

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **7H 2**

FROM: Brian Buchholtz, Principal Reading
Bradshaw Mountain Middle School

DATE: October 18, 2011 Discuss

SUBJECT: Approval of Parent Support Organization for Action
Bradshaw Mountain Middle School – Bradshaw
Mountain Middle School Parent Teacher Student Consent X
Organization

OBJECTIVE: Goal # 3 – Increase Parent/Community Involvement

SUPPORTING DATA:

Governing Board Policy KJA states “The Superintendent shall develop procedures as necessary for the annual approval of parent support and booster organizations...”

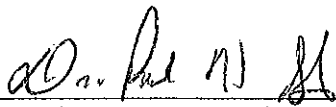
A procedure is in place by which Parent/Teacher and Parent/Teacher/Staff Organizations (PTO/PTSOs) are to be recognized by the Board. This recognition allows the District’s liability insurance carrier, The Arizona Risk Retention Trust, to cover the organizations school related activities.

SUMMARY & RECOMMENDATION:

“Bradshaw Mountain Middle School Parent Teacher Student Organization ” from Bradshaw Mountain Middle School has applied for Board recognition at this time.

Presented in the packet are their official by-laws and information relating to their legal and financial compliance.

It is recommended that the Governing Board:
Move to recognize “Bradshaw Mountain Middle School PTSO” for Bradshaw Mountain Middle School for the 2011-2012 school year.

Approved for transmittal to the Governing Board: 
Dr. Paul Stanton, Superintendent

Questions should be directed to: Brian Buchholtz

APPLICATION FOR GOVERNING BOARD APPROVAL
HUMBOLDT UNIFIED SCHOOL DISTRICT'S PARENT SUPPORT ORGANIZATIONS

Name of Organization PTSO School BMM5
 Related Student Organization or Club _____ Taxpayer I.D. No. 274828891
 (if applicable)

OFFICERS:

Name: <u>Lynn Ellis</u>	Name: <u>Bob Supergen</u>
Office Held: <u>PRESIDENT</u>	Office Held: <u>Vice President</u>
Address: <u>9085 E. Kolbe Way</u>	Address: <u>4871 N. Meixner Rd</u>
<u>Prescott Valley, AZ 86315</u>	<u>Prescott Valley, AZ 86314</u>
Phone(s): <u>928-460-0089</u>	Phone(s): <u>928-772-2899</u>
Email: <u>lynnellis69@yahoo.com</u>	Email: <u>Super-man@rocketmail.com</u>
Date taking office: <u>August 22, 2011</u>	Date taking office: <u>August 22, 2011</u>
Name: <u>Mary Supergen</u>	Name: <u>DARLA LINDBERG</u>
Office Held: <u>Secretary</u>	Office Held: <u>Treasurer</u>
Address: <u>4871 N. Meixner Rd</u>	Address: <u>9510 E MARILYN Lane</u>
<u>Prescott Valley, AZ 86314</u>	<u>Dewey, AZ 86307</u>
Phone(s): <u>928-772-2899</u>	Phone(s): <u>928-632-5635</u>
Email: <u>gloriaflirter@yahoo.com</u>	Email: <u>NONE</u>
Date taking office: <u>August 22, 2011</u>	Date taking office: <u>August 22, 2011</u>

FOR ADDITIONAL OFFICERS, PLEASE ADD A SEPARATE, ATTACHED SHEET.

- Formal Non-Profit** Please Attach:
- | | |
|---|---|
| 1) Articles of Incorporation | 5) Last Fiscal year I.R.S. Form 990 Annual Report |
| 2) Current operating by-laws | 6) Most recent treasurer's financial report |
| 3) Last fiscal year AZ CC Annual Report | 7) Most recent bank statement |
| 4) I.R.S. Determination Letter | |
- Informal Non-Profit** Please Attach:
- 1) Current operating by-laws
 - 2) Most recent treasurer's financial report
 - 3) Most recent bank statement

Bank account established? Yes No Two signatures required? Yes No
 By-laws reviewed annually? Yes No Budget plan in place? Yes No
 Member meetings held how often? _____ Executive meetings held how often? _____

As officers, we hereby agree to abide by the By-laws of our organization and follow the district's Guidelines for Operation and Financial Responsibility while we strive to improve our children's educational opportunities where support is needed.

Lynn Ellis 9-16-11 Bob Supergen 9-21-11
 Signature Date Signature Date
Mary Supergen 9-16-11 Darla Lindberg 9-16-11
 Signature Date Signature Date

Principal's Approval: Signature [Signature] Date: 9-16-11



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 02-08-2011

Employer Identification Number:
27-4828891

Form: SS-4

Number of this notice: CP 575 E

BMMS PTSO
& BMMS PTSO
12255 E TURQUOISE CIR
DEWEY, AZ 86327

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 27-4828891. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, *Tax Exempt Status for Your Organization*, has details on the application process, as well as information on returns you may need to file. To apply for formal recognition of tax-exempt status, most organizations will need to complete either Form 1023, *Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code*, or Form 1024, *Application for Recognition of Exemption Under Section 501(a)*. Submit the completed form, all applicable attachments, and the required user fee to:

Internal Revenue Service
PO Box 12192
Covington, KY 41012-0192

The Pension Protection Act of 2006 contains numerous changes to the tax law provisions affecting tax-exempt organizations, including an annual electronic notification requirement (Form 990-N) for organizations not required to file an annual information return (Form 990 or Form 990-EZ). Additionally, if you are required to file an annual information return, you may be required to file it electronically. Please refer to the Charities & Non-Profits page at www.irs.gov for the most current information on your filing requirements and on provisions of the Pension Protection Act of 2006 that may affect you.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

Bradshaw Mountain Middle School
Parent Teacher Student Organization Bylaws

Article 1 Name and Mission Statement

Name: The name of this organization shall be known as Bradshaw Mountain Middle School Parent Teacher Student Organization.

1.1 Our Mission:

- To bring parents, teachers, administration, and other staff together to work in the best interests of the students.
- To encourage all named parents to become members and to become actively involved in PTSO activities.
- To involve the surrounding community in the life of our school.
- To raise money for the benefit of our school.
- To encourage school spirit and pride.
- To support groups or individuals for their dedication to our students education and welfare.
 - Mission Statement: *Through our family's eyes, our Mission with Vision is to achieve and maintain our greatest success to both build and develop positive parent, student, and teacher relationships. We do our share to improve our school and community.*

Article 2 – Membership and Fees

- 2.1 Membership is open to all parents and supporters of students enrolled at Bradshaw Mountain Middle School, as well as all staff, who is willing to uphold its basic policies and subscribe to its by-laws.
- 2.2 An annual membership enrollment will be conducted. Additional members shall be accepted at anytime.
- 2.3 Annual dues shall be minimal and set by the Executive Board on a yearly basis.
- 2.4 Any family unable to pay dues will not be denied membership because of hardship.
- 2.5 Membership duration shall be from the first day of school until August 31st of the following year.
- 2.6 Member in Good Standing shall be defined as a member who has completed the membership process.

Article 3 – Meetings

- 3.1 Although monthly meetings during the school year are preferred; a minimum of four (4) general organization meetings shall be held in each school year. The first meeting shall be held no later than the first week of September. The second meeting shall be held in November, the third meeting in February, and a final meeting in May.
- 3.2 Special meetings of the organization may be called by the President, by a majority of the Board or upon written request of 10% of the organization membership presented through the secretary with at least seven (7) days notice having been given.
- 3.3 Members present shall constitute a quorum for the transaction of business in any meeting of this organization.
- 3.4 A member in Good Standing shall be entitled to one vote in all general session voting.

3.5 Meetings shall be conducted according to Robert's Rules of Order. The agenda outline shall include the following items for each meeting:

- Call to order
- Roll call/Sign in
- Reading/Approval of minutes from previous
- Treasurer' Report
- Volunteer coordinator report
- Dance chair report
- Special reports (principal, etc)
- Old business
- New business
- Open discussion by members of school business
- Adjournment

Article 4 – Election of Officers

4.1 The nominating committee shall be created at the General Organization Meeting and cannot be eligible to run for office. They shall be appointed by a majority vote.

4.2 The duties of the committee are:

- To send out a letter to the school population to seek nominations for officers.
- To review nomination letters and verify eligibility.
- To notify nominees and to verify their acceptance.
- To prepare ballots for election. In the event of a closed election, the committee shall be responsible for tabulating the votes.

4.3 The nomination process is as follows:

- Any member in Good Standing may be nominated for office.
- A letter to the general school population shall include an explanation of the nomination process and a request for nomination.
- All written nominations shall be received prior to the April Board meeting. At the end of the April Board meeting nominations shall be closed.

4.3 The voting process is as follows:

- Any member in Good Standing shall be eligible to vote.
- Voting for the officers shall take place at the May Organization meeting.
- If there is but one nominee for any office, election for that office may be by voice vote.
- In the case of a ballot vote is required; at least two (2) independent counts of the ballots will be make immediately after the voting.
- All ballots will be destroyed after tabulation.

Article 5 – Officers

5.1 The officers of the organization shall be President, Vice-President, Treasurer, Membership director, and Dance coordinator. Any office may be co-chair.

5.2 Officers shall be elected by ballot, annually in the month of May. If however, there is but one nominee for any office, with a motion from the floor, the election may be voice voted.

5.3 Officers shall assume their official duties at the close of the last general meeting of the year and shall serve for the terms of one (1) year or until their successors are elected.

5.4 Any officer of the organization shall not be eligible to serve more than two (2) consecutive terms in the same office.

5.5 Vacancies: A vacancy occurring in any office, except for the presidency, shall be filled for the remainder of the term by a person elected by a majority vote of the remaining members of the

officer of president, the vice-president shall serve as president for the remainder of the term. If necessary the vice-president's position would be filled as stated above.

- 5.6 Removal from office: The PTSO board, by a 2/3 vote, may remove any elected officer or committee member from his/her position for failure assigned duties, impropriety, failure to attend three (3) consecutive meetings or for any other just cause. Any individual in question is given written notice of the meeting and the intended business. The affected individual shall be given the opportunity to address the Board before any vote for removal is conducted.

Article 6 – Duties of Officers:

- 6.1 **The President** shall preside at all meeting of the Organization and of the Executive Board. Shall perform such other duties as may be prescribed in these by-laws or assigned to him and/or her by the Organization or by the Executive Board. Shall be a member ex-officio of all committees except the nominating committee. Shall coordinate the work of the officers and committees in order that the Objectives of the Organization may be promoted.
- 6.2 **The Vice-President** shall act as an aide to the President and shall perform the duties of the President in his and/or her absence. Shall promote public relations by submitting articles regarding organizational activity to all proper media sources within the community; shall have the responsibility for intra-school promotion and communications, specifically, PTSO newsletters, communication to parents, teachers and administrators.
- 6.3 **The Secretary** shall record, transcribe, copy and distribute the minutes of all meetings of the Organization and of the Executive Board, shall perform such duties as may be delegated by the Executive Board. Also, a current copy of the by-laws, copies of all minutes, treasury reports and lists of Members in Good Standing for the most recent twelve (12) months shall be brought to all meetings.
- 6.4 **The Treasurer** shall receive all monies of the Organization. Shall keep an accurate record of receipts and expenditures; and shall pay our funds as authorized by the Executive Board or the Organization. The Treasurer shall present a written financial statement and balanced monthly statement at every meeting of the Executive Board and Organization to be filed with the Secretary and shall make a full report at the final meeting of the school year. Shall have the accounts examined annually, or upon change of officer by an auditing committee, as per Article X, Section 3.
- 6.5 **The Membership Director** shall coordinate the annual membership enrollment and shall also maintain an up to date list of Members in Good Standing. It is to be available at every meeting of the Executive Board and Organization and filed with the Secretary.
- 6.6 **The Dance Coordinator** shall coordinate social activities, and shall assume any other responsibilities delegated to him/her by the Executive Board.
- 6.7 All officers shall perform the duties prescribed in these by-laws and those assigned from time to time and shall deliver to their successors all official material within ten (10) days after the meeting at which their successor was elected.

Article 7 – The Teacher Representative.

- 7.1 Each year the teaching staff at Bradshaw Mountain Middle School shall elect a representative to the PTSO. More than one teacher may share the responsibility of the Teacher Representative. This representative may send to any meeting another teacher as an alternate Organization substitute. The Teacher Representative shall be given one (1) vote at the annual election in May. The Teacher Representative must sign in at each meeting and the Teacher Representative shall communicate PTSO business transacted at Board and General Organization meetings to the Bradshaw Mountain Middle School teaching staff.

Article 8 – The Executive Board

- 8.1 The Executive Board shall consist of the Officers of the Organization, the principal and the Teacher Representative of the school.
- 8.2 The duties of the Executive Board shall be:
- To transact necessary business in the intervals between Organization meeting and such business as may be referred to it by the Organization.
 - To create standing committees.
 - To approve the plans of work of the standing committees.
 - To present a report at the regular meetings of the Organization.
 - To select an auditing committee to audit the Treasurer's accounts.
- 8.3 The Executive Board shall have monthly meetings during the regular school year. A meeting calendar shall be established each year for the regular meetings and shall be available to the membership no later than the first general Organization meetings. Seven (7) days notice must be given of a change in meeting dates or times.

Article 9 – Standing Committee

- 9.1 The Executive Board as deemed necessary to promote the objectives of the Organization and to carry on its work shall create such standing committee,
- 9.2 Only Members in Good Standing shall be eligible to serve as voting members of a committee.
- 9.3 The Officers of the Organization shall select Chairperson(s) of standing committee.
- 9.4 The chairperson(s) of each standing committee shall present a plan for the Executive Board to approve. No committee work shall be undertaken without the consent of the board.
- 9.5 The President shall be a member ex-officio of all committee except the nomination committee.
- 9.6 The power to form a special committee and appoint its members rests with the majority vote of the Executive Board. Since a special committee is created and appointed for a specific purpose it automatically ceases to exist when its work is done and the Executive Board receives its final report.

Article 10 – Funds

- 10.1 Deposits: All organization funds shall be deposited intact in a federally insured financial institution with 24 hours of their receipt in an account in the name of Bradshaw Mountain Middle School/Parent Teacher Student Organization (PTSO). Incoming monies shall be counted by two PTSO members Organization one PTSO member and the Treasurer and signed in by the same, before being released to the Treasurer for deposit.
- 10.2 Expenditures: All expenditures are to be supported by receipts, invoices and/Organization other supporting documentation and approval by the Executive Board. All checks written for payables shall be signed by the Treasurer and President. All funds not spent by the end of the school year will be maintained in the Bradshaw Mountain Middle School/PTSO bank account for use during the next school year.
- 10.3 Audit: The financial record, of the Organization shall be audited annually by a person who is not a member of the PTSO and whom the Executive Board has appointed. The audit shall take place directly before a new Treasurer takes custody of the PTSO funds for a new school year.
- 10.4 Annual Report: The annual year-end financial statement shall be published and made available to all organizational members.

Article 11 – Amendments

These guidelines may be amended at a general meeting of the Organization only by a majority vote of the Members in Good Standing present and voting, provided written notice has been given to the membership at least (1) one week prior to the vote.

These by-laws were adopted by the vote of the Bradshaw Mountain Middle School/PTSO Executive Board on August 22th, 2011.

Rynn Ellis
President

Bob Supergan
Vice-President

Mary M. Supergan
Secretary

Nuala Lindberg
Treasurer

Credit Union West Account Change Request

ACCOUNT OWNER INFORMATION		ACCOUNTS / SERVICES DESIRED	
Account Number 200851		Savings Accounts: <input type="checkbox"/> Other Savings Account <input type="checkbox"/> Money Market <input type="checkbox"/> Holiday Club <input type="checkbox"/> IRA, please specify type: <input type="checkbox"/> Traditional <input type="checkbox"/> Roth <input type="checkbox"/> Education	Checking Accounts: <input type="checkbox"/> Star Checking <input type="checkbox"/> FREE Checking
Account Owner BRADSHAW MOUNTAIN PTSO			
Multiple Owner DARLA LINBERG, MARY SUPERGAN		Certificates: <input type="checkbox"/> Smart Saver <input type="checkbox"/> Money Market <input type="checkbox"/> IRA <input type="checkbox"/> Youth	Other: <input type="checkbox"/> TELLERphone <input type="checkbox"/> Home Banking <input type="checkbox"/> Bill Payment
Mother's Maiden Name			
Address 12265 TURQUOISE CIRCLE		<input type="checkbox"/> Address Change:	
City / State / Zip DEWEY, AZ 86327			
Home Telephone # (928) 832-5635	Work Telephone # (928) 759-4900	Card Access: <input type="checkbox"/> ATM Access Card <input type="checkbox"/> VISA Check Card	

SUBSEQUENT ACTIONS

I authorize Credit Union West to make the following changes to the above indicated account(s):

Account/Service Addition - Add the account/service designated above for the account owner named above.

Account Owner Addition - The above account is a multiple-party account with rights of survivorship.

Multiple Owner DARLA LINBERG		Multiple Owner MARY SUPERGAN	
Address 9510 E MARILYN		Address 4871 N MEIXNER RD	
City / State / Zip DEWEY, AZ 86327		City / State / Zip PRESCOTT VALLEY, AZ 86314	
SSN / TIN 331-52-2696	DOB 04/05/1955	SSN / TIN 474-74-0960	DOB 08/06/1964
Home Phone	Work Phone	Home Phone (928) 772-2899	Work Phone

Name Change Owner Multiple Owner

New Name _____ Previous Name _____

Other CHANGE EIN NUMBER AND ADD MARY SUPERGAN AS JO

PAYABLE ON DEATH DESIGNATION

I hereby designate _____ my _____ at _____

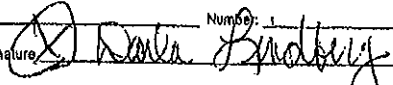
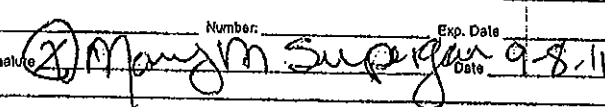
(Beneficiary's Full Name) (Relationship to Account Holder) (Beneficiary's Address) (Telephone #)

As beneficiary of my **200851** account, and I understand that some conditions may apply. (Refer to your Membership and Account Agreement for details).

