spalding training, it was decided that these resources will be helpful to get the most impact out of the program.	\$ 1,200.00	X	X	X	Yes	No	Yes	Request	Yes
Books for 1st quarter	These are recommended book title that go with lessons in our Spalding curriculum.	\$ 300.00	X	X	X	Yes	No	Yes	Request	Yes
Lunch buckets from Target	Our lunch buckets are in really bad shape and broken. These are needed to carry lunch boxes to the cafeteria .	\$ 30.00	X	X	N/A	Yes	No	Yes	Request	Yes

\$ 1,530.00

\$ 1,530.00	Requests
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**Canyon Rim PTA**  
**Treasurer's Report 07/01/2017 to 05/31/2018**

<b>Administration</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Accounting Software	-	159.00	-159.00	-160.00	1.00
Annual Audit / Financial Review	-	420.00	-420.00	-	-420.00
Bank Charges	55.27	76.00	-20.73	-200.00	179.27
Carryover From Previous Year	666.50	-	666.50	13,000.00	-12,333.50
Event Supplies	-	48.51	-48.51	-	-48.51
Gifts / Donations	624.00	-	624.00	-	624.00
Insurance	-	165.00	-165.00	-150.00	-15.00
Membership Dues 2017-2018	2,215.00	922.50	1,292.50	1,400.00	-107.50
Membership Dues 2018-2019	630.00	-	630.00	-	630.00
Membership Incentives	-	115.24	-115.24	-	-115.24
Office Supplies (PTA Only)	-	327.68	-327.68	-1,000.00	672.32
PayPal Charges	-	231.35	-231.35	-300.00	68.65
Petty Cash	6,150.00	6,150.00	-	-	-
Postage / Shipping	-	35.53	-35.53	-75.00	39.47
President Discretionary	-	-	-	-500.00	500.00
Sign Up Genius	-	99.90	-99.90	-	-99.90
State Conference / Training	-	1,244.50	-1,244.50	-2,000.00	755.50
Tax Preparation	-	250.00	-250.00	-500.00	250.00
Transaction Error / Pass Through	-	-	-	-	-
Website	-	263.04	-263.04	-300.00	36.96
PTA School of Excellence	-	362.85	-362.85	-	-362.85
<b>Total</b>	<b>10,340.77</b>	<b>10,871.10</b>	<b>-530.33</b>	<b>9,215.00</b>	<b>-9,745.33</b>

<b>Events</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Carnival	7,196.45	9,306.03	-2,109.58	-	-2,109.58
Donuts With Dad	597.00	606.76	-9.76	200.00	-209.76
Father Daughter Dance	505.00	677.95	-172.95	250.00	-422.95
Grandparents Breakfast	1,050.00	570.09	479.91	300.00	179.91
Mother Son Night	-	653.36	-653.36	-700.00	46.64
Muffins With Mom	755.85	689.74	66.11	100.00	-33.89
Bingo Night	558.20	162.00	396.20	-	396.20
<b>Total</b>	<b>10,662.50</b>	<b>12,665.93</b>	<b>-2,003.43</b>	<b>150.00</b>	<b>-2,153.43</b>

<b>Fundraising</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Boosterthon	27,281.30	13,633.65	13,647.65	15,000.00	-1,352.35
Box Tops	1,831.30	1,337.60	493.70	1,000.00	-506.30
Butterbraids	6,928.00	4,039.00	2,889.00	3,000.00	-111.00
Cookie Dough	27,542.50	16,337.00	11,205.50	10,000.00	1,205.50
FNO - Cafe Rio	408.40	-	408.40	400.00	8.40
FNO - Chik-Fil-A	200.00	-	200.00	200.00	-
FNO - Chipotle	485.06	-	485.06	600.00	-114.94
FNO - Dairy Queen	85.12	-	85.12	200.00	-114.88
FNO - Firehouse Subs	125.00	-	125.00	150.00	-25.00
FNO - Peter Piper Pizza	631.88	-	631.88	1,200.00	-568.12
FNO - Venezias	110.10	-	110.10	200.00	-89.90
Harkins Summer Movie	1,753.00	1,225.00	528.00	500.00	28.00
Hurricane Harvey Relief	415.05	415.05	-	-	-
Rewards Programs	1,387.77	-	1,387.77	500.00	887.77
Smoothie Day	7,130.28	4,732.00	2,398.28	3,000.00	-601.72
Student Council Proceeds	-	-	-	-1,680.00	1,680.00
Sunshine Acres Clothing Drive	426.60	-	426.60	200.00	226.60
Readathon	154.12	191.87	-37.75	-	-37.75

