

# HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 855  
FROM: Candice Blakely-Stump, Principal Reading  
Coyote Springs Elementary School  
DATE: November 7, 2013 Discuss  
SUBJECT: Approval of Parent, Teacher Support Organization Action  
for Coyote Springs Elementary School – PTO  
Consent X

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OBJECTIVE: Goal # 3 – Increase Parent/Community Involvement

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## SUPPORTING DATA:

Governing Board Policy KJA states “The Superintendent shall develop procedures as necessary for the annual approval of parent support and boosters 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:

**CSES PTO 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 “PTO” for Coyote Springs Elementary School for 2013-2014 school year.*

Approved for transmittal to the Governing Board:

  
Dr. Paul H. Stanton, Superintendent

*Questions should be directed to: Candice Blakely-Stump*

**REQUEST FOR BOARD AGENDA ITEM**

Requested Meeting Date: October 1, 2013

Person / Organization Submitting Request: Candice Blakely-Stump, Principal, Coyote Springs Elementary School

Date Submitted: September 16, 2013

Please indicate under which Agenda Item your request will be listed. Items will be discussion before action whenever possible.

Student / Staff Recognition: \_\_\_\_\_

Report: \_\_\_\_\_

Consent Items: Coyote Springs Elementary School PTO

Discussion Items: \_\_\_\_\_

Action Items: \_\_\_\_\_

*Include all supporting materials when submitting to building administrator*

Materials include:

- Information about the project, position, etc.
- Justification for the request and/or academic standard that will be met
- Financial costs and funding source
- Number of students if applicable
- Approval by legal council if applicable

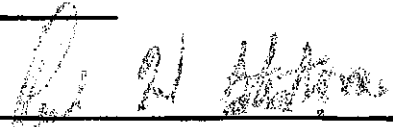
Administrative Approval:  Date: 9.17.13

Education Services Administrative Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Administrative Approval:  Date: 11/1/13

Accepted for placement on agenda for: 11-7-13

Denied \_\_\_\_\_

Superintendent's Office: 

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

Name of Organization CSES PTO School CSES  
 Related Student Organization or Club \_\_\_\_\_ Taxpayer I.D. No. 80-99182 (if applicable)

**OFFICERS:**

**Name:** Elizabeth Herb **Name:** Paula Poitras

**Office Held:** Volunteer Coordinator **Office Held:** President

**Address:** 8101 E Long Mesa Dr PV AZ 86314 **Address:** 7820 E Manely Drive PV AZ 86314

**Phone(s):** 602-565-2062 **Phone(s):** 928-533-8384

**Email:** e2herb@msn.com **Email:** poitras5@q.com

**Date taking office:** 8-6-13 **Date taking office:** \_\_\_\_\_

**Name:** Jennifer Williams **Name:** Kari Ingerson

**Office Held:** Vice- President **Office Held:** Secretary

**Address:** 1924 E Elbrook Ave **Address:** 5214 Long Rifle Rd

PV. AZ 86314 Prescott Valley AZ 86314

**Phone(s):** 928-899-2582 **Phone(s):** (760)497-1378

**Email:** Jennifer.Williams@Humboldt **Email:** Kari.ingerson@  
unified.com humboldtunified.com

**Date taking office:** 8/6/13 **Date taking office:** 8/6/13

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 are required**

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

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.*

<u>Paula Poitras</u> Signature	<u>9/16/13</u> Date	<u>Kari Ingerson</u> Signature	<u>9/16/13</u> Date
<u>Elizabeth Herb</u> Signature	<u>9/16/13</u> Date	<u>Jennifer Williams</u> Signature	<u>9/16/13</u> Date

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

Name of Organization CSES PTO School CSES  
 Related Student Organization or Club \_\_\_\_\_ Taxpayer I.D. No. 80-0399182  
 (if applicable)

**OFFICERS:**  
 Name: Courtney Stephenson  
 Office Held: Treasurer  
 Address: 7370 E. Mountain Dr.  
PV AZ 86315  
 Phone(s): 928-772-8945  
 Email: cls5555@aol.com

Name: Deb Chase  
 Office Held: Hospitality  
 Address: 7627 E Circle Wagons Way  
P.V. AZ 86315  
 Phone(s): 928-830-4223  
 Email: \_\_\_\_\_

Date taking office: \_\_\_\_\_  
 Name: Chelsea Potts  
 Office Held: Membership  
 Address: 6489 E. Kilkenny Pl  
Prescott Valley AZ 86314  
 Phone(s): 812-910-1526  
 Email: chelsea\_nicole66@hotmail.com  
 Date taking office: 8/16/13

Date taking office: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Office Held: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone(s): \_\_\_\_\_  
 Email: \_\_\_\_\_  
 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
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  - 4) I.R.S. Determination Letter
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By-laws reviewed annually?  Yes  No **Budget plan must be in place**

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*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] 9/16/13  
 Signature Date  
Chelsea Potts 9/16/13  
 Signature Date

\_\_\_\_\_  
 Signature Date  
 \_\_\_\_\_  
 Signature Date

Principal's Approval: Signature \_\_\_\_\_ Date: \_\_\_\_\_

# Coyote Springs Elementary School Parent Teacher Organization Bylaws

## 1.1 Name:

The name of this organization shall be known as Coyote Springs Elementary School Parent Teacher Organization, hereinafter referred to as "CSES PTO."