Signature _____ Date _____

AUTHORIZATIONS

I/We certify that all information contained in this application is true and complete. By signing below, I/we agree to the terms and conditions of the Membership and Account Agreement, Truth-In-Savings Rate and Fee Schedule and to any amendments the credit union makes from time to time which are incorporated herein. I/we understand that the Membership and Account Agreement and the disclosures applicable to the accounts and services which I/we have opened will be provided to me/us within twenty (20) days. All owners and agents acknowledge receiving a copy of the Membership and Account Agreement which includes the Electronic Funds Transfer disclosures, Funds Availability disclosures, Privacy Policy and Rate and Fee disclosures. The Deposit Account Contract has been emailed to Owner 1 if an address was provided. You understand that you may obtain additional copies of this Contract from us during business hours and copies of the Deposit Account Contract from our Web site at any time. Credit Union West is hereby authorized to verify my/our income, employment and credit worthiness through any source necessary. I understand that additional information may be needed to process my/our requests. The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding. By signing below, I hereby authorize the Department of Defense and its various Department Commands to verify my social security number or other identifier and disclose my home address to authorized Credit Union West officials so that they may contact me in connection with my business with Credit Union West. All information furnished will be used solely in connection with my financial relationship with, and property of Credit Union West.

(Name) BRADSHAW MOUNTAIN PTSO appeared before me on (date) 09/08/2011 and identified himself/herself with the following documents, one of which included a photo of the applicant, the applicant's signature, and actual residential address.		Notary Stamp _____ Date _____	Fingerprint
1. _____ Number: _____ Exp. Date _____	Signature _____ Date _____		
(Name) DARLA LINBERG appeared before me on (date) 09/08/2011 and identified herself/herself with the following documents, one of which included a photo of the applicant, the applicant's signature, and actual residential address.		Notary Stamp _____ Date _____	Fingerprint
1. _____ Number: _____ Exp. Date _____	2.  Number: _____ Exp. Date _____ Date 9-8-11		
(Name) MARY SUPERGAN appeared before me on (date) 09/08/2011 and identified herself/herself with the following documents, one of which included a photo of the applicant, the applicant's signature, and actual residential address.		Notary Stamp _____ Date _____	Fingerprint
1. _____ Number: _____ Exp. Date _____	2.  Number: _____ Exp. Date _____ Date 9-8-11		



P.O. Box 7600
 Glendale, AZ 85312-7600
 602-631-3200
 602-631-3435 - Fax
 800-621-0287 - Toll Free
 www.cuwest.org

Statement Period
 8/6/2011 - 9/5/2011

Account #
 200851

Make yourself at home with an FHA Home Loan from Credit Union West!

Call our Real Estate experts at 602.631.3479, 928.778.7156 or 800.621.0287.

* Applicants must meet FHA requirements. Credit Union West is an Equal Housing Lender. All loan rates and approvals based on credit qualifications and performance. New Credit Union West accounts opened pursuant to the U.S. Patriot Act. Credit report must remain in credit union possession. Certain restrictions apply. Program subject to change without notice.

BARLA D LINDBERG BRADSHAW Mountain PTSO
 12255 TURQUIOSE CIRCLE
 DEW AZ 86327



1772

NAME CHANGED per paperwork from bank.

Statement Summary

Deposit Accounts		Total Balance		\$1,956.79
Account Type	Previous Balance	Deposits	Withdrawals	Ending Balance
REGULAR SAV ACCT (Suffix 00)	5.26	0.00	0.00	5.26
CHECKING ACCT (Suffix 09)	1,883.41	68.08	0.00	1,951.49

REGULAR SAV ACCT (Suffix 00)

PREVIOUS BALANCE				\$5.26
Date	Transaction Description	Deposits	Withdrawals	Balance
	BEGINNING BALANCE			5.26
ENDING BALANCE:				\$5.26

Match-in-Savings Information
 YTD Dividends: .00

CHECKING ACCT (Suffix 09)

PREVIOUS BALANCE				\$1,883.41
Date	Transaction Description	Deposits	Withdrawals	Balance
	BEGINNING BALANCE			1,883.41
08/17	Direct Deposit	7.08		1,890.49
	Electronic Scrip Rebate			
08/31	Deposit	61.00		1,951.49
ENDING BALANCE:				\$1,951.49

No much more than money.



www.cuwest.org

602.431.3200 | 928.778.7156 | 800.621.0287

Statement Period

8/6/2011 - 9/5/2011

Account #

200851

Truth-In-Savings Information

YTD Dividends: \$0.00

Beginning Balance	1,883.41	Ending Balance	951.49
Checks Paid	0.00	Number of Checks Cleared	0
Misc Debits	0.00	Maint/Service Chgs	0.00
Deposits/Div/Credits	68.08		

Summary

FOR 2011

TRA YTD DIVIDENDS	OTHER YTD DIVIDENDS	TOTAL YTD DIVIDENDS	TOTAL YTD WITHHOLDING	TOTAL YTD PENALTIES
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FREE Money Management and Financial Education Services through Accel!

Financial counselors are available to assist with your individual needs ranging from establishing a proactive savings plan to saving a home from foreclosure. Accel provides confidential assistance with all your money management and education needs. Call 1-877-33ACCEL (332-2235) to speak to a counselor.

ADIN 200851 MOUNTAIN PTSO/BRADSHAW
DARLA LINBERG
12255 TURQUIOSE CIRCLE

09/08/11 03:26 PM BR:0008
BD:09/08/2011
PR: .00
AZ 86327 EIN: ~~SSA~~:274-82-8891
PH: (928) 632-5635
WK: (928) 759-4900

DEWEY

HOUSEHOLD:

0

Sfx	Share Description	Abrv	Dt Open	Balance	Avail	Rate	Last Activity
00	REGULAR SAV ACCT	RSA	091808	5.26	0	.0500	101008 WMRX
09	CHECKING ACCT	SDA	101008	3381.49	3381	.0000	090811 WMRX

So much more than money.



Ryan Dylong
Branch Manager
Prescott Valley Branch

Phone: 928.778.7156
Ext. 1026
Fax: 602.749.2932
ryan.dylong@cuwest.org

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **743**
FROM: Dr. Theresa Matteson, Principal Reading
Glassford Hill Middle School
DATE: October 18, 2011 Discuss
SUBJECT: Approval of Parent Support Organization for Action
Glassford Hill Middle School – Glassford Hill
Middle School Parent Teacher Student Organization Consent X

OBJECTIVE: Goal # 3 – Increase Parent/Community Involvement

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Approved for transmittal to the Governing Board: 
Dr. Paul Stanton, Superintendent

Questions should be directed to: Dr. Theresa Matteson

Rec'd 8/19/11 md

APPLICATION FOR GOVERNING BOARD APPROVAL HUMBOLDT UNIFIED SCHOOL DISTRICT'S PARENT SUPPORT ORGANIZATIONS

Name of Organization PARENT TEACHER STUDENT ORGANIZATIONS School GLASSFORD HILL MIDDLE SCHOOL

Related Student Organization or Club _____ Taxpayer I.D. No. 27-3762130
(if applicable)

OFFICERS:

Name: JENNIFER ALLERDINGS

Name: KIMBERLEY MARTY

Office Held: PRESIDENT

Office Held: SECRETARY

Address: 7765 E MELODY RANCH RD
Prescott Valley, AZ 86315

Address: 8610 Marrow Rd.
Prescott Valley AZ 86315

Phone(s): 928-848-2625

Phone(s): 928 772-5054 / 533-5841

Email: jallerdings@cableone.net

Email: kmarty67@guest.office.net

Date taking office: 8/1/11

Date taking office: 8/1/11

Name: JODEE SHERWOOD

Name: Michelle Hacker

Office Held: TREASURER

Office Held: Hospitality

Address: 8444 N PRAIRIE VIEW
PRESCOTT VALLEY AZ 86315

Address: 7367 E Granite View
Prescott Valley AZ 86315

Phone(s): 928-277-5121

Phone(s): 928-830-7461

Email: jodees@hotmail.com

Email: cody.sarah@g.com

Date taking office: 8/1/11

Date taking office: 8/1/11

FOR ADDITIONAL OFFICERS, PLEASE ADD A SEPARATE, ATTACHED SHEET.

Formal Non-Profit Please Attach:

- 1) Articles of Incorporation
- 2) Current operating by-laws
- 3) Last fiscal year AZ CC Annual Report
- 4) I.R.S. Determination Letter

- 5) Last Fiscal year I.R.S. Form 990 Annual Report
- 6) Most recent treasurer's financial report
- 7) Most recent bank statement

Informal Non-Profit Please Attach:

- 1) Current operating by-laws
- 2) Most recent treasurer's financial report
- 3) Most recent bank statement

Bank account established? Yes No

Two signatures required? Yes No

By-laws reviewed annually? Yes No

Budget plan in place? Yes No

Member meetings held how often? monthly Executive meetings held how often? 1 per year

As officers, we hereby agree to abide by the By-laws of our organization and follow the district's Guidelines for Operation and Financial Responsibility while we strive to improve our children's educational opportunities where support is needed.

Jennifer Allerdings 8/16/11
Signature Date

Kimberley Marty 8/16/11
Signature Date

Jodee L Sherwood 8/16/11
Signature Date

Michelle Hacker 8/16/11
Signature Date

Principal's Approval: Signature [Signature] Date: 8/16/11

Date of this notice: 10-26-2010

Employer Identification Number:
27-3762130

Form: SS-4

Number of this notice: CP 575 E

GLASSFORD HILL MS PTSO
% GHMS PTSO
6901 PANTHER PATH
PRESCOTT VLY, AZ 86314

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 27-3762130. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, *Tax Exempt Status for Your Organization*, has details on the application process, as well as information on returns you may need to file. To apply for formal recognition of tax-exempt status, most organizations will need to complete either Form 1023, *Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code*, or Form 1024, *Application for Recognition of Exemption Under Section 501(a)*. Submit the completed form, all applicable attachments, and the required user fee to:

Internal Revenue Service
PO Box 12192
Covington, KY 41012-0192

The Pension Protection Act of 2006 contains numerous changes to the tax law provisions affecting tax-exempt organizations, including an annual electronic notification requirement (Form 990-N) for organizations not required to file an annual information return (Form 990 or Form 990-EZ). Additionally, if you are required to file an annual information return, you may be required to file it electronically. Please refer to the Charities & Non-Profits page at www.irs.gov for the most current information on your filing requirements and on provisions of the Pension Protection Act of 2006 that may affect you.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

Bylaws of
GLASSFORD HILL MIDDLE SCHOOL
PARENT TEACHER STUDENT ORGANIZATION

ARTICLE I

NAME

1.1 NAME: The name of this organization shall be known as Glassford Hill Middle School Parent Teacher Student Organization.

ARTICLE II

OBJECTIVES

2.1 OBJECTIVES: The objectives of this organization are:

- To develop between educators, parents and students such united efforts as will secure for all the highest advantages in physical, social, and moral education;
- To promote the welfare of children and youth in home, school, and community;
- To be actively involved in activities that benefit all students at GHMS;
- To involve the surrounding community in the life of our school;
- To raise money for the benefit of our school;
- To encourage school spirit and pride;
- And to honor individuals for their dedication to our students' education and welfare.

ARTICLE III

POWERS

3.1 POWERS: The organization shall have all legal powers necessary to fulfill its objectives, including but not limited to the holding of meetings, issuance of communications to parents, teachers, administrators and/or community members; to hold or sponsor events or special projects for the benefit of our school or its students; to study specific areas of interest or perceived problems and make recommendations to the appropriate party, to form committees and/or subcommittees; and to charge and collect dues.

ARTICLE IV

MEMBERSHIP

4.1 MEMBERSHIP: Membership is open to all parents, guardians, businesses and supporters of children enrolled at Glassford Hill Middle School, all Glassford Hill Middle School staff, as well as all students enrolled in Glassford Hill Middle School.

4.2 VOTING PRIVILEGES: A paid membership due entitles Board members to one vote in all-general session voting. A quorum for the Board of Directors is three members. All decisions must have at least a unanimous vote of the quorum or a majority vote of the full PTSO Board. Voting may also be done through electronic meetings (by phone or email).

4.3 STAFF MEMBER PRIVILEGES: Any staff member that has paid membership dues can submit requests for funding and is eligible for Staff of the Month nomination.

ARTICLE V

PTSO BOARD

5.1 MEMBERS: The governing body of the organization shall be known as the PTSO Board and shall consist of a site administrator of Glassford Hill Middle School, officers of the PTSO Board and all Committee Chairs. The PTSO Board shall be responsible for all policy decisions affecting the organization's operation and activities and shall review the implementation of said policy decisions by the officers and committee chairs with the site administration. The principal (or his/her designee) shall have the right of veto for all policy decisions, and in the event of a tie, shall have the right to cast the deciding vote.

5.2 MEETINGS: Meetings shall be held once a month for the duration of the regular school year (excluding December and May). A meeting calendar shall be established each year for the regular meetings and shall be made available to the membership no later than the second regular meeting. The PTSO Board may call such additional meetings of the general membership, as it deems necessary or appropriate.

5.3 PROCEDURES FOR MEETINGS: Meetings shall be conducted according to Robert's Rules of Order. The agenda outline shall include the following items for each meeting:

- Call to order
- Roll call/Sign in
- Reading/Approval of minutes of previous meeting
- Treasurer's report
- Committee reports
- Special reports (principal, etc.)
- Unfinished business
- New business
- Open discussion by members of school business
- Adjournment

ARTICLE VI

OFFICERS

6.1 OFFICERS: The officers of the organization shall be president/co-president, secretary/co-secretary, treasurer, publicity director, hospitality, membership, and with the allowance of a "Board Member at Large" (the Board will consist of a minimum of 5 officers).

6.2 QUALIFICATIONS: Each officer must be a paid member of the PTSO Board. No officer shall serve in the same capacity for more than two consecutive terms. A Board member may not be employed by the Humboldt Unified School District.

6.3 DUTIES: The respective duties of the officers shall be as follows:

A) PRESIDENT/CO-PRESIDENT: The president/co-president shall preside at all meetings. They shall appoint committees and serve as ex officio members of all committees. At least one president/co-president shall follow District protocol in getting contract agreements signed by the District Office, official correspondence and other instruments requiring execution on behalf of the organization. The president/co-president shall act as the operating and directing authority of the organization subject to all policies and resolutions established by the PTSO Board ensuring district protocol is followed for food preparation and sales, and shall be in charge of maintaining and opening email accounts to all officers. The president/co-president is also responsible for obtaining Site and District approval for all fundraising activities and complete facility requests as appropriate to reserve venues.

B) SECRETARY/CO-SECRETARY: The secretary/co-secretary shall see that minutes of all meetings are kept. Official distribution shall be made of all minutes and shall include one copy to all officers, a site administrator and organization files. Minutes should be kept for 3 years.

C) TREASURER: The treasurer shall have general custody of all funds and financial records of the organization and shall prepare a written financial report for each meeting. The treasurer shall receive and reconcile the bank statements and will maintain a file of these statements. The treasurer shall submit a monthly statement coinciding with the regularly scheduled meetings to all officers, principal, and the organization files. Financial records and bank statements shall be submitted to the District Finance Department on a monthly basis during the school year.

D) PUBLICITY DIRECTOR: The publicity director shall promote public relations by submitting articles regarding organizational activity to all proper media sources within the community. The publicity director shall also have responsibility for intra-school promotion and communications, specifically, school newsletters, communications to parents, teachers and administrators.

E) HOSPITALITY: The hospitality coordinator shall adhere to all designated appreciation dates with purchase (after vote of approval) of gifts/supplies and then distribution.

F) MEMBERSHIP: The membership coordinator shall be in charge of creating and distributing of membership enrollment forms to all parents, guardians and supporters of children enrolled at Glassford Hill Middle School and all staff of Glassford Hill Middle School. He/She shall be in charge of reporting membership enrollment updates at regularly scheduled meetings. Membership shall be in charge of the collection of membership dues and receipt documentation. All funds collected must be turned in to Treasurer for deposit.

G) MEMBER AT LARGE: A voted in member of the board who agrees to come to regularly scheduled meetings and is allowed to be a voting member.

ARTICLE VII

ELECTIONS

7.1 ELECTIONS: Nomination and election of PTSO Board members for the next school year shall take place during the last meeting in the spring or during the first or second meeting each fall.

7.2 TERM OF OFFICE: Each PTSO Board member shall be elected for a term of one year.

7.3 VACANCIES: In the event a vacancy occurs in any office or on the PTSO Board, a replacement shall be appointed by the PTSO Board for the remainder of the term.

7.4 REMOVAL FROM OFFICE: The PTSO Board, by a 2/3 vote, may remove any elected officer or committee member from his/her position for failure to perform assigned duties, impropriety, failure to attend three consecutive regular meetings or for any other just cause. Any vote of the purpose of removing an elected official or director shall occur only after the individual in question is given written notice of the meeting and the intended business. The affected individual shall be given the opportunity to address the board of directors before any vote for removal is conducted.

ARTICLE VIII

FUNDS

8.1 DEPOSITS: All organization funds shall be deposited intact in a federally insured financial institution within one business day of their receipt in an account in the name of Glassford Hill Middle School Parent Teacher Student Organization. Incoming monies shall be counted by two PTSO Board members and signed in by the same or by at least one PTSO Board member and the treasurer, signatures also required, before being released to the treasurer for deposit. The monthly statements of the account shall be mailed directly to Glassford Hill Middle School where the Glassford Hill Middle School principal shall open and review said statement

prior to forwarding to the treasurer. Treasurer may not deposit district monies or monies collected from/by students for school-sponsored events.

8.2 EXPENDITURES: All expenditures are to be supported by receipts, invoices and/or other supporting documentation and approved by the PTSO Board. All funds not spent by the end of the school year will be maintained in the GHMS PTSO checking account for use during the next school year.

8.3 DISBURSEMENTS: All checks must be signed by two authorized PTSO Board members.

8.4 AUDIT: The financial records of the organization shall be audited annually by a person who is not a member of the PTSO Board and who has been appointed by the president/co-president. The audit shall take place directly before a new treasurer takes custody of the PTSO funds for a new school year.

8.5 ANNUAL REPORT: The annual year-end financial statement shall be published and made available to all organization members.