FNO - Little Caesars	582.00	-	582.00	-	582.00
<b>Total</b>	<b>77,477.48</b>	<b>41,911.17</b>	<b>35,566.31</b>	<b>34,470.00</b>	<b>1,096.31</b>

Sales	Income	Expenses	Year to Date	Net Budget	More/-Less
Bricks	330.00	220.00	110.00	350.00	-240.00
Concessions	177.32	592.38	-415.06	-	-415.06
Harkins Movie Cups	35.00	-	35.00	-	35.00
Miscellaneous	158.00	183.63	-25.63	-	-25.63
T-Shirts	4,267.00	5,782.68	-1,515.68	800.00	-2,315.68
Yearbooks	4,329.70	4,538.10	-208.40	650.00	-858.40
<b>Total</b>	<b>9,297.02</b>	<b>11,316.79</b>	<b>-2,019.77</b>	<b>1,800.00</b>	<b>-3,819.77</b>

Savings Account	Income	Expenses	Year to Date	Net Budget	More/-Less
Interest	2.13	-	2.13	-	2.13
Bank Fees	-	3.00	-3.00	-	-3.00
<b>Total</b>	<b>2.13</b>	<b>3.00</b>	<b>-0.87</b>	<b>-</b>	<b>-0.87</b>

School Gifts	Income	Expenses	Year to Date	Net Budget	More/-Less
AR / Renaissance	-	3,003.80	-3,003.80	-3,200.00	196.20
Art Masterpiece	-	373.13	-373.13	-400.00	26.87
Education / Training	-	311.50	-311.50	-2,000.00	1,688.50
Family In Need Fund	-	200.00	-200.00	-500.00	300.00
Field Trips - 6th Grade	-	-	-	-600.00	600.00
Field Trips - 5th Grade	-	-	-	-600.00	600.00
Field Trips - 4th Grade	-	-	-	-400.00	400.00
Field Trips - 3rd Grade	-	-	-	-400.00	400.00
Field Trips - 2nd Grade	-	-	-	-400.00	400.00
Field Trips - 1st Grade	-	-	-	-400.00	400.00
Field Trips - Kindergarten	-	870.48	-870.48	-400.00	-470.48
Field Trips - Pre School	-	-	-	-200.00	200.00
Hospitality -Teacher App Week	-	2,071.41	-2,071.41	-850.00	-1,221.41
Hospitality -Staff Meals	-	1,095.42	-1,095.42	-2,100.00	1,004.58
Hospitality -Holiday Gifts	-	2,211.09	-2,211.09	-1,500.00	-711.09
Hospitality -Birthdays	-	-	-	-300.00	300.00
Hospitality -Teacher of the Year	-	382.85	-382.85	-250.00	-132.85
Marquee Sign	-	-	-	-7,000.00	7,000.00
Requests	-	16,963.23	-16,963.23	-14,835.00	-2,128.23
Scholastic Items - 6th Grade	-	284.62	-284.62	-700.00	415.38
Scholastic Items - 5th Grade	-	345.41	-345.41	-700.00	354.59
Scholastic Items - 4th Grade	-	-	-	-700.00	700.00
Scholastic Items - 3rd Grade	-	643.12	-643.12	-700.00	56.88
Scholastic Items - 2nd Grade	-	659.42	-659.42	-700.00	40.58
Scholastic Items - 1st Grade	-	767.58	-767.58	-700.00	-67.58
Scholastic Items - Kindergarten	-	32.08	-32.08	-700.00	667.92
Student Recognition	-	2,888.85	-2,888.85	-1,500.00	-1,388.85
Teacher Classrooms	-	2,750.00	-2,750.00	-2,500.00	-250.00
Volunteer Recognition	-	-	-	-400.00	400.00

<b>Total</b>	-	35,853.99	-35,853.99	-45,635.00	9,781.01
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<b>Grand Total</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
	107,779.90	112,621.98	-4,842.08	-	-4,842.08

<b>Bank Account Balances</b>	<b>07/01/2017</b>	<b>05/31/2018</b>	<b>Last Reconciled</b>	<b>Summary for the Period</b>	
Checking - Compass	21,165.20	9,469.68	06/30/2018	Starting Total	21,165.20
Savings - Compass	0.00	6,853.44	06/30/2018	Income	107,779.90
<b>Total</b>	<b>21,165.20</b>	<b>16,323.12</b>		Expenses	- 112,621.98 -4,842.08
				Ending Total	16,323.12

Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.