## 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 and establish funds for the benefit of our students and staff; with equipment, materials, supplies and financial support not available through School or District funds;
- To encourage school spirit and pride;
- To honor individuals for their dedication to our students' education and welfare.

2.1 Membership of the CSES PTO shall be open to parents, teachers, and staff of Coyote Springs Elementary School and persons interested in the objectives of the CSES PTO. All members agree to uphold the bylaws and policies of the organization.

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 A Member in Good Standing shall be defined as a member who has paid membership dues for the academic school year.

2.7 For eligibility in the election process, the academic school year shall be defined from August to May.

## Article III – Meetings

3.1 A minimum of four (4) general Organization meetings shall be held in each school year, one will be scheduled in each quarter.

3.2 Special meetings of the Organization may be called by the President, or by a majority of the Executive Board or presented through the secretary with at least, three (3) days notice having been given.

3.3 Motions shall be carried by a majority vote of the CSES PTO Executive Board members present at a meeting. 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 Email voting should only be used for issues of timeliness. If an Executive Board member has not responded within the time allowed and a quorum has been reached, the vote will pass. If a quorum has not been reached, the member will be contacted directly to determine his/her vote.

3.6 Meetings of the CSES PTO are open to any person who is interested in the activities of the CSES PTO. However, the President or, in the absence of the President, the presiding officer at the CSES PTO meeting, shall have the power to order the removal of any person who is disrupting the orderly conduct of the meeting. In addition, the Officers shall be entitled to go into Executive session to consider any matter, which the Officers believe to be of a sensitive nature.

3.7 The meeting agenda outline shall include the following items for each meeting:

- Call to order
- Roll call/Sign in

- Secretary Report & 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
- Next Meeting Date
- 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, mailed by March 1st.
- 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.
- In order to run for President or Treasurer, you must have served at least one year in any position on this Board.

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, by the Nominating Committee.
- 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 Coordinator, 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 Newly elected officers shall assume their official duties on July 1 and shall serve for the terms of one (1) year or until their successors are elected. The exiting Board and the newly elected Board shall work together in order to maintain an effective Board through this transition period.

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.

5.7 No staff member shall be elected to the position of President or Treasurer.

## Article VI – Duties of Officers

6.1 The President shall preside at all meetings of the Organization and of the Executive Board. He/she shall perform such other duties as 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 Coordinator 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 Executive Board

7.1 The Executive Board shall consist of the Officers of the Organization.

7.2 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;

7.3 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.

7.4 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.

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

#### Article VIII – Standing Committees

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

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

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

8.4 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.

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

8.6 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 IX – Funds

9.1 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 (CSES 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.

9.2 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.

9.3 Financial Review: The financial records of the Organization shall be examined annually by an audit committee of not less than three persons, a majority of whom shall not be current Officers and chaired by the Treasurer. Upon completion of their examination, the audit committee shall sign a written report to the Executive Board either stating that they discovered no reason to question the transactions on the CSES PTO's accounts or stating the nature of any questions or concerns which arose during their examination. In lieu of this committee, an outside certified auditor may be used. The review shall take place directly before a new treasurer takes custody of the PTO funds for a new school year.

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

#### Article X – Amendments

These by-laws may only be amended or repealed at any regular meeting or at any special meeting called for that purpose, provided that the notice of any such meeting shall state the purpose or one of the purposes of such meeting is to consider a proposed amendment to these Bylaws accompanied by a copy or summary of the proposed amendment or state the general nature of the amendment. Any proposed amendment must be approved by two-thirds of the voting members present.

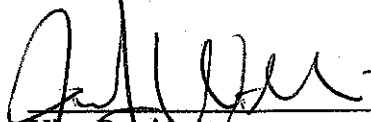
#### Article XI - Dissolution

If any provision of these Bylaws is found, in any action, suit or proceeding, to be invalid or ineffective, the validity and the effect of the remaining provisions shall not be affected. In the event that the CSES PTO is dissolved, all of its assets shall be distributed to the proper clubs or organizations in accordance with the decisions or plan made by the previous year's Executive Board. These by-laws may only be amended or repealed 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 this date 17 September, 2013.