ARTICLE IX

AMENDMENTS

9.1 AMENDMENTS: These bylaws may be amended only by a 2/3 vote of the PTSO Board. The president/co-president may call for an advisory vote of all organization members present at a meeting at which any amendment may be under consideration or may request that an advisory poll of the members be conducted in writing.

ARTICLE X

DISSOLUTION

10.1 DISSOLUTION: The organization may be dissolved only upon a 2/3 vote of the members present at a meeting called and published for the purpose of dissolution.

10.2 DISTRIBUTION OF FUNDS: In the event of dissolution, any and all remaining PTSO funds in the treasury and usable supplies belonging to the council shall be turned over to the Glassford Hill Middle School General Auxiliary Account.

Account Number 0002 3520 8019 Temporary Signature Card
 Account Type BUSINESS ECONOMY CHECKING
 Account Title GLASSFORD HILL P T S O

Name of Corporation GLASSFORD HILL P T S O
 Tax Identification Number 27-3762130

By signing below, the above named Corporation agrees that this account is and shall be governed by the terms and conditions set forth in the following documents, as amended from time to time: (1) the Deposit Agreement and Disclosures, (2) the Business Schedule of Fees, (3) the Miscellaneous Fees for Business Accounts and the Corporation further acknowledges the receipt of these documents.

Substitute Form W-9. Certification-Under penalties of perjury, I certify that: (1) The number shown on this form is the correct taxpayer identification number (or I am waiting for a number to be issued to me), and (2) I am not subject to backup withholding because: (A) I am exempt from backup withholding, or (B) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (C) The IRS has notified me that I am no longer subject to backup withholding, and (3) I am a U.S. person (including a U.S. resident alien).

Certification Instructions

You must cross out item (2) above if you have been notified by the IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return. (See also IRS instructions for Form W-9).

Exempt (check if applicable)

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Name (typed or printed)	Title	Signature
1. <u>Jodee Sherwood</u>	<u></u>	<u></u>
2. <u></u>	<u></u>	<u></u>
3. <u></u>	<u></u>	<u></u>
4. <u></u>	<u></u>	<u></u>
5. <u></u>	<u></u>	<u></u>

I, the undersigned, hereby certify (1) I am the Secretary or Assistant Secretary of the Corporation named above, (2) the above named person(s) are those person(s) currently empowered to act under the Corporate resolutions authorizing this account and the other banking services provided for therein, (3) that the title and specimen signature set forth opposite the name of each person are true and genuine, and (4) the Substitute Form W-9 certification.

This _____ day of _____

 Secretary/Assistant Secretary

ATM/Deposit/Check Card Request

Provided that the account referenced above is eligible to receive automated teller machine cards and/or Check Cards, I (as authorized by the resolutions which authorize this account) hereby request the issuance of such cards to any of the authorized signers on this account.

 Signature _____
 Title

Bank Information

Date 08/16/2011
 Banking Center Name PRESCOTT VALLEY
 Associate's Name KATHLEEN BOGGS
 Associate's Phone Number 928-772-8201



Bank of America

Bank of America, N.A.
P.O. Box 26118
Tampa, FL 33622-6118

Page 1 of 3
Statement Period
08/01/11 through 08/31/11
EO P PA 0A 48
Enclosures 0
Account Number 0002 3520 8019

BD 09/09 0 0333 816 294 016777 #001 AV 0.340

GLASSFORD HILL P T S O
6901 PANTHER PATH
PRESCOTT VALLEY AZ 86314-2252

Our Online Banking service allows you to check balances, track account activity and more.
With Online Banking you can also view up to 18 months of this statement online.
Enroll at www.bankofamerica.com/smallbusiness.

Customer Service Information www.bankofamerica.com

For additional information or service, visit www.bankofamerica.com
or call 1-800-BUSINESS (1-800-297-4887)

Or you may write to
Bank of America, N.A.
P.O. Box 26118
Tampa, FL 33622-6118

Deposit Accounts

Business Economy Checking

GLASSFORD HILL P T S O

Your Account at a Glance

Account Number	0002 3520 8019	Statement Beginning Balance	\$3,295.44
Statement Period	08/01/11 through 08/31/11	Amount of Deposits/Credits	\$417.30
Number of Deposits/Credits	5	Amount of Withdrawals/Debits	\$225.27
Number of Withdrawals/Debits	4	Statement Ending Balance	\$3,487.47
Number of Deposited Items	18	Average Ledger Balance	\$3,393.68
Number of Days in Cycle	31	Service Charge	\$0.00

Remember, by using your Bank of America Small Business Check Card, Bank of America provides you with another way to avoid the monthly maintenance fee on your business checking account.

BANK BAL 3,487.47
0/5 CHK # 1932 < 25.00 >
BOOK BAL 3,462.47
Recon
JLD
8/31/11

GLASSFORD HILL P T S O

Page 2 of 3
 Statement Period
 08/01/11 through 08/31/11
 EO P PA 0A 43
 Enclosures 0
 Account Number 0002 8520 8018

Deposits and Credits

Date Posted	Amount (\$)	Description	Bank Reference
08/09	172.72	Counter Credit	813003150888707
08/16	74.00	Deposit	813003250136809
08/16	41.58	Electronic Scrip Dis:Rebate ID:6508126 Indn:Glassford Hill Middle Co ID:3943290619 Ccd	902528013251631
08/18	64.50	Deposit	813003150888181
08/23	64.50	Counter Credit	813003150430938

**Withdrawals and Debits
Checks**

Check Number	Amount (\$)	Date Posted	Bank Reference	Check Number	Amount (\$)	Date Posted	Bank Reference
1928	164.03	08/12	813008792786741	1931*	13.05	08/22	813009392072717
1929	43.27	08/15	813000592823873				

* Gap in sequential check numbers

Other Debits

Date Posted	Amount (\$)	Description	Bank Reference
08/09	4.92	Card Account # 4635 8800 0395 7388; Kmart 08/09 #000779610 Purchase	917808090779610
Subtotal	4.92		

Daily Ledger Balances

Date	Balance (\$)	Date	Balance (\$)	Date	Balance (\$)
08/01	3,295.44	08/15	3,255.94	08/22	3,422.97
08/09	3,463.24	08/16	3,371.52	08/23	3,487.47
08/12	3,299.21	08/18	3,436.02		

DM

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 7H 4

FROM: Michael DeRois, Principal Liberty Traditional School Reading

DATE: October 18, 2011 Discuss

SUBJECT: Approval of Parent Support Organization for Liberty Traditional School –Liberty Traditional School Parent Teacher Organization Action
Consent X

OBJECTIVE: Goal # 3 – Increase Parent/Community Involvement

SUPPORTING DATA:

Governing Board Policy KJA states “The Superintendent shall develop procedures as necessary for the annual approval of parent support and booster organizations...”

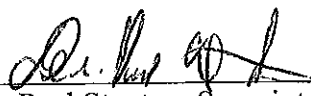
A procedure is in place by which Parent/Teacher and Parent/Teacher/Staff Organizations (PTO/PTSOs) are to be recognized by the Board. This recognition allows the District’s liability insurance carrier, The Arizona Risk Retention Trust, to cover the organizations school related activities.

SUMMARY & RECOMMENDATION:

“Liberty Traditional School Parent Teacher Organization” from Liberty Traditional School has applied for Board recognition at this time.

Presented in the packet are their official by-laws and information relating to their legal and financial compliance.

It is recommended that the Governing Board:
Move to recognize “Liberty Traditional School PTO” for Liberty Traditional School for the 2011-2012 school year.

Approved for transmittal to the Governing Board: 
Dr. Paul Stanton, Superintendent

Questions should be directed to: Michael DeRois

APPLICATION FOR GOVERNING BOARD APPROVAL
 HUMBOLDT UNIFIED SCHOOL DISTRICT'S PARENT SUPPORT ORGANIZATIONS

AUG 31 2011

Name of Organization LTS PTO School LTS
 Related Student Organization or Club _____ Taxpayer I.D. No. 80-0091574
 (if applicable)

OFFICERS:
 Name: Michael Sanders
 Office Held: President
 Address: 3090 Montana Ct. 5A
Prescott AZ 86302
 Phone(s): (360) 548-7067
 Date taking office: May 2011

Name: Beth Koehl
 Office Held: Treasurer
 Address: 7975 E Phardap Lane
PV AZ 86315
 Phone(s): (928) 533-6687
 Date taking office: May 2011

Name: Gina Stevenson
 Office Held: Vice President
 Address: 9921 E Texas Dr
Prescott Valley 86314
 Phone(s): 759-7231
 Date taking office: May 2011

Name: _____
 Office Held: _____
 Address: _____
 Phone(s): _____
 Date taking office: _____

FOR ADDITIONAL OFFICERS, PLEASE ADD A SEPARATE, ATTACHED SHEET.

- Formal Non-Profit Please Attach:
- 1) Articles of Incorporation
 - 2) Current operating by-laws
 - 3) Last fiscal year AZ Corporation Commission Annual Report
 - 4) I.R.S. Determination Letter
 - 5) Last Fiscal year I.R.S. Form 990 Annual Report
 - 6) Most recent treasurer's financial report
 - 7) Most recent bank statement

- Informal Non-Profit Please Attach:
- 1) Current operating by-laws
 - 2) Most recent treasurer's financial report
 - 3) Most recent bank statement

Bank account established? Yes No Two signatures required? Yes No
 By-laws reviewed annually? Yes No Budget plan in place? Yes No
 Member meetings held how often? 1x/month Executive meetings held how often? 1x/month

As officers, we hereby agree to abide by the By-laws of our organization and follow the district's Guidelines for Operation and Financial Responsibility while we strive to improve our children's educational opportunities where support is needed.

Signature Gina Stevenson Date 8/23/11 Signature Beth Koehl Date 8/18/11
 Signature [Signature] Date 8/25/11 Signature _____ Date _____
 Principal's Approval: Signature M. DeRui Date: 8-23-11



Department of the Treasury
Internal Revenue Service
P.O. BOX 9019
HOLTSVILLE NY 11742-9019

In reply refer to: 0153726180
Dec. 01, 2010 LTR 147C 0
80-0091574 000000 00
Input Op: 0153726180 00002052
BODC: SB

LIBERTY TRADITIONAL SCHOOL PTO
% TREASURER
3300 N LAKE VALLEY RD
PRESCOTT VLY AZ 86314-2287



017200

Employer Identification Number: 80-0091574

Dear Taxpayer:

We received your request of Nov. 19, 2010, asking us to verify your Employer Identification Number (EIN) and name.

Your Employer Identification Number (EIN) is 80-0091574. Please keep this letter in your permanent records. Enter your name and EIN on all federal business tax returns and on related correspondence.

If you need forms, schedules, or publications, you can obtain them by visiting the IRS web site at www.irs.gov or by calling toll free at 1-800-TAX-FORM (1-800-829-3676).

Please call our toll-free telephone number at 1-800-829-0115 with any questions you may have.

You also can write to us at the address shown at the top of this letter's first page.

When you write to us, please attach this letter and, in the spaces below, give us your telephone number with the hours we can reach you. You also may want to keep a copy of this letter for your records.

Telephone Number () _____ Hours _____

We apologize for any inconvenience we may have caused you, and thank you for your cooperation.

BYLAWS OF
LIBERTY TRADITIONAL SCHOOL
PARENT TEACHER ORGANIZATION

ARTICLE I

NAME

- 1.1 **NAME:** The name of the organization shall be known as the Liberty Traditional School Parent Teacher Organization.

ARTICLE II

PURPOSES

- 2.1 **PURPOSES:** The purpose for which this organization is formed is to promote the growth of the children in the home, school, and the community; to increase and facilitate communication and cooperation between the home and the school; to encourage the professional, physical, mental, social, and moral education of children, to provide a forum for discussion of local district school objectives and local school issues, and to support the Liberty Traditional School mission and philosophy through the Liberty Advisory Council (LAC) standing committee work, co-chair work and parent-based fundraising. The PTO provides a voice for the Liberty parents.

ARTICLE III

POWERS

- 3.1 **POWERS:** The organization shall have all legal powers necessary to fulfill its purpose, including but not limited to the holding of meetings; issue communications to parents, teachers, or local officials; to sponsor specific or special projects for the benefit of Liberty Traditional School or its students; to study specific problems or areas of interest; to provide the four voting PTO officers to LAC, to co-chair LAC school standing committees or the LAC Ad-Hoc committees, and to charge and collect dues as part of the parent-based fundraising.

ARTICLE IV

MEMBERSHIP

- 4.1 **MEMBERSHIP:** Membership is open to all dues-paying parents and legal guardians of children enrolled at Liberty Traditional School and all Liberty Traditional School staff.
- 4.1a **AMOUNT:** P.T.O. membership dues shall be \$20.00 per family.
- 4.1b **REFUND:** There will be no refunds of P.T.O. dues.
- 4.2 **ANNUAL MEETING:** The annual meeting shall be held during the spring of each year. The board of directors may call such additional meetings of the general membership, as it deems necessary or appropriate.

ARTICLE V

BOARD OF DIRECTORS

- 5.1 **DIRECTORS:** The governing board of the organization shall be known as the Board of Directors, and shall consist of the principal of Liberty Traditional School, and a minimum of eight and maximum of twelve parent representatives elected at large by the membership. The Board of Directors of the Parent Teacher Organization shall be responsible for all policy decisions affecting the organization's operations and activities and will serve as co-chairs of the Liberty Advisory Council standing committees or as school committee members as needed.*
- 5.2a **MEETINGS:** Regular meetings of the Board of Directors shall be held once a month during the school year. These meetings will be on the fourth Tuesday of each month. Liberty Advisory Council will meet the second Tuesday of the following month after each PTO meeting. In the event of a holiday or school break, the meetings will take place the Thursday prior to the Tuesday date. A meeting calendar shall be established each year for regular meetings. Written notice of regular meetings shall be distributed at least three days in advance of the meeting and shall include the agenda for the meeting.*
- 5.2b **SPECIAL MEETINGS:** Special meetings may be called at the discretion of the president. Twenty-four hour written notice is required.

*Amended 10-21-04

5.2c **EXECUTIVE MEETINGS:** Executive meetings may also be called at the discretion of the president. These meetings are closed, and will be for discussion only.

5.3 **PROCEDURES FOR MEETINGS:** Meetings shall be conducted according to Robert's Rules of Order unless a majority of those in attendance vote to adopt special rules of order. The agenda outline shall include all voting items. The format for each meeting is as follows:*

- a. Call to Order
- b. Pledge of Allegiance
- c. Moment of Silence
- d. Official Roll Call
- e. Reading/Approval of minutes of previous meeting
- f. Reports (Principal, President, Treasurer, Committees)
- g. Request for PTO funds
- h. Call to Public
- i. Teacher Participation
- j. Unfinished Business
- k. New Business
- l. Adjournment

5.4a Non-board members may be given the opportunity to speak to agenda items if recognized by the president. Time is limited to three minutes.

5.4b Call to Public may give non-board members the opportunity to address school issues. Time is limited to three minutes.

5.4c Total public participation may not exceed 30 minutes.

**Amended 10-21-04*

ARTICLE VI

OFFICERS

- 6.1 **OFFICERS:** The officers of the organization shall be the president, vice-president secretary, and treasurer.*
- 6.2 **QUALIFICATIONS:** Each officer must be a member of the Board of Directors. The president must have served on the Board of Directors for at least one year prior to his/her election as president. No officer shall serve in the same capacity for more than two consecutive years.
- 6.3 **DUTIES:** The respective duties of the officers shall be as follows:
- a. **PRESIDENT:** The president shall preside at all regular and special meetings of the Board of Directors. The president shall appoint one member of the nominating committee and shall appoint all other committees and serve as ex officio member of all committees (except the nominating committee), and shall sign all contracts, agreements, official correspondence and other instruments requiring execution on behalf of the organization. The president shall act as the operating and directing authority of the organization subject to all policies and resolutions established by the Board. The president shall have the right to appoint himself/herself to the nominating committee provided his/her term as a director is expiring and the president is not seeking re-election. The president will sit on the Liberty Advisory Council (LAC).*
 - b. **VICE-PRESIDENT:** The vice-president shall perform such duties as from time to time may be assigned by the president or the Board of Directors. The vice-president shall have all powers and perform all duties of the president in case of the temporary absence of the president or in case of his/her temporary inability to act. In case of the permanent absence or inability of the president to act, the office of The president shall be declared vacant by the Board of Directors and the successor chosen by the Board. The vice-president shall receive the bank statements from the treasurer and review them. The vice-president will sit on the Liberty Advisory Council (LAC).*
 - c. **SECRETARY:** The secretary shall see that minutes of all meetings of the Board of Directors and officers are kept. Official distribution shall be made of all minutes and shall include one copy each to the president, principal, and organizations files. The secretary will post the minutes in the Volunteer Room and the Office. The secretary will be responsible for updating and maintaining the PTO files. The secretary will sit on the Liberty Advisory Council (LAC).*

**Amended 10-21-04*

d. **TREASURER:** The treasurer shall have general custody of all funds and financial records of the organization and shall prepare a written financial report each month, submitting a copy to each member of the Board and the organization files. The treasurer will receive the bank statements. The treasurer will give the bank statements to the vice-president for review. The treasurer will maintain a file of these statements. The treasurer will be responsible for keeping current updated PTO enrollments through receipt books and the PTO membership forms. The treasurer shall submit an annual statement at the end of the school year to the President, principal, and the organization files. The treasurer shall publish the annual report. The treasurer will sit on the Liberty Advisory Council (LAC).*

e. **COMMITTEES:** There will be six standing committees and any number of Ad-Hoc Committees as needed. The standing committees will be co-chaired by a PTO Board member and a Liberty staff member. The standing committees are as follows:

1. Safety and Discipline
 2. Extra Curricular
 3. Public Relations/Historian*
 4. Curriculum
 5. Principal/Teacher Selection.
 6. Fundraising
- On going Ad-Hoc committees are:
1. Liberty Days
 2. Eighth Grade Promotion
 3. Yearbook

*Amended 10-21-04

ARTICLE VII

ELECTIONS

7.1 ELECTIONS:

- a. At least sixty (60) days prior to the annual meeting, a nominating committee shall be formed, consisting of the chairperson appointed by the president, one member selected by the vote of the Board of Directors, and one member selected by the principal.
- b. The nominating committee shall review qualifications and recommend candidates and nominate at least one candidate for each vacancy on the Board of Directors and shall make its report to the Board of Directors preceding the annual meeting of the membership.
- c. Additional nominations may be made to the president at any time prior to adjournment of the Board of Directors' next regular meeting preceding the annual meeting of the membership.
- d. Election of the Board of Directors shall then be held at the annual meeting. Following the annual meeting the nominating committee will recommend all candidates for each office in the PTO and for the LAC Committee co-chair positions. This will be done by:
 - Polling the current officers and co-chairs as to their desire to continue in that position.
 - Polling other old and new board members as to their interests and qualifications for officer and co-chair seats.
 - Preparing a recommendation slate for officers and co-chairs.
- e. Election of the PTO officers and LAC committee co-chairs for the coming calendar year shall take place at the Board of Directors meeting by a combined vote of the old and new council.
- f. All election committee activity should be completed no later than 10 days prior to scheduled election.