Treasurer's Report Submitted by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Canyon Rim PTA**  
**Treasurer's Report 07/01/2017 to 06/30/2018**

<b>Administration</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Accounting Software	-	159.00	-159.00	-160.00	1.00
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Bank Charges	55.27	76.00	-20.73	-200.00	179.27
Carryover From Previous Year	666.50	-	666.50	13,000.00	-12,333.50
Event Supplies	-	148.51	-148.51	-	-148.51
Gifts / Donations	624.00	-	624.00	-	624.00
Insurance	-	165.00	-165.00	-150.00	-15.00
Membership Dues 2017-2018	2,215.00	922.50	1,292.50	1,400.00	-107.50
Membership Dues 2018-2019	630.00	-	630.00	-	630.00
Membership Incentives	-	160.24	-160.24	-	-160.24
Office Supplies (PTA Only)	-	327.68	-327.68	-1,000.00	672.32
PayPal Charges	-	231.35	-231.35	-300.00	68.65
Petty Cash	6,150.00	6,150.00	-	-	-
Postage / Shipping	-	35.53	-35.53	-75.00	39.47
President Discretionary	-	-	-	-500.00	500.00
Sign Up Genius	-	109.89	-109.89	-	-109.89
State Conference / Training	-	1,520.88	-1,520.88	-2,000.00	479.12
Tax Preparation	-	250.00	-250.00	-500.00	250.00
Transaction Error / Pass Through	-	-	-	-	-
Website	-	263.04	-263.04	-300.00	36.96
PTA School of Excellence	-	362.85	-362.85	-	-362.85
<b>Total</b>	<b>10,340.77</b>	<b>11,302.47</b>	<b>-961.70</b>	<b>9,215.00</b>	<b>-10,176.70</b>

<b>Events</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Carnival	7,196.45	9,551.43	-2,354.98	-	-2,354.98
Donuts With Dad	597.00	606.76	-9.76	200.00	-209.76
Father Daughter Dance	505.00	677.95	-172.95	250.00	-422.95
Grandparents Breakfast	1,050.00	570.09	479.91	300.00	179.91
Mother Son Night	-	653.36	-653.36	-700.00	46.64
Muffins With Mom	755.85	689.74	66.11	100.00	-33.89
Bingo Night	558.20	162.00	396.20	-	396.20
<b>Total</b>	<b>10,662.50</b>	<b>12,911.33</b>	<b>-2,248.83</b>	<b>150.00</b>	<b>-2,398.83</b>

<b>Fundraising</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Boosterthon	27,281.30	13,633.65	13,647.65	15,000.00	-1,352.35
Box Tops	1,831.30	1,337.60	493.70	1,000.00	-506.30
Butterbraids	6,928.00	4,039.00	2,889.00	3,000.00	-111.00
Cookie Dough	27,542.50	16,337.00	11,205.50	10,000.00	1,205.50
FNO - Cafe Rio	408.40	-	408.40	400.00	8.40
FNO - Chik-Fil-A	200.00	-	200.00	200.00	-
FNO - Chipotle	485.06	-	485.06	600.00	-114.94
FNO - Dairy Queen	85.12	-	85.12	200.00	-114.88
FNO - Firehouse Subs	125.00	-	125.00	150.00	-25.00
FNO - Peter Piper Pizza	1,201.57	-	1,201.57	1,200.00	1.57
FNO - Venezias	110.10	-	110.10	200.00	-89.90
Harkins Summer Movie	1,753.00	1,225.00	528.00	500.00	28.00
Hurricane Harvey Relief	415.05	415.05	-	-	-
Rewards Programs	1,387.77	-	1,387.77	500.00	887.77
Smoothie Day	7,130.28	4,732.00	2,398.28	3,000.00	-601.72
Student Council Proceeds	-	-	-	-1,680.00	1,680.00
Sunshine Acres Clothing Drive	426.60	-	426.60	200.00	226.60
Readathon	154.12	191.87	-37.75	-	-37.75