7.2 **TERM OF OFFICE:** Each of the eight to twelve PTO Board of Directors shall be elected for a term of two years. Each year after the first annual election one half of the Board of Director's terms will expire and the other half will fulfill their second year. Each year thereafter one half of the directors shall be elected at the annual meeting of the membership.*

7.3 **VACANCIES:** In the event a vacancy occurs in any office or on the Board of Directors, a replacement shall be appointed by the Board of Directors for the unexpired term. Openings for non-officer positions will be posted in the *Liberty Flyer* for two weeks. The PTO Board will accept the candidate applications (see E.3) for the unexpired term and the names of applicants will be listed in the PTO voting agenda. Voting will take place in the next regular meeting.

*Amended 10-21-04

- 7.4 **REMOVAL FROM OFFICE:** The Board of Directors, by a 2/3 majority vote, may remove any elected officer or director from his/her position for failure to perform assigned duties, impropriety, failure to attend two consecutive regular meetings, or for any other just cause. Any vote for the purpose of removing an elected official or director shall occur only after the individual in question is given written notice of the meeting and the intended business. The affected individual shall be given the opportunity to address the Board of Directors before any vote for removal is conducted.

ELECTIONS

- E.1 **QUALIFICATIONS TO VOTE:** All current school year dues paying members of the P.T.O. shall be allowed to vote.
- E.2a **QUALIFICATIONS TO RUN FOR P.T.O. BOARD:** All current dues paying parents are eligible to run for the P.T.O. Board.
- E.2b All candidates applying must be cleared by fingerprints.*
- E.3 **CANDIDATE APPLICATIONS:** Candidates for the PTO Board of Directors will complete an application (see example on the next page).
- E.4 **ABSENTEE VOTING:**
1. Absentee voting shall begin five (5) days prior to the election.
 2. Qualified voters who will be unable to be at the polls to vote in person are eligible for an absentee ballot.
 3. Absentee ballots may be obtained from the chairman of the nominating committee and must be returned to the nominating committee prior to the close of the polls (7:00p.m.) on election night.
 4. The PTO "seal" shall be affixed to the "official ballot" prior to giving it to the voter.
 5. Prior to receiving their ballot, the voter shall sign the "Request for Absentee Ballot" form.
 6. This form shall be attached to the signature sheet (used election night) when the ballots are counted. The "Request for Absentee Ballot" will be sealed.
 7. "Absentee Ballot" form shall consist of the following: "I (Voter's printed name) do hereby request an Absentee Ballot as I will be unable to vote in person election night. I certify that this is the only ballot I will cast in the election to be held (date of election)"
Signature _____

*Amended 10-21-04

8. The request form shall be printed on the envelope in which the voted ballot will be sealed.
9. At the close of the polls the Absentee Voter's request form shall be verified.
10. If the voter is qualified to vote, the envelope shall be opened and the ballot cast in the ballot box. This is done prior to the removal of the voted ballots from the ballot box.

E.5 ELECTION NIGHT PROCEDURES:

- a. PTO members shall be given a ballot (one per family) after they have signed next to their name on the list of qualified voters.
- b. If their name is not on the list, but they present to the member of the nominating committee a receipt for dues paid, they shall sign their name at the end of the list and shall be given a ballot.
- c. The "Official Ballot" shall include the name of each qualified candidate listed in alphabetical order, and shall be embossed with the PTO seal.
- d. The ballot shall be embossed at the time it is given to the voter and not done in advance. No ballot shall be counted that is not embossed.
- e. At the close of the poll, the ballots and all voting materials and lists shall be taken to a place designated by the chairman of the Nominating Committee to be counted.
- f. The embossing seal shall not be taken into the area where the ballots are to be counted, but will be given to a member of the Board of Directors not involved with the election, until after the ballots are counted and winners announced.
- g. Members of the PTO observing the counting of ballots will not be allowed to carry on conversations, or ask questions of those counting the ballots.
- h. Members of the PTO who become disruptive to the process will be asked to leave the area where the ballots are being counted.
- i. Those candidates receiving the highest number of votes shall be declared the winners.
- j. In the event of a tie, the Board of Directors and the principal, at a special meeting called for this purposes, shall vote by secret ballot for those candidates involved in the tie.
- k. The candidate(s) with the largest number of votes shall be declared the winner(s). In the event of another tie, this process shall continue until a winner is selected.

- E.6 **BOARD OF REPRESENTATIVES:** The President shall appoint a member of the Board of Directors as an observer on election night. The representative will be responsible for answering questions regarding the process as well as maintaining order during the counting of the ballots. If questions arise as to matters of procedure, this Board Representative shall act as Judge and have final say in any differences of opinion. Decisions by the Representative may be appealed to the entire Board at the next regularly scheduled meeting ONLY.

ARTICLE VIII

FUNDS

- 8.1 **DEPOSITS:** All organization funds in amounts over \$100.00 shall be deposited intact in a federally insured financial institution within 24 hours of their receipt in an account in the name of Liberty PTO. All funds, including after school activity funds are to be maintained under the controls provided herein.
- 8.2 **EXPENDITURES:** An annual budget is to be prepared and approved by the Board no later than the September board meeting. All expenditures are to be supported by invoices and/or other documents and approved by the president within the budget limit. All allocated funds not spent by the end of the school year, shall revert to the general fund.
- 8.3 **DISBURSEMENTS:** One signature shall be required on all checks issued by the PTO. Authorized signatures shall include the president, vice-president, and treasurer.
- 8.4 **AUDIT:** The financial records of the organization shall be audited annually by a person who is not a member of the Board of Directors, and who has been appointed by the president.
- 8.5 **ANNUAL REPORT:** The annual year-end financial statement shall be published and be made available to all organization members.

ARTICLE IX

AMENDMENTS

- 9.1 **AMENDMENTS:** These bylaws may be amended only by a 2/3 vote of the Board of Directors. The president may call for an advisory vote of all organization members present at a regular meeting at which any amendment may be under consideration or may request that an advisory poll of the members be conducted in writing.
- 9.2 **AMENDMENT PROCEDURE:** The bylaws will be amended by making an appropriate action to review change comparing previous bylaws with the amended bylaws with an asterisk to footnote referencing the date amended.*

ARTICLE X

DISSOLUTION

- 10.1 **DISSOLUTION:** The organization may be dissolved only upon 2/3 vote of the members present at a regular meeting called and published for the purpose of the dissolution.
- 10.2 **DISTRIBUTION OF FUNDS:** In the event of a dissolution, any and all remaining funds in the treasury and usable supplies belonging to the council shall be turned over to the Liberty Traditional School Student Council Fund.

**Amended 2-17-05*

NOTICE OF ADOPTION

The preceding bylaws were amended by the Liberty Traditional School Board of Directors on 2-17-05

Sheila Bentley, Board President

Vanessa Perry, Board Vice President

Tim Muse, Board Secretary

Bob Stolz, Board Treasurer

Marilyn Lee, Board Member

Letitia Ludlow, Board Member

Jim Sherrow, Board Member

Treasurer's Report August 25, 2011

Current Balance: \$8,277.76

Income:

Family Dues	1,645.00
Yearbook Refund	1,306.84
T-shirts	257.00
Liberty Bracelets	14.00

Expenses:

Teacher Reimbursements	43.00
PTO Admin -- Quicken	32.82
Back to School Night Candy	28.54



BUSINESS DEPOSITORY RESOLUTION



NEW CHANGE

ACCOUNT NO. 992404574

BANK NAME/NUMBER JPMorgan Chase Bank, N.A. (601)

ACCOUNT TITLE LIBERTY TRADITIONAL SCHOOL PTO

BRANCH NAME AND NO. Prescott Valley - 277

DATE 08/30/2011

BUSINESS ADDRESS 3300 N LAKE VALLEY RD
PRESCOTT VALLEY, AZ 86314-2287

PREPARED BY CANDICE KINGSBURY

PHONE NO. 928-771-6288

TAXPAYER ID NO. 80-0091574

PRODUCT TYPE Chase BusinessSelect Checking

Legal Name of Business LIBERTY TRADITIONAL SCHOOL PTO (the "Business")

The individual(s) signing this Resolution hereby certifies to JPMorgan Chase Bank, N.A. ("the Bank") that the Business is (check one):

- a sole proprietorship owned entirely by the individual signing this Resolution;
- a duly formed and valid existing
 - general partnership limited partnership limited liability partnership limited liability limited partnership joint venture
 organized under the laws of the state/country of , and the persons signing this Resolution constitute all of the general partners of the partnership.
- a corporation duly organized and in good standing under the laws of the state/country of and that the individual signing this Resolution is its secretary or assistant secretary and the keeper of the records and corporate seal, if any;
- an unincorporated association or organization and the individual(s) signing this Resolution is the keeper of the records and seal, if any;
- a limited liability company organized under the laws of the state/country of and the individuals signing this Resolution constitute all of the members or managers, as appropriate of the company.

and that the following is a true and correct copy of the resolutions adopted by the Business and that such resolutions are now in full force and effect.

Depository and Withdrawal Authorization

RESOLVED, that the Bank is designated a depository in which the funds of the Business may be deposited and/or withdrawn by any one of the persons listed below in the manner so designated, subject to the Bank's Deposit Account Agreement. Each person so listed is authorized to endorse for collection, deposit or negotiation any and all checks, drafts, notes, bills of exchange, certificates of deposit, and orders for the payment or transfer of money between accounts at the Bank and other banks, either belonging to or coming into the possession of the Business. Endorsements "for deposit" may be written or stamped. The Bank may accept any instrument for deposit to any depository account of the Business without endorsement or may supply the endorsement of the Business. The person(s) so designated is authorized to sign any and all checks, drafts, and orders drawn against any designated account(s) of the Business (including savings accounts) at the Bank. The Bank is authorized to honor and pay all checks, drafts, and orders when so signed or endorsed without inquiry as to the circumstances of issue or disposition of the proceeds and regardless of to whom such instruments are payable or endorsed, including those drawn or endorsed to the individual order of any such person so listed.

Name	Title	Facsimile Signatures if Applicable
<u>ELIZABETH S KOEHL</u>	<u>Owner</u>	
<u>MICHAEL G SANDERS</u>	<u>Sole Proprietor</u>	
<u>GINA P STEVERSON</u>	<u>Owner</u>	

Signing Authorization

RESOLVED, that any one of the person(s) indicated above is authorized to act for and on behalf of the Business in any matter involving any of the Business' depository accounts at the Bank, including the authority to instruct the Bank to close the account, and is further authorized to sign and implement for and in the name on behalf of the Business, as they, or any of them see fit, the terms of all agreements, instruments, drafts, certificates, or other documents relating to any depository account or other business of the Business including, but not limited to payroll agreements, repurchase agreements, night depository agreements, funds transfer agreements or safe deposit agreements.

Facsimile Signature Authorization

RESOLVED, that the Bank is authorized and directed to honor checks, drafts, and orders for the payment of money drawn on any of the accounts listed above including those drawn to the individual order of any person when the check, draft, or order bears or purports to bear the facsimile signature(s) as shown above or on the signature card. The Bank shall be indemnified and held harmless against any forgery, or unauthorized use or misuse of the facsimile signing devices.

Further Authorizations

BE IT FURTHER RESOLVED, that the secretary or assistant secretary (if a corporation or unincorporated association), the sole owner/proprietor (if a sole proprietorship), any member or manager, as appropriate (if a limited liability), or any general partner (if a partnership) is authorized to certify to the Bank the name, title, specimen signature and facsimile signature with respect to any additions or deletions of persons authorized to carry out the purposes and intent of these resolutions and that this resolution shall remain in full force and effect until express written notice of rescission or modification is received by the Bank. If the authority contained herein should be revoked or terminated by operation of law or any other reason without such notice, it is resolved that the Bank shall be indemnified and saved harmless from any and all losses suffered or liabilities incurred by it in so acting after such revocation or termination without notice.

IN WITNESS WHEREOF, the undersigned has hereunder subscribed his/her name(s) and affixed the seal, if any, of the Business this _____ day of _____, 2011.
For Corporation or Unincorporated Association or Organization: _____ For Sole Proprietorship: _____
For Partnership (all general partners must sign) or For Limited Liability Company (all members/managers must sign): _____

Secretary

Owner/Sole Proprietor

Partner/Member/Manager

Partner/Member/Manager

Partner/Member/Manager

THIS IS A NOT-FOR-PROFIT BUSINESS

JPMorgan Chase Bank, N.A. Member FDIC
Catalog # 04382 (12/06)

Scanning branches - Scan using All in One printer
DISTRIBUTION: 1) Bank Copy 2) Customer Copy



CHASE

Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

CHASE

My Transaction Summary

CHASE

Transaction #258	4574
Account Number Ending In:	
Checking Deposit	\$628.41
Cash Amount	\$192.00
Available Balance	\$7,323.00
Present Balance	\$7,648.41

Further review may result in delayed availability of this deposit

CHASE

JPMorgan Chase Bank, N.A.
Prescott Valley, Branch 000277
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
09/01/2011 15:17

EO

Business Date 09/01/2011
Session #109
Thank you - Brenda
Cashbox #11



National Bank

PO Box 30709 Salt Lake City, UT 84130-0709

Statement of Accounts

Page 1 of 3

This Statement: July 29, 2011
Last Statement: June 30, 2011

Primary Account 0060000395

DIRECT INQUIRIES TO:
1 (800) 497-8168
www.nbarizona.com

P31493 05-0000-NBA-PG0023-00003
0031462 01 AV 0.337 **AUTO T6 0 2011 86314-228700

LIBERTY ELEMENTARY PTO
ATTN TREASURER
3300 N LAKE VALLEY RD
PRESCOTT VALLEY AZ 86314-2287



*Reconciled
8/9/11*

*1 check out study
#3484 \$19.66*

Prescott Valley
2825 N. Glassford Hill Road
Prescott Valley, AZ 86314-0000

Balance \$5,092.57

Experience leaves its Mark

SUMMARY OF ACCOUNT BALANCE

Account Type	Account Number	Checking/Savings Ending Balance	Outstanding Balances Owed
Personal Checking	0060000395	\$5,112.23	

PERSONAL CHECKING 0060000395

Previous Balance	Deposits/Credits	Charges/Debits	Checks Processed	Ending Balance
4,551.27	610.96	0.00	50.00	5,112.23

3 DEPOSITS/CREDITS

Date	Amount	Description
07/08	15.84	Electronic Scrip Rebate 6528330 REF # 011188002327234 1100613420
07/21	445.75	DEPOSIT 9494276561
07/21	149.37	DEPOSIT 9494276564

0 CHARGES/DEBITS

There were no transactions this period.

1 CHECK PROCESSED

Number	Date	Amount
3460	07/05	50.00

AGGREGATE OVERDRAFT AND RETURNED ITEM FEES

	Total for This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

To learn more about our other products and services that may lower the cost of managing account overdrafts or to discuss removing overdraft coverage from your account, please contact Customer Service or visit your local branch.

DAILY BALANCES

Date	Balance	Date	Balance	Date	Balance
07/05	4,501.27	07/08	4,517.11	07/21	5,112.23



HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **7H 5**

FROM: Candice Blakely-Stump, Principal Reading
Coyote Springs Elementary School

DATE: October 18, 2011 Discuss

SUBJECT: Approval of Parent Support Organization for Action
Coyote Springs Elementary School – Coyote
Springs Elementary School Parent Teacher Consent X
Organization

OBJECTIVE: Goal # 3 – Increase Parent/Community Involvement

SUPPORTING DATA:

Governing Board Policy KJA states “The Superintendent shall develop procedures as necessary for the annual approval of parent support and booster organizations...”

A procedure is in place by which Parent/Teacher and Parent/Teacher/Staff Organizations (PTO/PTSOs) are to be recognized by the Board. This recognition allows the District’s liability insurance carrier, The Arizona Risk Retention Trust, to cover the organizations school related activities.

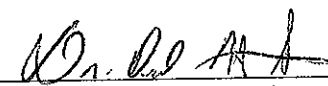
SUMMARY & RECOMMENDATION:

“Coyote Springs Elementary School Parent Teacher Organization ” from Coyote Springs Elementary School has applied for Board recognition at this time.

Presented in the packet are their official by-laws and information relating to their legal and financial compliance.

It is recommended that the Governing Board:
Move to recognize “Coyote Springs Elementary School PTO” for Coyote Springs Elementary School for the 2011-2012 school year.

Approved for transmittal to the Governing Board: _____


Dr. Paul Stanton, Superintendent

Questions should be directed to: Candice Blakely-Stump

**APPLICATION FOR GOVERNING BOARD APPROVAL
HUMBOLDT UNIFIED SCHOOL DISTRICT'S PARENT SUPPORT ORGANIZATIONS**

Name of Organization Coyote Springs Elem Sch PTO School Coyote Springs
 Related Student Organization or Club _____ Taxpayer I.D. No. 80-0399182
 (if applicable)

OFFICERS:
 Name: Sabrina Sotter

Name: Crystal Rahman

Office Held: President

Office Held: Vice President

Address: 7601 W. Summit Pass
Prescott Valley, AZ 86315

Address: 8228 N. Sable Way
Prescott Valley AZ, 86315

Phone(s): 928-273-3611

Phone(s) 928-533-0172

Date taking office: June 1, 2011

Date taking office: June 1, 2011

Name: Sheri Walters

Name: Luda Kunow

Office Held: Membership

Office Held: Secretary

Address: 7880 POWERS AVE
PV. AZ 86314

Address: 3767 Karicio Ln. Ste A
Prescott AZ 86303

Phone(s): 928-713-6576

Phone(s) 928-899-8299

Date taking office: June 1, 2011

Date taking office: Aug 18, 2011

FOR ADDITIONAL OFFICERS, PLEASE ADD A SEPARATE, ATTACHED SHEET.

- Formal Non-Profit Please Attach:
- 1) Articles of Incorporation
 - 2) Current operating by-laws
 - 3) Last fiscal year AZ Corporation Commission Annual Report
 - 4) I.R.S. Determination Letter
 - 5) Last Fiscal year I.R.S. Form 990 Annual Report
 - 6) Most recent treasurer's financial report
 - 7) Most recent bank statement

- Informal Non-Profit Please Attach:
- 1) Current operating by-laws
 - 2) Most recent treasurer's financial report
 - 3) Most recent bank statement

Bank account established? Yes No Two signatures required? Yes No

By-laws reviewed annually? Yes No Budget plan in place? Yes No

Member meetings held how often? quarterly Executive meetings held how often? monthly

As officers, we hereby agree to abide by the By-laws of our organization and follow the district's Guidelines for Operation and Financial Responsibility while we strive to improve our children's educational opportunities where support is needed.

Sabrina Sotter 8-17-11
 Signature Date

C. Rahman 8.17.11
 Signature Date

Sheri Walters 8-17-11
 Signature Date

Luda Kunow 8-17-2011
 Signature Date

Principal's Approval: Signature [Signature] Date: 8-17-11

**APPLICATION FOR GOVERNING BOARD APPROVAL
HUMBOLDT UNIFIED SCHOOL DISTRICT'S PARENT SUPPORT ORGANIZATIONS**

Name of Organization Coyote Springs Elem Sch PTO School Coyote Springs
 Related Student Organization or Club _____ Taxpayer I.D. No. 80-0399182
 (if applicable)

OFFICERS: Courtney Stephenson Name: _____
 Name: _____ Office Held: _____
 Office Held: Treasurer Office Held: _____
 Address: 7370 E. Mountain Dr. Address: _____
Prescott Vly AZ 86315 Address: _____
 Phone(s): 928-772-8945 Phone(s): _____
 Email: treasurer@csespto.org Email: _____
 Date taking office: 6/1/11 Date taking office: _____

Name: _____ Name: _____
 Office Held: _____ Office Held: _____
 Address: _____ Address: _____
 Phone(s): _____ Phone(s): _____
 Email: _____ Email: _____
 Date taking office: _____ Date taking office: _____

FOR ADDITIONAL OFFICERS, PLEASE ADD A SEPARATE, ATTACHED SHEET.

- Formal Non-Profit** Please Attach:
- 1) Articles of Incorporation
 - 2) Current operating by-laws
 - 3) Last fiscal year AZ CC Annual Report
 - 4) I.R.S. Determination Letter
 - 5) Last Fiscal year I.R.S. Form 990 Annual Report
 - 6) Most recent treasurer's financial report
 - 7) Most recent bank statement
- Informal Non-Profit** Please Attach:
- 1) Current operating by-laws
 - 2) Most recent treasurer's financial report
 - 3) Most recent bank statement

Bank account established? Yes No Two signatures required? Yes No
 By-laws reviewed annually? Yes No Budget plan in place? Yes No
 Member meetings held how often? quarterly Executive meetings held how often? monthly

As officers, we hereby agree to abide by the By-laws of our organization and follow the district's Guidelines for Operation and Financial Responsibility while we strive to improve our children's educational opportunities where support is needed.

Courtney Stephenson 8/17/11 _____
 Signature Date Signature Date

 Signature Date Signature Date
 Principal's Approval: Signature [Signature] Date: 8.17.11

**COYOTE SPRINGS
PTO BOARD
2011-2012**

<u>OFFICE</u>	<u>BOARD MEMBER</u>	<u>PHONE</u>	<u>E-MAIL</u>
<i>President</i>	Sabrina Sutter	(928) 273-3611 (c)	president@csespto.org
<i>Vice President</i>	Crystal Rahman	(928) 420-2376 (c)	vice-president@csespto.org
<i>Treasurer</i>	Courtney Stephenson	772-8945 (h) 928-699-7549 (must dial 928)	treasurer@csespto.org
<i>Secretary</i>	Lyda Kunow	(928) 899-8299 (c)	secretary@csespto.org
<i>Membership Coordinator</i>	Sheri Walters	(928) 713-6576 (c)	membership@csespto.org
<i>Volunteer Coordinator</i>			volunteers@csespto.org
<i>Hospitality Coordinator</i>			hospitality@csespto.org

Substitute Form W-9

Request for Taxpayer Identification Number and Certification



Banker Name: CHRISTOPHER GOFF	Officer/Portfolio Number: P4197	Date: 11/04/2010
Banker Phone: 928/772-8220	Store Number: 00869	Banker AU: 0004491
		Banker MAC: S4447-011

Customer Information

Name (As shown on income tax return):	Street Address: 8101 E STATE ROUTE 89A
Business Name (If different from above): COYOTE SPRINGS ELEMENTARY SCHOOL PTO	Address Line 2:
Taxpayer Identification Number (TIN): 80-0399182	Address Line 3:
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership	City: PRESCOTT VALLEY State: AZ
<input checked="" type="checkbox"/> Other <u>Unincorp Assn/Social/Rec/Civic</u>	ZIP/Postal Code: 86315-7007 Country: US

The TIN provided must match the name given to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3. If the account is in more than one name, see the chart on page 3 for guidelines on whose number to enter.

Account Information - List account number(s) here (optional)

COID:	Product:	Account Number:	COID:	Product:	Account Number:
38	DDA	[REDACTED]	38	DDA	[REDACTED]
38	DDA	[REDACTED]			

Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- UNLESS I HAVE CHECKED ONE OF THE BOXES BELOW, I am not subject to backup withholding either because I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the IRS has notified me that I am no longer subject to backup withholding (does not apply to real estate transactions, mortgage interest paid, the acquisition or abandonment of secured property, contributions to an Individual Retirement Arrangement (IRA), and payment other than interest and dividends).
- I am a U.S. person (including a U.S. resident alien).

I am subject to backup withholding I am exempt from backup withholding

TIN Certification Signature

Christopher Goff

- Submit manually
 Signature not required

Date
11/04/2010



2W02-000072542499-01

Coyote Springs Elementary School Parent Teacher Organization Bylaws

Article I – Name, Mission Statement

- 1.1 Name: The name of this organization shall be known as Coyote Springs Elementary School Parent Teacher Organization.
- 1.2 Our Mission:
 - To bring parents, teachers, administrators, and other staff together to work as partners in the best interests of the children;
 - To encourage all parents and school staff to become members and to become actively involved in PTO sponsored activities, which are intended to make the school year a rewarding experience.
 - To involve the surrounding community in the life of our school;
 - To raise money for the benefit of our school;
 - To encourage school spirit and pride;
 - To honor individuals for their dedication to our students' education and welfare.

Article II – Membership and Fees

- 2.1 Membership is open to all parents and supporters of children enrolled at Coyote Springs Elementary School, as well as all Coyote Springs Elementary School staff who is willing to uphold its basic policies and subscribe to its by-laws.
- 2.2 An annual membership enrollment will be conducted. Additional members shall be accepted at any time.
- 2.3 Annual dues shall be minimal and set by the Executive Board.
- 2.4 Any family unable to pay dues will not be denied membership because of hardship.
- 2.5 Membership duration shall be from the first day of school until July 31 the following year.
- 2.6 Member in Good Standing shall be defined as a member who has paid membership dues and attended at least three (3) meetings within the last twelve (12) months.
- 2.7 For eligibility in the election process, this twelve (12) month period shall be counted from the previous month of May through the current month of April.

Article III – Meetings

- 3.1 A minimum of three (3) general Organization meetings shall be held in each school year. The meetings shall be held during the third, first, and second quarters of the year, preferably in September, February, and May.
- 3.2 Special meetings of the Organization may be called by the President, by a majority of the Executive Board or upon written request of 10% of the Organization membership presented through the secretary with at least, seven (7) days notice having been given.
- 3.3 Members present shall constitute a quorum for the transaction of business in any meeting of this Organization.
- 3.4 A Member in Good Standing shall be entitled to one vote in all general session voting.
- 3.5 The meeting agenda outline shall include the following items for each meeting:
 - Call to order
 - Roll call/Sign in
 - Reading/Approval of minutes from previous meeting
 - President / Vice President report
 - Treasurer's report
 - Volunteer Coordinator report
 - Hospitality Committee report
 - Special reports (principal, etc)
 - Old Business
 - New Business
 - Open discussion by members of school Business
 - Adjournment

Article IV – Election of Officers

- 4.1 The Nominating Committee shall be created at the February general Organization meeting and cannot be eligible to run for office. They shall be appointed by a majority vote.
- 4.2 The duties of the committee are:
- To send out a letter in March to the school population to seek nominations for officers.
 - To review nomination letters and verify eligibility.
 - To notify nominees and to verify their acceptance.
 - To prepare a list of persons who have accepted nominations. Publish the list in a PTO newsletter of special notice prior to the April Executive Board meeting.
 - To prepare ballots for election. In the event of a closed ballot election, the committee shall be responsible for tabulating the votes.
- 4.3 The nomination process is as follows:
- Any Member in Good Standing may be nominated for office.
 - A letter to the general school population shall include an explanation of the nomination process and a request for nominations.
 - All written nominations shall be received prior to the April Executive Board meeting. Additional nominations will be accepted from the floor at the April Board meeting. At the end of the April Board meeting nominations shall be closed.
- 4.4 The voting process is as follows:
- Any Member in Good Standing shall be eligible to vote.
 - Voting for officers shall take place at the May general Organization meeting.
 - If there is but one nominee for any office, election for that office may be by voice vote.
 - In the case of a ballot vote is required, at least two (2) independent counts of the ballots will be made immediately after the voting.
 - All ballots will be destroyed after tabulation.

Article V – Officers

- 5.1 The officers of the organization shall be President, Vice-President, Secretary, Treasurer, Membership director, Hospitality coordinator, and Volunteer Coordinator. Any office may be co-chaired.
- 5.2 Officers shall be elected by ballot, annually in the month of May. If however, there is but one nominee, or compatible co-chairs, for any office, with a motion from the floor, the election may be by voice vote. As per Article IV.
- 5.3 Officers shall assume their official duties at the close of the last general meeting of the year and shall serve for the terms of one (1) year or until their successors are elected.
- 5.4 Any officer of the organization shall not be eligible to serve more than two consecutive terms in the same office. The only exception to this would be if there are no other interested parties in the position, to ensure the position is occupied.
- 5.5 Vacancies: A vacancy occurring in any office, except for the presidency, shall be filled for the remainder of the term by a person elected by a majority vote of the remaining members of the Executive Board, due notice of such election having been given to the Board. In case a vacancy occurs in the office of president, the vice-president shall serve as president for the remainder of the term. If necessary the vice-president's position would be filled as stated above.
- 5.6 Removal from office: The PTO board, by a 2/3 vote, may remove any elected officer or committee member from his/her position for failure to perform assigned duties, impropriety, failure to attend three consecutive meetings or for any other just cause. Any individual in question is given written notice of the meeting and the intended business. The affected individual shall be given the opportunity to address the Executive Board before any vote for removal is conducted.

Article VI – Duties of Officers

- 6.1 The President shall preside at all meetings of the Organization and of the Executive Board. Shall perform such other duties as may be prescribed in these by-laws or assigned to him and/or her by the Organization or by the Executive Board. Shall be a member ex officio of all committees except the nominating committee. Shall coordinate the work of the officers and committees in order that the objectives of the Organization may be promoted.
- 6.2 The Vice-President shall act as an aide to the President and shall perform the duties of the President in his and/or her absence. Shall promote public relations by submitting articles regarding organizational activity to all proper media sources within the community; shall have the responsibility for intra-school promotion and communications, specifically, PTO newsletters, communications to parents, teachers and administrators. Shall perform such duties as may be delegated by the Executive Board.
- 6.3 The Secretary shall record, transcribe, copy, and distribute the minutes of all meetings of the Organization and of the Executive Board. Shall perform such duties as may be delegated by the Executive Board. Also, a current copy of the by-laws, copies of all minutes, treasury reports and lists of Members in Good Standing for the most recent twelve (12) months shall be brought to all meetings.
- 6.4 The Treasurer shall receive all monies of the Organization. Shall keep an accurate record of receipts and expenditures; and shall pay out funds as authorized by the Executive Board or the Organization. The Treasurer shall present a written financial statement at every meeting of the Executive Board and Organization to be filed with the Secretary and shall make a full report at the final meeting of the school year. Shall have the accounts examined annually, or upon change of officer by an auditing committee, as per Article X, Section 3. Shall perform such duties as may be delegated by the Executive Board.
- 6.5 The Membership Director shall coordinate the annual membership enrollment. Shall also maintain an up to date list of Members in Good Standing. It is to be available at every meeting of the Executive Board and Organization and filed with the Secretary. Shall perform such duties as may be delegated by the Executive Board.
- 6.6 The Hospitality Coordinator shall coordinate social, appreciation, and recognition activities. Shall perform such duties as may be delegated by the Executive Board.
- 6.7 The Volunteer Coordinator shall coordinate volunteers for school and/or PTO events as needed, collect, tally, and maintain records of all volunteer hours. These are to be available at every meeting of the Executive Board and Organization and filed with the Secretary. Shall perform such duties as may be delegated by the Executive Board.
- 6.8 All officers shall perform the duties prescribed in these by-laws and those assigned from time to time and shall deliver to their successors all official material within ten (10) days after the meeting at which their successor was elected.

Article VII – The Teacher Representative

Each year the teaching staff at Coyote Springs Elementary shall elect a representative to the PTO. More than one teacher may share the responsibility of Teacher Representative. This representative may send to any meeting, another teacher as an alternate or substitute. The Teacher Representative shall be given one (1) vote at the annual election in May. The Teacher Representative must sign in at each meeting as the Teacher Representative. The Teacher Representative shall communicate PTO business transacted at Board and General Organization meetings to the Coyote Springs teaching staff.

Article VIII – The Executive Board

- 8.1 The Executive Board shall consist of the Officers of the Organization, and the Teacher Representative of the school.
- 8.2 The duties of the Executive Board shall be:
 - To transact necessary business in the intervals between Organization meetings and such business as may be referred to it by the Organization;
 - To create standing committees;
 - To approve the plans of work of the standing committees;
 - To present a report at the regular meetings of the Organization;
 - To select an auditing committee to audit the Treasurer's accounts;

- 8.3 The Executive Board shall have monthly meetings during the regular school year, excluding December. A meeting calendar shall be established each year for the regular meetings and shall be made available to the membership no later than the first general Organization meeting. Seven (7) days notice must be given of a change in meeting dates or times.
- 8.4 Special meetings of the Executive Board may be called by the President or by a majority of the Executive Board, three (3) days notice having been given.
- 8.5 A majority of the Executive Board members present shall constitute a quorum.

Article IX – Standing Committees

- 9.1 The Executive Board as deemed necessary to promote the objectives of the Organization and to carry on its work shall create such standing committees.
- 9.2 Only Members in Good Standing shall be eligible to serve as voting members of a committee.
- 9.3 The Officers of the Organization shall select Chairperson(s) of standing committees.
- 9.4 The chairperson(s) of each standing committee shall present a plan for the Executive Board to approve. No committee work shall be undertaken without the consent of the Board.
- 9.5 The President shall be a member ex officio of all committees except the nomination committee.
- 9.6 The power to form a special committee and appoint its members rests with the majority vote of the Executive Board. Since a special committee is created and appointed for a specific purpose, it automatically ceases to exist when its work is done and the Executive Board receives its final report.

Article X – Funds

- 10.1 Deposits: All organization funds shall be deposited intact in a federally insured financial institution with 24 hours of their receipt in an account in the name of Coyote Springs Elementary School Parent Teacher Organization (PTO). Incoming monies shall be counted by two PTO members or one PTO member and the Treasurer and signed in by the same, before being released to the Treasurer for deposit.
- 10.2 Expenditures: All expenditures are to be supported by receipts, invoices, and/or other supporting documentation and approved by the Executive Board. All funds not spent by the end of the school year will be maintained in the CSES PTO bank account for use during the next school year.
- 10.3 Audit: The financial records of the Organization shall be audited annually by a person who is not a member of the PTO and whom the Executive Board has appointed. The audit shall take place directly before a new treasurer takes custody of the PTO funds for a new school year.
- 10.4 Annual report: The annual year-end financial statement shall be published and made available to all organizational members.

Article XI – Amendments

These by-laws may only be amended at a general meeting of the Organization by a majority vote of the Members in Good Standing present and voting, provided written notice have been given to the membership at least one (1) week prior to the vote.

These by-laws were adopted by a majority vote of the Coyote Springs Elementary School PTO Members present and Executive Board on December 03, 2009.

Michael Bach
President

Denise Jewett
Secretary

Shari Walters
Membership

Vacant
Volunteer Coordinator

Denise M. Kenting
Vice-President

Stephene D.
Treasurer

Paul L.
Hospitality

Teacher Representative

Balance Sheet - As of 8/30/2011

As of 8/30/2011

8/30/2011

Page 1

Account	8/30/2011 Balance
ASSETS	
Cash and Bank Accounts	
PTO General Funds 4080	9,008.78
Reserve Accts 0188	3,931.69
Savings	0.10
Change Fund	100.00
TOTAL Cash and Bank Accounts	13,040.57
TOTAL ASSETS	13,040.57
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
Principal's Account	1,334.84
Reserve for 2nd Grade	98.31
Reserve for BMHS Scholarship	0.00
Reserve for Bridges Education	492.35
Reserve for Comp. Rm Printers	3.00
Reserve for Computers	704.32
Reserve for Concrete	0.00
Reserve for DVDs	0.00
Reserve for Habitat	166.44
Reserve for KG	340.95
Reserve for Library	0.00
Reserve for Music Fund	51.83
Reserve for People to People	500.00
Reserve for Shade Structures	0.00
Reserve for Social Fund	312.84
Reserve for Title One	4.20
Young Author Fund Balance	0.00
TOTAL Other Liabilities	4,009.08
TOTAL LIABILITIES	4,009.08
EQUITY	9,031.49
TOTAL LIABILITIES & EQUITY	13,040.57

Wells Fargo Combined Statement of Accounts

Primary account number: [REDACTED] ■ August 1, 2011 - August 31, 2011 ■ Page 1 of 7



COYOTE SPRINGS ELEMENTARY SCHOOL PTO
8101 E STATE ROUTE 89A
PRESCOTT VALLEY AZ 86315-7007

Questions?