FNO - Little Caesars	582.00	-	582.00	-	582.00
<b>Total</b>	<b>78,047.17</b>	<b>41,911.17</b>	<b>36,136.00</b>	<b>34,470.00</b>	<b>1,666.00</b>

Sales	Income	Expenses	Year to Date	Net Budget	More/-Less
Bricks	330.00	220.00	110.00	350.00	-240.00
Concessions	177.32	592.38	-415.06	-	-415.06
Harkins Movie Cups	35.00	-	35.00	-	35.00
Miscellaneous	158.00	183.63	-25.63	-	-25.63
T-Shirts	4,267.00	5,782.68	-1,515.68	800.00	-2,315.68
Yearbooks	4,329.70	4,538.10	-208.40	650.00	-858.40
<b>Total</b>	<b>9,297.02</b>	<b>11,316.79</b>	<b>-2,019.77</b>	<b>1,800.00</b>	<b>-3,819.77</b>

Savings Account	Income	Expenses	Year to Date	Net Budget	More/-Less
Interest	2.41	-	2.41	-	2.41
Bank Fees	-	3.00	-3.00	-	-3.00
<b>Total</b>	<b>2.41</b>	<b>3.00</b>	<b>-0.59</b>	<b>-</b>	<b>-0.59</b>

School Gifts	Income	Expenses	Year to Date	Net Budget	More/-Less
AR / Renaissance	-	3,003.80	-3,003.80	-3,200.00	196.20
Art Masterpiece	-	373.13	-373.13	-400.00	26.87
Education / Training	-	311.50	-311.50	-2,000.00	1,688.50
Family In Need Fund	-	200.00	-200.00	-500.00	300.00
Field Trips - 6th Grade	-	-	-	-600.00	600.00
Field Trips - 5th Grade	-	-	-	-600.00	600.00
Field Trips - 4th Grade	-	-	-	-400.00	400.00
Field Trips - 3rd Grade	-	-	-	-400.00	400.00
Field Trips - 2nd Grade	-	-	-	-400.00	400.00
Field Trips - 1st Grade	-	-	-	-400.00	400.00
Field Trips - Kindergarten	-	870.48	-870.48	-400.00	-470.48
Field Trips - Pre School	-	-	-	-200.00	200.00
Hospitality -Teacher App Week	-	2,071.41	-2,071.41	-850.00	-1,221.41
Hospitality -Staff Meals	-	1,095.42	-1,095.42	-2,100.00	1,004.58
Hospitality -Holiday Gifts	-	2,211.09	-2,211.09	-1,500.00	-711.09
Hospitality -Birthdays	-	-	-	-300.00	300.00
Hospitality -Teacher of the Year	-	382.85	-382.85	-250.00	-132.85
Marquee Sign	-	-	-	-7,000.00	7,000.00
Requests	-	21,252.38	-21,252.38	-14,835.00	-6,417.38
Scholastic Items - 6th Grade	-	284.62	-284.62	-700.00	415.38
Scholastic Items - 5th Grade	-	345.41	-345.41	-700.00	354.59
Scholastic Items - 4th Grade	-	-	-	-700.00	700.00
Scholastic Items - 3rd Grade	-	643.12	-643.12	-700.00	56.88
Scholastic Items - 2nd Grade	-	659.42	-659.42	-700.00	40.58
Scholastic Items - 1st Grade	-	767.58	-767.58	-700.00	-67.58
Scholastic Items - Kindergarten	-	799.66	-799.66	-700.00	-99.66
Student Recognition	-	2,888.85	-2,888.85	-1,500.00	-1,388.85
Teacher Classrooms	-	2,750.00	-2,750.00	-2,500.00	-250.00
Volunteer Recognition	-	-	-	-400.00	400.00



<b>Total</b>	-	40,910.72	-40,910.72	-45,635.00	4,724.28
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<b>Grand Total</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
	108,349.87	118,355.48	-10,005.61	-	-10,005.61

<b>Bank Account Balances</b>	<b>07/01/2017</b>	<b>06/30/2018</b>	<b>Last Reconciled</b>	<b>Summary for the Period</b>	
Checking - Compass	21,165.20	4,305.87	06/30/2018	Starting Total	21,165.20
Savings - Compass	0.00	6,853.72	06/30/2018	Income	108,349.87
<b>Total</b>	<b>21,165.20</b>	<b>11,159.59</b>		Expenses	- 118,355.48 -10,005.61
				Ending Total	11,159.59

Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.

Treasurer's Report Submitted by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_