Available by phone 24 hours a day, 7 days a week:

1-800-CALL-WELLS (1-800-225-5935)

TTY: 1-800-877-4833

En español: 1-877-337-7454

Online: wellsfargo.com/biz

Write: Wells Fargo Bank, N.A. (038)
P.O. Box 2908
Phoenix, AZ 85082-2908

Your Business and Wells Fargo

Access Wells Fargo/Gallup's Small Business Index reports, press releases and podcasts at wellsfargobusinessinsights.com/small-business-index. The quarterly Index reflects small business owner optimism, perceptions of current conditions (past 12 months) and future expectations (next 12 months) relating to financial situation, revenues, cash flow, capital spending, jobs and credit availability.

Account options

A check mark in the box indicates you have these convenient services with your account. Go to wellsfargo.com/biz or call the number above if you have questions or if you would like to add new services.

Business Online Banking
Rewards for Business Check Card
Online Statements
Business Bill Pay
Business Spending Report
Overdraft Protection

Do you need to order business checks?

Here are 3 easy ways to order:

- 1) Login to wellsfargo.com/checks
- 2) Call Harland Clarke at 1-800-237-8982 (Monday-Friday 5am-9pm PST, Saturday 5am-4pm PST)
- 3) Contact your banker



Summary of accounts

Checking and Savings

Account	Page	Account number	Ending balance last statement	Ending balance this statement
Advantage Business Package Checking	2	[REDACTED]	11,325.08	8,748.38
Basic Business Checking * w/lt Interest	4	[REDACTED]	4,353.79	3,487.31
Business Market Rate Savings	6	[REDACTED]	400.10	0.13
Total deposit accounts			\$16,078.97	\$12,233.82

Advantage Business Package Checking

Activity summary

Beginning balance on 8/1	\$11,325.08
Deposits/Credits	964.76
Withdrawals/Debits	- 3,543.46
Ending balance on 8/31	\$8,746.38
Average ledger balance this period	\$8,796.21

Account number: [REDACTED]

COYOTE SPRINGS ELEMENTARY SCHOOL PTO

Arizona account terms and conditions apply

For Direct Deposit and Automatic Payments use

Routing Number (RTN): 122105278

For Wire Transfers use

Routing Number (RTN): 121000248

Overdraft Protection

Your account is linked to the following for Overdraft Protection:

- Savings - [REDACTED]

Wells Fargo Rewards for Business Check Card

Get your most current point balance and redeem rewards at WellsFargoRewards.com or call 1-888-246-1834 .

Total points available as of 8/30/2011	9,992
Points earned in the month of July	0
Points redeemed in the month of July	0

Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
8/1		POS Purchase - 07/29 Mach ID 000000 Office Max 1931 Prescott AZ 1676 00381211101991729 ?McC=5943		385.41	
8/1		POS Purchase - 07/30 Mach ID 000000 Office Max 1931 Prescott AZ 1676 00461211616702992 ?McC=5943		87.06	
8/1		POS Purchase - 07/30 Mach ID 000000 Office Max 1931 Prescott AZ 1676 00461211617117092 ?McC=5943		87.06	
8/1		POS Purchase - 07/30 Mach ID 000000 Office Max 1931 Prescott AZ 1676 00481211617584466 ?McC=5943		43.53	
8/1		POS Purchase - 07/30 Mach ID 000000 Samsclub #4977 Prescott Val AZ 1676 00581211632951103 ?McC=5300		36.39	
8/1		POS Purchase - 07/30 Mach ID 000000 Sam's Club Prescott Vallaz 1676 00301211643870125 ?McC=5300		180.82	
8/1		POS Purchase - 07/31 Mach ID 000000 Frys Food & Dru Prescott Val AZ 1676 00581213061848280 ?McC=5411		3.29	



Transaction history (continued)

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
8/1		POS Purchase - 07/31 Mach ID 000000 Frys Food & Dru Prescott Val AZ 1676 00581213062307960 ?McC=5411		3.29	
8/1		POS Purchase - 07/31 Mach ID 000000 Frys Food & Dru Prescott Val AZ 1676 00461213062641029 ?McC=5411		3.29	
8/1		POS Purchase - 07/31 Mach ID 000000 Frys Food & Dru Prescott Val AZ 1676 00381213063007565 ?McC=5411		1.09	
8/1		POS Purchase - 08/01 Mach ID 000000 Office Max 1931 Prescott AZ 1676 00461213749475545 ?McC=5943		57.04	10,434.81
8/2		Check Crd Purchase 07/31 Educationcity Com01 of 630-4287620 IL 425907xxxxx1676 214140000795774 ?McC=5968 01		1,438.00	8,996.81
8/3		POS Purchase - 08/02 Mach ID 000000 Family Dollar # Prescott Val AZ 1676 00381215087839160 ?McC=5310		36.39	8,959.42
8/4		POS Purchase - 08/03 Mach ID 000000 Samsclub #4977 Prescott Val AZ 1676 00461216044350440 ?McC=5300		173.92	8,784.50
8/5		Withdrawal Made In A Branch/Store		100.00	8,684.50
8/8	10116	Check		18.47	8,666.03
8/9		Check Crd Pur Rtm 08/08 Teacher Store 800-560-6816 MO 425907xxxxx1676 221140000180684 ?McC=8299	280.20		
8/9		Check Crd Purchase 08/08 Teacher Store 800-560-6816 MO 425907xxxxx1676 221140000180658 ?McC=8299 01		468.43	8,477.80
8/10		POS Purchase - 08/10 Mach ID 000000 Kmart Prescott Vallaz 1676 00381222869548598 ?McC=5310		15.88	8,461.92
8/15		Recurring Transfer Ref #Opajtdw6L7 to Business Market Rate Savings xxxxxx1531		100.00	8,361.92
8/17		Electronic Scrip Rebate 110816 6492260 Coyote Springs Element	160.39		
8/17		Online Transfer Ref #1bafxcv9Zb From Business Market Rate Savings xxxxxx1531 on 08/16/11	500.00		9,042.31
8/22		POS Purchase - 08/21 Mach ID 000000 Office Max 1931 Prescott AZ 1676 00581233825076881 ?McC=5943		149.58	8,892.73
8/24		POS Purchase - 08/24 Mach ID 000000 The Home Depot Prescott Vilyez 1676 00461236724416739 ?McC=5200		73.51	8,819.22
8/25		Check Crd Purchase 08/24 Norms Lock & Safe 9287722483 AZ 425907xxxxx1676 237140003270669 ?McC=7338 90		12.69	8,806.53
8/29	10117	Check		64.32	8,742.21
8/30		WF Debit Card Rewards 110830 x	4.17		8,746.38
Ending balance on 8/31					8,746.38
Totals			\$964.76	\$3,543.46	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Summary of checks written (checks listed are also displayed in the preceding Transaction history)

Number	Date	Amount	Number	Date	Amount
10116	8/8	18.47	10117	8/29	64.32

Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Paid and Deposited Items	4	150	0	0.50	0.00
Total service charges					\$0.00



IMPORTANT ACCOUNT INFORMATION

When Change Comes

Wells Fargo Online can help you keep up with your everyday financial needs. Easily move money between your Wells Fargo accounts, or to and from your accounts at other banks. Monitor your Wells Fargo accounts with text and email account alerts. Manage budgeting, spending, and saving with user-friendly online tools. Go to wellsfargo.com (consumer accounts) or wellsfargo.com/biz (business accounts) to sign up or sign on today.

Basic Business Checking® with Interest

Activity summary

Beginning balance on 7/28	\$4,353.79
Deposits/Credits	508.14
Withdrawals/Debits	- 1,375.62
Ending balance on 8/31	\$3,487.31
Average ledger balance this period	\$3,714.90

Account number: [REDACTED]

COYOTE SPRINGS ELEMENTARY SCHOOL PTO

Arizona account terms and conditions apply

For Direct Deposit and Automatic Payments use

Routing Number (RTN): 122105278

For Wire Transfers use

Routing Number (RTN): 121000248

Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed at the top of your statement or visit your Wells Fargo branch.

Interest summary

Interest paid this statement	\$0.09
Average collected balance	\$3,703.81
Annual percentage yield earned	0.03%
Interest earned this statement period	\$0.09
Interest paid this year	\$0.74

Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
7/28	2230	Cashed Check		25.00	
7/28	2232	Check		44.84	4,284.16
8/1		Check Crd Purchase 07/29 Oriental Trading CO 800-2280475 NE 491986xxxxxx6805 212140009392309 ?McC=5964 01		148.49	
8/1	2235	Check		196.84	
8/1	2231	Check		61.48	3,879.24
8/5	2236	Check		71.36	3,807.88
8/9	2233	Check		277.50	3,530.38
8/10	2237	Check		119.00	3,411.38
8/12	2234	Check		116.60	3,294.78
8/15		Deposit	509.05		3,803.83
8/18	2242	Check		100.00	3,703.83



Transaction history (continued)

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
8/22	2239	Check		97.98	
8/22	2238	Check		18.63	3,587.22
8/30	2240	Check		100.00	3,487.22
8/31		Interest Payment	0.09		3,487.31
Ending balance on 8/31					3,487.31

Totals \$509.14 \$1,375.62

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Summary of checks written (checks listed are also displayed in the preceding Transaction history)

Number	Date	Amount	Number	Date	Amount	Number	Date	Amount
2230	7/28	25.00	2234	8/12	116.60	2238	8/22	18.63
2231	8/1	61.48	2236	8/1	196.94	2239	8/22	97.98
2232	7/28	44.64	2236	8/5	71.36	2240	8/30	100.00
2233	8/9	277.50	2237	8/10	119.00	2242 *	8/18	100.00

* Gap in check sequence.

Account transaction fees summary

Service charge description	Units used	Units Included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Deposited Items	3	75	0	0.40	0.00
Paid Items	12	75	0	0.40	0.00
Total service charges					\$0.00

Business Market Rate Savings

Activity summary

Beginning balance on 8/1	\$400.10
Deposits/Credits	100.03
Withdrawals/Debits	- 500.00
Ending balance on 8/31	\$0.13
Average ledger balance this period	\$213.00

Account number: [REDACTED]
COYOTE SPRINGS ELEMENTARY SCHOOL PTO
 Arizona account terms and conditions apply
 For Direct Deposit and Automatic Payments use
 Routing Number (RTN): 122105278
 For Wire Transfers use
 Routing Number (RTN): 121000248

Interest summary

Interest paid this statement	\$0.03
Average collected balance	\$213.00
Annual percentage yield earned	0.17%
Interest earned this statement period	\$0.03
Interest paid this year	\$0.18



Transaction history

<i>Date</i>	<i>Description</i>	<i>Deposits/ Credits</i>	<i>Withdrawals/ Debits</i>	<i>Ending daily balance</i>
8/15	Recurring Transfer Ref #Opejtdw6L7 From Business Checking xxxxxx4080	100.00		500.10
8/17	* Online Transfer Ref #lbfxcv9Zb to Business Checking xxxxxx4080 on 08/16/11		500.00	0.10
8/31	Interest Payment	0.03		0.13
Ending balance on 8/31				0.13
Totals		\$100.03	\$500.00	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

* Indicates transactions that count toward Federal Reserve Board Regulation D limits. Please refer to your Account Agreement for complete details of the federally-mandated transaction limits for savings accounts.

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 7H 6
FROM: Bucky Bates, Principal Granville Elementary School Reading
DATE: October 18, 2011 Discuss
SUBJECT: Approval of Parent Support Organization for Granville Elementary School – Granville Elementary School Parent Teacher Organization Action
Consent X

OBJECTIVE: Goal # 3 – Increase Parent/Community Involvement

SUPPORTING DATA:

Governing Board Policy KJA states “The Superintendent shall develop procedures as necessary for the annual approval of parent support and booster organizations...”

A procedure is in place by which Parent/Teacher and Parent/Teacher/Staff Organizations (PTO/PTSOs) are to be recognized by the Board. This recognition allows the District’s liability insurance carrier, The Arizona Risk Retention Trust, to cover the organizations school related activities.

SUMMARY & RECOMMENDATION:

“Granville Elementary School Parent Teacher Organization ” from Granville Elementary School has applied for Board recognition at this time.

Presented in the packet are their official by-laws and information relating to their legal and financial compliance.

It is recommended that the Governing Board:
Move to recognize “Granville Elementary School PTO” for Granville Elementary School for the 2011-2012 school year.

Approved for transmittal to the Governing Board: Dr. Paul Stanton
Dr. Paul Stanton, Superintendent

Questions should be directed to: Bucky Bates

APPLICATION FOR GOVERNING BOARD APPROVAL HUMBOLDT UNIFIED SCHOOL DISTRICT'S PARENT SUPPORT ORGANIZATIONS

Name of Organization Granville Elementary School PTO School Granville Elementary School
 Related Student Organization or Club _____ Taxpayer I.D. No. 80-0650077
 (if applicable)

OFFICERS:
Name: Shelly Mehus **Name:** Kathy Zorn Bracety
Office Held: President **Office Held:** Treasurer
Address: 4575 N Granada **Address:** 6716 Desperado Drive
Prescott Valley, AZ 86314 Prescott Valley, AZ 86314
Phone(s): 928-713-0308 **Phone(s)** 928-775-7271
Date taking office: May 26, 2011 **Date taking office:** May 26, 2011

Name: Noreen Coldiron **Name:** Jerry Martin
Office Held: Secretary **Office Held:** Vice President
Address: 7505 E. Memory Lane **Address:** 4751 N. Wycliffe Drive
Prescott Valley, AZ 86314 Prescott Valley, AZ 86314
Phone(s): 928-237-0987 **Phone(s)** 928-899-1359
Date taking office: May 26, 2011 **Date taking office:** May 26, 2011

FOR ADDITIONAL OFFICERS, PLEASE ADD A SEPARATE, ATTACHED SHEET.

- Formal Non-Profit** Please Attach:
- 1) Articles of Incorporation
 - 2) Current operating by-laws
 - 3) Last fiscal year AZ Corporation Commission Annual Report
 - 4) I.R.S. Determination Letter
 - 5) Last Fiscal year I.R.S. Form 990 Annual Report
 - 6) Most recent treasurer's financial report
 - 7) Most recent bank statement

- Informal Non-Profit** Please Attach:
- 1) Current operating by-laws
 - 2) Most recent treasurer's financial report
 - 3) Most recent bank statement

Bank account established? Yes No Two signatures required? Yes No

By-laws reviewed annually? Yes No Budget plan in place? Yes No

Member meetings held how often? Third Thursday Executive meetings held how often? Third Thursday

As officers, we hereby agree to abide by the By-laws of our organization and follow the district's Guidelines for Operation and Financial Responsibility while we strive to improve our children's educational opportunities where support is needed.

Shelly Mehus 8/10/11 Kathy Z. Bracety 8/10/11
 Signature Date Signature Date
Noreen Coldiron 8/10/11 [Signature] 8-15-11
 Signature Date Signature Date
 Principal's Approval: Signature [Signature] Date: 8/15/11

003563.795657.0011.001 1 MB 0.382 532



GRANVILLE PTO
5250 STOVER DR
PRESCOTT VALLEY AZ 86314

Date of this notice: 10-14-2010

Employer Identification Number:
80-0650077

Form: SS-4

Number of this notice: CP 575 E

For assistance you may call us at
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 80-0650077. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax Exempt Status for Your Organization, has details on the application process, as well as information on returns you may need to file. To apply for formal recognition of tax-exempt status, most organizations will need to complete either Form 1023, Application for Recognition Under Section 501(c)(3) of the Internal Revenue Code, or Form 1024, Application for Recognition of Exemption Under Section 501(a). Submit the completed form, all applicable attachments, and the required user fee to:

Internal Revenue Service
PO Box 12192
Covington, KY 41012-0192

The Pension Protection Act of 2006 contains numerous changes to the tax law provisions affecting tax-exempt organizations, including an annual electronic notification requirement (Form 990-N) for organizations not required to file an annual information return (Form 990 or Form 990-EZ). Additionally, if you are required to file an annual information return, you may be required to file it electronically. Please refer to the Charities & Non-Profits page at www.irs.gov for the most current information on your filing requirements.

GRANVILLE ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION BYLAWS

Article 1 – Name, Mission Statement

1.1 Name: The name of this organization shall be known as Granville Elementary School Parent Teacher Organization

1.2 Our Mission:

- To bring parents, teachers, administrators and other staff together to work as partners in the best interests of the children
- To encourage all parents and school staff to become members and to become actively involved in PTO sponsored activities which are intended to make the school year a rewarding experience
- To involve the surrounding community in the life of our school
- To raise money for the benefit of our school
- To encourage school spirit and pride
- To honor individuals for their dedication to our students' education and welfare

Article 2 – Membership and Fees

2.1 Membership is open to all parents and supporters of children enrolled at Granville Elementary School, as well as all Granville Elementary School staff who is willing to uphold its basic policies and subscribe to its by-laws

2.2 An annual membership enrollment will be conducted. Additional members shall be accepted at any time

2.3 Annual dues shall be minimal and set by the Executive Board

2.4 Any family unable to pay dues will not be denied membership because of hardship.

2.5 Membership duration shall be from the first day of school until August 31 of the following year.

2.6 Member in Good Standing shall be defined as a member who has paid membership dues and attended at least three meetings within the last twelve months.

2.7 for eligibility in the election process, this twelve month period shall be counted from the previous month of May through the current month of April.

Article 3 – Meetings

3.1 A minimum of four general Organization meetings shall be held in each school year. The first meeting shall be held no later than the last week in September. The second shall be held in November, the third in February and a final meeting in May.

Article 5 – Officers

5.1 The officers of the organization shall be President, Vice-President, Secretary, Treasurer, Membership director and Publicity Coordinator. Any office may be co-chaired.

5.2 Officers shall be elected by ballot, annually in the month of May. If however, there is but one nominee for any office, with a motion from the floor, the election may be by voice vote. As per article 4.

5.3 Officers shall assume their official duties at the close of the last general meeting of the year and shall serve for the term of one year or until their successors are elected.

5.4 Any officer of the organization shall not be eligible to serve more than two consecutive terms in the same office.

5.5 Vacancies: A vacancy occurring in any office, except for the presidency, shall be filled for the remainder of the term by a person elected by a majority vote of the remaining members of the Executive Board, due notice of such election having been given to the Board. In case a vacancy occurs in the office of president, the vice-president shall serve as president for the remainder of the term. If necessary the ice-president's position would be filled as stated above.

5.6 Removal from office: The PTO board by a 2/3 vote, may remove any elected officer or committee member from his/her position for failure to perform assigned duties, impropriety, failure to attend three consecutive meetings or for any other just cause. Any individual in question is given written notice of the meeting and the intended business. The affected individual shall be given the opportunity to address the Executive Board before any vote for removal is conducted.

Article 6 – Duties of the Officers

6.1 The President

- Shall preside at all meetings of the Organization and of the Executive Board.
- Shall perform such other duties as may be prescribed in these by-laws or assigned to him and or her by the Organization or by the Executive Board.
- Shall be a member ex officio of all committees except the nomination committee.
- Shall coordinate the work of the officers and committees in order that the objectives of the Organization may be promoted.

6.2 The Vice-President

- Shall act as an aide to the President and shall perform the duties of the President in his and/or her absence.
- Shall oversee the promotion of public relations by submitting articles regarding organizational activity to all proper media sources within the community.
- Shall have a responsibility to oversee intra-school promotion and communications, specifically PTO newsletters, communications to parents, and teachers and administrators.

6.3 The Secretary shall record, transcribe, copy and distribute the minutes of all meetings of the Organization and of the Executive Board.

8.3 The Executive Board shall have monthly meetings during the regular school year. A meeting calendar shall be established each year for the regular meetings and shall be made available to the membership no later than the first general Organization meeting. Seven days notice must be given of a change in meeting dates or times.

8.4 Special meetings of the Executive Board may be called by the President or by a majority of the Executive Board, three days notice having been given

8.5 A majority of the Executive Board members present shall constitute a quorum.

Article 9 -- Standing Committees

9.1 The Executive Board as deemed necessary to promote the objectives of the Organization and to carry on its work shall create such standing committees

9.2 Only members in Good Standing shall be eligible to serve as voting members of a committee.

9.3 The Officers of the Organization shall select Chairperson(s) of standing committees.

9.4 The chairpersons of each standing committee shall present a plan for the Executive Board to approve. No committee work shall be undertaken without the consent of the Board.

9.5 The President shall be a member *ex officio* of all committees except the nomination committee.

9.6 The power to form a special committee and appoint its members rest with the majority vote of the Executive Board. Since a special committee is created and appointed for a specific purpose, it automatically ceases to exist when its work is done and the Executive Board receives its final report.

Article 10 -- Funds

10.1 Deposits: All organization funds shall be deposited intact in a federally insured financial institution with 24 hours of their receipt in an account in the name of Granville Elementary School Parent Teacher Organization. Incoming monies shall be counted by two PTO members or one PTO member and the Treasurer and signed in by the same, before being released to the Treasurer for deposit.

10.2 Expenditures: All expenditures are to be supported by receipts, invoices, and/or other supporting documentation and approved by the Executive Board. All funds not spent by the end of the school year will be maintained in the GES PTO bank account for use during the next school year.

10.3 Audit: The financial records of the Organization shall be audited annually by a person who is not a member of the PTO and whom the Executive Board has appointed. The audit shall take place directly before a new treasurer takes custody of the PTO funds for a new school year.

10.4 Annual report: The annual year end financial statement shall be published and made available to all organizational members.

Granville Elementary School

Treasurer's Report

DATE: 8/31/07

Date	Check #	Payee	Category	Debit	Credit	Balance
			July Beginning Balance		\$10,714.93	\$10,714.93
			July/August Deposits			\$10,714.93
			July August Checks		\$0.00	\$10,714.93
			Petty Cash - Meet the Teacher	\$300.00		\$10,414.93
1116			K Zorn - paper for Ms Koster and deposit onlt stamp for Chase	\$82.32		\$10,332.61
1115			R Berardi - Teacher Lunch	\$20.58		\$10,312.03
1118			T Neyland - Boo Hoo Breakfast	\$14.20		\$10,297.83
1117			July/August Debit Card Emedco	\$391.32		\$10,297.83
			Bus Wrist Bands Teacher			\$9,906.51
			Assignments post cards and labels for Kinder for Bus	\$46.98		\$9,859.53
			Start of School Lunch	\$507.00		\$9,352.53
			Teacher Books Reward Dollars	\$509.23	\$150.00	\$8,843.30
			Staples			\$8,993.30
			Chili's			\$8,993.30
			Barnes and Noble July/August Fees			\$8,993.30
			Minimum Balance Student Store	\$4,000.00		\$4,993.30
			5th grade money	\$481.50		\$4,511.80
			Ending Balance	\$500.00		\$4,011.80
						\$4,011.80

Taypayer ID number

Hide Details

Friday, September 2, 2011 12:58 PM

FROM: Rubino, Ruby

TO: kjzorn@yahoo.com

To whom it may concern:

This is verify that Granville PTO EIN number has been changed to reflect # ending in 0077.

Thank you,

Ruby Rubino
Personal Banker
Prescott Valley Fry's
928-775-6233

This transmission may contain information that is privileged, confidential, legally privileged, and/or exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or use of the information contained herein (including any reliance thereon) is **STRICTLY PROHIBITED**. Although this transmission and any attachments are believed to be free of any virus or other defect that might affect any computer system into which it is received and opened, it is the responsibility of the recipient to ensure that it is virus free and no responsibility is accepted by JPMorgan Chase & Co., its subsidiaries and affiliates, as applicable, for any loss or damage arising in any way from its use. If you received this transmission in error, please immediately contact the sender and destroy the material in its entirety, whether in electronic or hard copy format. Thank you.

Reply to Rubino, Ruby

Send



JPMorgan Chase Bank, N.A.
 P O Box 659754
 San Antonio, TX 79265 - 9754

July 01, 2011 through July 29, 2011
 Account Number: 000000740283579



00028871 DRE 801 142 21111 - NNNNNNNNNNT 1 00000000 80 0000

GRANVILLE PTO
 OPERATING ACCOUNT
 5250 N STOVER DR
 PRESCOTT VALLEY AZ 86314-3842

CUSTOMER SERVICE INFORMATION

Web site: Chase.com
 Service Center: 1-800-242-7338
 Hearing Impaired: 1-800-242-7383
 Para Espanol: 1-888-622-4273
 International Calls: 1-713-262-1679

CHECKING SUMMARY

Chase BusinessSelect Checking

	INSTANCES	AMOUNT
Beginning Balance		\$10,714.93
ATM & Debit Card Withdrawals	2	- 438.30
Ending Balance	2	\$10,276.63

Your monthly service fee was waived because you maintained an average checking balance of \$7,500.00 or a minimum checking balance of \$5,000.00 or more during the statement period.

ATM & DEBIT CARD WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
07/20	Card Purchase 07/19 U R* Emed CO Inc 800-442-3633 NY Card 1547	\$391.32
07/25	Card Purchase With Pin 07/25 Staples, Inc. Prescott AZ Card 1547	46.98
Total ATM & Debit Card Withdrawals		\$438.30

REWARDS SUMMARY

Chase Business Debit Card



DATE	DESCRIPTION
07/29	Earn up to 10 Ultimate Rewards bonus points for every dollar you spend shopping online at the Ultimate Rewards Mall.

Visit www.chase.com/ultimaterewards today to learn more about your featured offers and deals of the week. Also, on chase.com, you can redeem your Ultimate Rewards points for cash, gift cards, travel and merchandise.

Debit Card ending 1547 - Points from purchases	391
Debit Card ending 1547 - Total points balance as of 07/21/11	15,875



July 01, 2011 through July 29, 2011
Account Number: 000000740263579

DAILY ENDING BALANCE

DATE	AMOUNT
07/20	\$10,323.61
07/25	10,276.63

SERVICE CHARGE SUMMARY

TRANSACTIONS FOR SERVICE FEE CALCULATION	NUMBER OF TRANBACTIONS
Checks Paid / Debits	2
Deposits / Credits	0
Deposited Items	0
Transaction Total	2

SERVICE FEE CALCULATION	AMOUNT
Service Fee	\$15.00
Service Fee Credit	-\$15.00
Net Service Fee	\$0.00
Excessive Transaction Fees (Above 200)	\$0.00
Total Service Fees	\$0.00



HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 74 7
FROM: Cole Young, Principal Humboldt Elementary School Reading
DATE: October 18, 2011 Discuss
SUBJECT: Approval of Parent Support Organization for Humboldt Elementary School –Humboldt Elementary School Parent Teacher Organization Action
Consent X

OBJECTIVE: Goal # 3 – Increase Parent/Community Involvement

SUPPORTING DATA:

Governing Board Policy KJA states “The Superintendent shall develop procedures as necessary for the annual approval of parent support and booster organizations...”

A procedure is in place by which Parent/Teacher and Parent/Teacher/Staff Organizations (PTO/PTSOs) are to be recognized by the Board. This recognition allows the District’s liability insurance carrier, The Arizona Risk Retention Trust, to cover the organizations school related activities.


SUMMARY & RECOMMENDATION:

“Humboldt Elementary School Parent Teacher Organization” from Humboldt Elementary School has applied for Board recognition at this time.

Presented in the packet are their official by-laws and information relating to their legal and financial compliance.

It is recommended that the Governing Board:
Move to recognize “Humboldt Elementary School PTO” for Humboldt Elementary School for the 2011-2012 school year.

Approved for transmittal to the Governing Board:


Dr. Paul Stanton, Superintendent

Questions should be directed to: Cole Young

**APPLICATION FOR GOVERNING BOARD APPROVAL
HUMBOLDT UNIFIED SCHOOL DISTRICT'S PARENT SUPPORT ORGANIZATIONS**

Name of Organization Humboldt Elem. PTO School H.E.S.
 Related Student Organization or Club _____ Taxpayer I.D. No. 90-0625266
 (if applicable)

OFFICERS:
 Name: Linda Krebs
 Office Held: President
 Address: 8119 E. CANYON Ln.
PV. AZ
 Phone(s): 533-5833
 Date taking office: MAY 2011
 Name: Lori Dodge
 Office Held: TRES.
 Address: PO BOX 1322
MAYCE. AZ
 Phone(s): 632-8769
 Date taking office: MAY 2011

Name: JADE Dagnee
 Office Held: VICE PRESIDENT
 Address: 12896 E. POONCE ST.
Dewey, AZ
 Phone(s): 678-78-7741
 Date taking office: MAY 2011
 Name: CHARISSA Smith
 Office Held: Sec.
 Address: PO BOX 532
Dewey, AZ
 Phone(s): 848-0953
 Date taking office: MAY 2011

FOR ADDITIONAL OFFICERS, PLEASE ADD A SEPARATE, ATTACHED SHEET.

- Formal Non-Profit** Please Attach:
- 1) Articles of Incorporation
 - 2) Current operating by-laws
 - 3) Last fiscal year AZ Corporation Commission Annual Report
 - 4) I.R.S. Determination Letter
 - 5) Last Fiscal year I.R.S. Form 990 Annual Report
 - 6) Most recent treasurer's financial report
 - 7) Most recent bank statement

- Informal Non-Profit** Please Attach:
- 1) Current operating by-laws
 - 2) Most recent treasurer's financial report
 - 3) Most recent bank statement

Bank account established? Yes No Two signatures required? Yes No

By-laws reviewed annually? Yes No Budget plan in place? Yes No

Member meetings held how often? monthly Executive meetings held how often? _____

As officers, we hereby agree to abide by the By-laws of our organization and follow the district's Guidelines for Operation and Financial Responsibility while we strive to improve our children's educational opportunities where support is needed.

Signature [Signature] Date 8/11 Signature [Signature] Date 8/11
 Signature [Signature] Date 8/11 Signature [Signature] Date _____
 Principal's Approval: Signature [Signature] Date: 8/29/11



Prescott Valley Branch
7680 E. Highway 69, Ste. F-8
Prescott Valley, AZ 86314
Phone 928-775-2472
Fax 928-775-3663

October 5, 2011

Humboldt School District
Attn: Beth

According to our records, Humboldt Elementary School PTO has a checking account with BBVA Compass listed as account number: 2520998767. The tax id has been updated. The new tax id number is : 90-0625266.

Best Regards,

A handwritten signature in black ink, appearing to read "Jewel Koel", written over a faint, circular stamp or watermark.

Jewel Koel
Branch Retail Executive

Humboldt Elementary School

Parent Teacher Organization By-Laws

Developing and Maintaining a Partnership between Community, Family and School

Article 1: Mission Statement

The mission of this organization shall be to promote the general welfare of all the school children, to assist the staff in providing for the educational needs of the children and to foster cooperation and understanding between school and community.

Article 2: Policies

1. Support the administrative functions of the school.
2. Through actions and communication, seek to improve understanding and cooperation between home and school.
3. Requests for purchases must be pre-approved.
4. Executive Officers emergency fund will be available with limits set at \$100 per event but not to exceed a maximum of \$200 between two consecutive meetings.
5. Fiscal year shall be July 1 through June 30.
6. PTO funds will directly benefit the Humboldt Elementary School community.
7. Standing Committees will be formed to ensure yearly goals are reached and activities are adequately planned:
 - a) Such standing committees shall be created by the Executive Officers as deemed necessary to promote the mission of the PTO and to carry on its work.
 - b) Chairperson(s) of standing committees shall be selected by the Executive Officers. The term of the chairperson(s) shall be 1 year.
 - c) The chairperson(s) of each standing committee shall present a plan for the Executive Officers to approve. No committee work shall be undertaken without the consent of the membership.
 - d) The power to form a special committee and appoint its members rests with the Executive Officers and requires a majority vote of the PTO members in
 - e) Standing committees shall present a report at the regular monthly PTO meeting.

Article 3: Membership

Any Humboldt Elementary School community member, parent, guardian, teacher, staff member or administrator interested in the objectives of this organization and who are willing to uphold its basics policies and subscribe to its By-laws may become a member.

Article 4: Executive Officers and their Duties

1. Executive officers shall be President, Vice President, Secretary, Treasurer and Member at Large. No two executive officers shall reside in the same household or be immediate family members.
2. President: The President shall preside at meetings, serve as chief executive of the organization, appoint committee chairpersons, and work with the school principal and board members in providing the services and achieving the purposes of the organization. The President shall be a voting member of the Executive Board.
3. Vice President: The Vice President shall act as an aide to the President and assume the duties of the President when required. The Vice President shall be a voting member of the Executive board.
4. Secretary: The Secretary shall keep an accurate record of each meeting, to be read at the following meeting. The draft minutes are to be routed to the Executive Officers for editing before general distribution. The minutes shall be sent home within one week of each meeting and posted in the office at least 24 hours prior to next meeting. Necessary correspondence shall be the duty of the Secretary. The Secretary shall be a voting member of the Executive board.
5. Treasurer: The Treasurer shall be responsible for the timely receipt and deposit of all funds for the organization and disbursement of funds as directed. Reports shall be presented on a monthly basis. The Treasurer shall present an end of the year report at the July meeting. The Treasurer shall be a voting member of the Executive Board.
6. Member at Large: The Member at large shall be a voting member of the Executive Board.
7. Executive Officers shall develop their yearly goals and objectives to be presented at the August / September meeting.

Article 5: Executive Terms of Office

1. President: One year term.
2. Vice President: One year term.
3. Secretary: One year term.
4. Treasurer: One year term.
5. Member at Large: One year term

6. Executive Officers are expected to attend all meetings.

7. In the event an office becomes vacant, the Executive Committee will appoint a member to complete the term, with unanimous approval by all Executive Committee members and the school principal.

Article 6: Voting

1. All members of the PTO in attendance may vote.

2. Quorum consists of six members.

Article 7: Nominations and Elections

1. Nominations will be accepted from the floor at the April general meeting.

2. Elections will take place at the general meeting held in May.

3. Nominations from the floor require presence of the nominee at the meeting or written acceptance of a nomination.

4. All members of the Organization are eligible for elective office.

5. Elections shall be by a majority of those present at the elections meeting.

6. Newly elected officers shall assume their duties at the beginning of the fiscal year.

Article 8: Amendments

1. After approval by the membership, the By-laws will remain in force unless changed or amended by votes of the membership.

2. The procedure for amending the By-laws shall be as follows:

a) Suggested amendments will be presented to the members for discussion and consideration.

b) Amending the By-laws requires a majority vote of members present at a meeting called for that purpose.

Article 9: Allocation of Funds

1. All proposals for funds must be presented at the regular monthly PTO meeting.

2. All proposals must state how the funds will be used and amount requested.

3. Proposals shall be discussed and voted on or tabled for further discussions at a specified later date.

Article 10: The authority shall be Robert's Rules of Order, except as otherwise indicated in the By-laws.

Strict formality in the conduct of meetings is not required.

Treasurer Report H.E.S.
8-9-11

\$701.63 Bal

-32.00 sno cone supplies

+669.63

-\$12.04 -water

+657.59

-\$12.82- soda

\$644.77 Bal.

+ \$180.00 Registration PTO

\$824.77 Bal.

\$56.49 -Glass

\$-48.92 Sno cone supplies

\$- 100.00 -Paper

\$- 24.00 Syrup

\$ 362.62 -Printer and camera

\$ -19.72 -Syrup

\$- 16.82- Ice

\$ +196.20 Bal

\$ Donation check to H.E.S.PTO \$1200

Bal as of 9/2/11 \$ 1,396.20

- \$ -75.00 Kids-
\$ -50.00 Teacher -
-52 Soda for safety Day

\$ 1219.00 AS - 9/16/11

BBVA Compass Bank

Interim Statement as of 09/08/2011

BUSINESS BTO CHECKING Account #: 2520998767

HUMBOLDT ELEMENTARY SCHOOL PTO
PO BOX 1322
MAYER AZ 86333-1322

Last Statement Date: 08/31/2011
Last Statement Balance: \$1,158.69

*****DDA Transactions*****

Posted Balance as of 09/07/2011: \$886.85

Date	Description	Check#	Debit	Credit	Balance
09/06/11	PURCHASE FROM DDA - SAMSCLUB #4977 / INTLK 24497701 09/04/11 CARD 9422078450 POS -AT SAMSCLUB #4977 PRESCOTT V, AZ		271.84		\$886.85

*Beth
Turner
759-5021*

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **7H 8**

FROM: JoAnne Bindell, Principal Mountain View Elementary School Reading

DATE: October 18, 2011 Discuss

SUBJECT: Approval of Parent Support Organization for Mountain View Elementary School –Mountain View Elementary School Parent Teacher Organization Action
Consent X

OBJECTIVE: Goal # 3 – Increase Parent/Community Involvement

SUPPORTING DATA:

Governing Board Policy KJA states “The Superintendent shall develop procedures as necessary for the annual approval of parent support and booster organizations...”

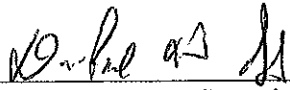
A procedure is in place by which Parent/Teacher and Parent/Teacher/Staff Organizations (PTO/PTSOs) are to be recognized by the Board. This recognition allows the District’s liability insurance carrier, The Arizona Risk Retention Trust, to cover the organizations school related activities.

SUMMARY & RECOMMENDATION:

“Mountain View Elementary School Parent Teacher Organization” from Mountain View Elementary School has applied for Board recognition at this time.

Presented in the packet are their official by-laws and information relating to their legal and financial compliance.

It is recommended that the Governing Board:
Move to recognize “Mountain View Elementary School PTO” for Mountain View Elementary School for the 2011-2012 school year.

Approved for transmittal to the Governing Board: 
Dr. Paul Stanton, Superintendent

Questions should be directed to: JoAnne Bindell

**APPLICATION FOR GOVERNING BOARD APPROVAL
HUMBOLDT UNIFIED SCHOOL DISTRICT'S PARENT SUPPORT ORGANIZATIONS**

Name of Organization Parent Teacher Org. School MVES
 Related Student Organization or Club _____ Taxpayer I.D. No. 47-4740960
 (if applicable)

OFFICERS:
 Name: DAWN MEDFORDS
 Office Held: President
 Address: 9215 E. Manley Dr
Prescott Valley, AZ 86314
 Phone(s): 928-899-4942
 Date taking office: 9/22/11

Name: Julie Painter
 Office Held: Treasurer
 Address: 3381 N. VICTOR RD.
Prescott Valley, AZ 86314
 Phone(s): 928-227-3744
 Date taking office: 9/22/11

Name: Susan Ward
 Office Held: Vice President
 Address: 4515 N Phillip Dr
Prescott Vly Az
 Phone(s): 759-2706
 Date taking office: 5/11

Name: Ember Evans
 Office Held: Secretary
 Address: 4501 N. Verde Vista
Prescott Valley, AZ 86314
 Phone(s): 928 772-6751
 Date taking office: 5/11

FOR ADDITIONAL OFFICERS, PLEASE ADD A SEPARATE, ATTACHED SHEET.

Formal Non-Profit Please Attach:

- 1) Articles of Incorporation
- 2) Current operating by-laws
- 3) Last fiscal year AZ Corporation Commission Annual Report
- 4) I.R.S. Determination Letter
- 5) Last Fiscal year I.R.S. Form 990 Annual Report
- 6) Most recent treasurer's financial report
- 7) Most recent bank statement

Informal Non-Profit Please Attach:

- 1) Current operating by-laws
- 2) Most recent treasurer's financial report
- 3) Most recent bank statement

Bank account established? Yes No Two signatures required? Yes No

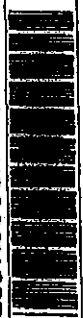

By-laws reviewed annually? Yes No Budget plan in place? Yes No

Member meetings held how often? Monthly Executive meetings held how often? Monthly

As officers, we hereby agree to abide by the By-laws of our organization and follow the district's Guidelines for Operation and Financial Responsibility while we strive to improve our children's educational opportunities where support is needed.

Dawn Medfords 9/22/11 Susan Ward 9/22/11
 Signature Date Signature Date
Julie Painter 9/22/11 Ember Evans 9/27/11
 Signature Date Signature Date
 Principal's Approval: Signature Jolene Bunde Date: 9/22/11

BUSINESS ACCOUNT ADD SIGNERS FORM

NAME OF BUSINESS MOUNTAIN VIEW SOCIAL COMMITTEE PTO TAXPAYER ID NO 47-4740960

BUSINESS ADDRESS 8601 E LOOS DR, PRESCOTT VALLEY, AZ 86314-6476 BANK NO. 601 BRANCH PHONE NO (614) 248-8800

BRANCH NAME AND NO. PRESCOTT VALLEY - 277 INTEROFFICE MAIL CODE AZ1-0539 PREPARED BY NAME JAMES R MCNEIL DATE 05/22/2009

Please add the following signer to the accounts listed below (other authorized signers on record do not change):

Name of the Signer to Add SUSAN M SKINNER WARD Issuer AZ Signature [Signature] Date 5/22/09
 ID Number 527288710 Issuance Date 10/18/1999 Expiration Date 12/20/2030
 Title SIGNER

Account Numbers: 785319526

Please add the following signer to the accounts listed below (other authorized signers on record do not change):

Name of the Signer to Add STACIA T KNOTEK Issuer AZ Signature [Signature] Date 5/22/09
 ID Number 471784399 Issuance Date 02/24/1997 Expiration Date 02/22/2025
 Title SIGNER

Account Numbers: 785319526

Please add the following signer to the accounts listed below (other authorized signers on record do not change):

Name of the Signer to Add _____ Issuer _____ Signature _____ Date _____
 ID Number _____ Issuance Date _____ Expiration Date _____
 Title _____

Account Numbers: _____

CERTIFICATION
 The undersigned hereby certifies that the person(s) added as authorized signers on the account(s) indicated above have been added in accordance with resolutions or other documents of the Business regarding signing authority for bank accounts. The undersigned further certifies that for those added as authorized signers, the names, titles and signatures are correct.

For a Corporation or Unincorporated Association or Organization: [Signature] Date 5-22-09 Owner/Sole Proprietor _____
 For Partnership or Limited Liability Company: _____ Date _____ Partner/Member/Manager _____
 For Government Entity: _____ Date _____ Certifying Official _____

Charter Bylaws

Article I: Name

The name of this Non-Profit Organization is the Mountain View Elementary School Parent Teacher Organization, 8601 East Loos Drive, Prescott Valley, Arizona 86314-6476, 1-928: 759-4700 (P.T.O.) of Humboldt Unified School District, Prescott Valley, Arizona 86314-6476.

Article II: Articles of Organization

The articles of organization include:

- 1.) The bylaws of this organization.
- 2.) The articles of association.

Article III: Objectives

- 1.) The objectives of the Mountain View Elementary School P.T.O. are developed through committees, projects, and programs, and are governed and qualified by the basic policies set forth in Article IV.

3.

with the school administration, faculty, and students in an effort to:

- a.) Provide quality education for all students.
- b.) Provide quality experiences and activities for all members of the school.
- c.) Promote the welfare of the children attending M.V.E.S. in home, school, and community.
- d.) Maintain a well-informed membership regarding issues directly related to the school community.
- e.) Bring closer relationship between home and school, so that parents and teachers may cooperate in the education of the students.
- f.) The records of this Organization are open for public review. A P.T.O. Book of Record, will be kept in

5.

Board of Directors

- b.) Registration of name, address, and telephone number with the Board of Directors. These will be placed in the P.T.O. safe.
- 2.) Membership in this Organization shall be made available without regard to race, color, creed, or national origin.
 - 3.) This Organization shall conduct an annual enrollment of members but may admit persons to membership at any time. The membership year shall be from July 1st to June 31st.
 - 4.) Members of the Organization shall pay annual dues as established by the incoming Board of Directors.
 - 5.) Only enrolled adult members of this Organization shall be eligible to vote in the business meetings, election of officers, or to serve in any of its elective or appointive positions.

7.

elected to the same office for no more than two consecutive years.

After two consecutive terms, if no other person is willing to run for an office, the current officer may continue to serve for one additional year.

6.) If a vacancy occurs in the office of President Advisor, the Vice-President Advisor shall assume the office of the President Advisor. If a vacancy occurs in any other office, a person elected by a majority vote of the Board of Directors shall fill it for the unexpired term, notice of such election being given.

7.) Those nominated are enrolled members prior to the election.

8.) A member must appear in person to cast a vote.

9.

2.) The Vice President Advisor shall:

a.) Act as a assistant to the President Advisor, and perform the duties of the President Advisor in the absence or inability of that officer to act.

b.) Commit to the duties of President Advisor, in the event the President vacates office for any reason.

c.) Perform other delegated duties as assigned.

d.) Have the option of serving as committee chairman.

3.) The Secretary Advisor shall:

a.) Keep an accurate record of the proceedings of all the meetings of the Organization.

b.) Distribute official minutes to each Board of Directors member and others determined

two committee members.

Each shall keep an accurate account of all monies from the event.

(The Fall Festival takes six hours to count the money and make it ready for a bank deposit. The Spring Festival takes twelve hours to count the money and divide it to each class grade level).

d.) Keep a full and accurate account of receipts and disbursements as authorized by the President, Board of Directors, or Organization as in accordance with the budget adapted by the Organization.

e.) Be prepared to spend 50 to 100 hours a month of your own time to maintain the accounting journal, dealing with dishonest Corporate Bank Directors, Presidents, Vice Presidents of Banks,

13.

treasury for the next school year.

j.) Shall have to option of serving on a committee.

All officers shall perform the duties outlined in these bylaws and those assigned from time to time for no money.

Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President Advisor, without delay, all records, books, and other materials pertaining to the office, and shall return to the Treasurer Advisor, without delay, all funds pertaining to the office.

Article VIII : Executive Board

1.) The Executive Board will consist of the officers of the Board of Directors of the P.T.O. Organization, the Principal of the school, and faculty representatives.

2.) The duties of the Executive Board shall be to:

15.

b.) Poll faculty as requested by the Executive Board and advises the Board according to the results.

c.) Act as a liaison between the P.T.O. and the M.V.E.S. faculty.

Article IX: Board Meetings

1.) Board meetings shall be on a monthly basis at a time and place designated by the Board at the beginning of its term. Only Board of Directors members excluding the President (who votes only in the case of a tie) shall be entitled to vote at a Board meeting.

2.) Additional meetings may be scheduled as needed by the President Advisor, Vice-President Advisor, or Principal with proper notification to all Board of Directors members.

17.

2.) The chairperson of each committee shall be totally responsible for planning and initiating all the necessary requirements to fulfill the assigned purpose of the committee.

3.) The chairperson shall report committee progress to the President Advisor and members of the Organization on a weekly basis and submit a monthly report to the Vice President Advisor.

Article XII: Fiscal Year

1.) The fiscal year of this M.V.E.S. P.T.O. association shall begin July 1st and end June 30th. The previous year's budget will stand until the first general meeting.

Article XIII: Amendments and Bylaws

1.) The rules contained in the current edition of Robert's Rules

Organizational Basics For H.U.S.D.¹ P.T.O.'s² And Booster Clubs.

Selecting the structure for your organization.

- 1.) Should it be an unincorporated volunteer group?
- 2.) Should it be a stand-alone, non-profit, tax-exempt corporation?

Advantages of Incorporating.

- 1.) It decreases personal liability of officers / members of the group.
- 2.) It increases the credibility and standing of the organization.

More Advantages.

- 1.) Once established as a 501(C)(3) entity, it provides a tax-exempt status for your organization. Must file I.R.S. Form 1023.
- 2.) Qualifies for state tax exemptions (the \$5,000⁰⁰ rule).
- 3.) Eligible for grants and donations.
- 4.) Offers tax deductions to contributors.

Organizations :

Must receive official approval from school administration and Governing Board.

Must develop and adopt organizational bylaws.

Must select organization officers.

- 1.) School certified employees such as coaches, teachers, and administrators are to play advisory role only.
- 2.) Limitations on classified employee involvement due to Fair Labor Standard Act.
- 3.) Must develop annual goals and budget.
- 4.) Must take minutes during meetings, maintain for three years, and keep copies on file and at the sites.
- 5.) Must establish a checking account using organization tax I.D.
- 6.) Joining state and national associations, for guidance and support is recommended.

- 15.) Use of students in advertising must follow District policy.
- 16.) Must follow District Policy and USFR financial rules when collecting monies.
- 17.) Co-sponsored fundraisers between District organizations (student extra-curricular, etc.) and outside organizations must result in an equitable split of the revenue.
- 18.) Financial records and bank statements must be submitted to District Finance Department on a monthly basis.
- 19.) Cash controls must be established, reported and strictly followed when collecting money. (ie receipting, timelines of deposits, etc.)
- 20.) Must not use District taxpayer I.D.
- 21.) Must not use organization accounts to deposit District monies.
- 22.) Co-mingling of funds prohibited, considered a gift of public funds.
- 23.) Must not deposit money collected from / by students for school-sponsored events in organizational accounts.

Mountain View Elementary School
 Parent Teacher Organization
 Page #1

	March 2011	Check Deposit	Cash Deposit	Total	Balance
1					156386
2					
3					
4					
5					
6	34	Check # 1290			- 6533
7		Office Max			149853
8		Accounting Supplies			
9	35	Bank Deposit		26228	26228
10		Hasting Store Refund			176081
11		On Computer Headsets			
12	224	Check # 1288	VOID		
13	224	Check # 1289			- 1453
14		Froys Store			174628
15		Christina Lakey			
16		Classical Enrichment			
17	37	Check # 1366			- 9946
18		Karen Dyer			165182
19		Read Across America			
20	310	Bank Deposit	1500	1500	1500
21		Oriental Trading			166682
22		Refund			
23	311	Electronic Scrip Rebate		681	681
24					167363
25	33	Check # 1291	VOID		
26	33	Check # 1292			- 2500
27		Tammy Hewstone			164863
28		Perfect Attendance			
29	314	Check # 1281			- 1200
30		Sunshine Rhone			163663
31		International Games			
32	316	Electronic Scrip Rebate		4126	4126
33					167789
34	316	Check # 1283			- 3402
35		Kim Grant			164387
36		Classical Enrichment			
37	33	Check # 1193			- 2500
38		Dennis McFadden			161887
39		Perfect Attendance			
40					

Mountain View Elementary School Parent Teacher Organization

Approved By	Date

Page #2

	March 2011		Check Deposit	Cash Deposit	Total	Balance
1						161887
2						
3						
4						
5						
6	3/10	Check # 1345 Safeway Store				- 1676
7		Spring Festival				160211
8	3/21	Bank Deposit				
9		Radio Shack		5473	5473	5473
10		Refund				165684
11	3/29	Bank Deposit				
12		Time Inc.	40172	90172	90172	90172
13		Gift				255856
14		Kroger				
15		Gift				
16	3/31	Bank Monthly	50000			
17		Service Fee				- 200
18						255656
19						
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Mountain View Elementary School
 Parent Teacher Organization
 Page # 3 Monthly Report

Period: _____
 Month: _____

March 2011						Balance
						156386
		Bank Deposit				
3 5		Hasting Store Refund		26228		
3 10		Oriental Trading Refund		1500		
3 11		Electronic Scrip Rebate		681		
3 16		Electronic Scrip Rebate		4126		
3 21		Radio Shack Refund		5473		
3 29		Bank Deposit		90172		
				<u>128180</u>		<u>128180</u>
						284566
		Checks Written				
3 4		Check # 1290		- 6533		
2 24		1289		- 1453		
3 7		1366		- 9746		
3 3		1292		- 2500		
3 14		1281		- 1200		
3 16		1283		- 3402		
3 3		1193		- 2500		
3 10		1345		- 1676		
3 31		Bank Monthly Service Fee		- 200		
				<u>- 28910</u>		<u>- 28910</u>
						255656



JPMorgan Chase Bank, N.A.
 P O Br.: 659754
 San Antonio, TX 78265-9754

July 30, 2011 through August 31, 2011
 Account Number: **000000785319526**

CUSTOMER SERVICE INFORMATION

Web site: **Chase.com**
 Service Center: **1-800-242-7338**
 Hearing Impaired: **1-800-242-7383**
 Para Espanol: **1-888-622-4273**
 International Calls: **1-713-262-1679**



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MOUNTAIN VIEW SOCIAL COMMITTEE PTO
 8601 E LOOS DR
 PRESCOTT VALLEY AZ 86314-6476



CHECKING SUMMARY

Chase Nonprofit BusinessClassic

	INSTANCES	AMOUNT
Beginning Balance		\$2,277.43
Deposits and Additions	1	3.87
ATM & Debit Card Withdrawals	1	- 178.20
Fees and Other Withdrawals	1	- 2.00
Ending Balance	3	\$2,101.10

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
08/17	Electronic Scrip Rebate 6665099 CCD ID: 3943290619	\$3.87
Total Deposits and Additions		\$3.87

ATM & DEBIT CARD WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
08/17	Card Purchase 08/16 Acp Direct 972-248-4600 TX Card 2542	\$178.20
Total ATM & Debit Card Withdrawals		\$178.20

FEES AND OTHER WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
08/31	Service Fee	\$2.00
Total Fees & Other Withdrawals		\$2.00

You can waive your monthly service fee by maintaining an average checking balance of \$4,000 or more during the statement period.



July 30, 2011 through August 31, 2011
Account Number: 000000785319526

DAILY ENDING BALANCE

DATE	AMOUNT
08/17	\$2,103.10
08/31	2,101.10

SERVICE CHARGE SUMMARY

TRANSACTIONS FOR SERVICE FEE CALCULATION	NUMBER OF TRANSACTIONS
Checks Paid / Debits	1
Deposits / Credits	1
Deposited Items	0
Transaction Total	2

	AMOUNT
SERVICE FEE CALCULATION	
Service Fee	\$2.00
Service Fee Credit	\$0.00
Net Service Fee	\$2.00
Excessive Transaction Fees (Above 0)	\$0.00
Total Service Fees	\$2.00