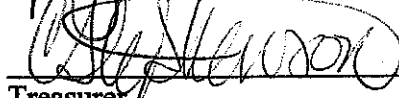
President



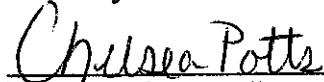
Vice President



Secretary

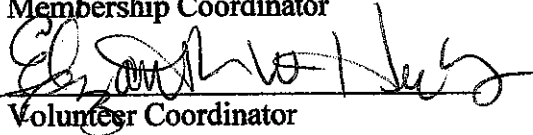


Treasurer



Membership Coordinator

Hospitality Coordinator



Volunteer Coordinator

Balance Sheet - As of 6/30/2013  
As of 6/30/2013 (Accrual Basis)

9/16/2013

Page 1

Account	6/30/2013 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
Checking (8685-70)	4,575.29
Checking 8606	300.00
PTO General Funds 4080	12,763.40
Reserve Accts 0188	7,613.94
Savings (8685-0)	5.00
Savings 1507	0.00
Savings 1531	0.01
Change Fund	0.00
<b>TOTAL Cash and Bank Accounts</b>	<b>25,257.64</b>
<b>TOTAL ASSETS</b>	<b>25,257.64</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>LIABILITIES</b>	
<b>Other Liabilities</b>	
Principal's Account	4,711.70
Reserve for 1st Grade	29.53
Reserve for 2nd Grade	137.19
Reserve for 3rd grade	0.00
Reserve for 4th Grade	64.51
Reserve for 5th Grade	100.00
Reserve for 6th Grade (Chauncey Ranch)	138.38
Reserve for BMHS Scholarship	25.00
Reserve for Bridges Education	492.35
Reserve for Computers	0.00
Reserve for Habitat	31.49
Reserve for KG	88.26
Reserve for Library	0.00
Reserve for Music Fund	4.30
Reserve for People to People	500.00
Reserve for Social Fund	428.71
Reserve for Title One	955.57
<b>TOTAL Other Liabilities</b>	<b>7,706.99</b>
<b>TOTAL LIABILITIES</b>	<b>7,706.99</b>
<b>EQUITY</b>	<b>17,550.65</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>25,257.64</b>

# Wells Fargo Combined Statement of Accounts

Primary account number: ██████████4080 ■ June 1, 2013 - June 30, 2013 ■ Page 1 of 6



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](http://wellsfargo.com/biz)

Write: Wells Fargo Bank, N.A. (038)

P.O. Box 2908

Phoenix, AZ 85062-2908

## Your Business and Wells Fargo

The Wells Fargo Business Insight Resource Center offers free access to business information and advice through videos, articles, podcasts and other resources. This site offers objective information from industry experts and best practices from real business owners. Topics include cash flow management, how to build and apply for credit, commercial real estate financing, marketing, and more. Visit the site at [wellsfargobusinessinsights.com](http://wellsfargobusinessinsights.com).

## Account options

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

- Business Online Banking
- Online Statements
- Business Bill Pay
- Business Spending Report
- Overdraft Protection

## Summary of accounts

### Checking and Savings

Account	Page	Account number	Ending balance last statement	Ending balance this statement
Advantage Business Package Checking	2	██████████4080	11,997.31	12,950.57
Advantage Business Package Checking	3	██████████8606	200.00	300.00
Business Market Rate Savings	3	██████████531	0.01	0.01
Business Market Rate Savings	4	██████████1507	0.00	0.00
<b>Total deposit accounts</b>			<b>\$12,197.32</b>	<b>\$13,250.58</b>



## Advantage Business Package Checking

### Activity summary

Beginning balance on 6/1	\$11,997.31
Deposits/Credits	1,743.32
Withdrawals/Debits	- 790.06
<b>Ending balance on 6/30</b>	<b>\$12,950.57</b>
 Average ledger balance this period	 \$12,706.06

Account number: ██████████4080  
**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 - ██████████1531

### Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
6/6		Deposit	912.88		12,910.19
6/7		Deposit	94.00		13,004.19
6/10		Recurring Transfer to Coyote Springs Elemen Business Checking Ref #Opexlxpfjm xxxxxx8606		100.00	12,904.19
6/12	10319	Check		58.94	12,845.25
6/17		Deposit	433.80		
6/17		Recurring Transfer to Coyote Springs Elemen Business Market Rate Savings Ref #Opemwtw3FL xxxxxx1531		100.00	
6/17	10321	Cashed Check		503.24	12,675.81
6/24		Recurring Transfer From Coyote Springs Elem Business Market Rate Savings Ref #Opejzv696G xxxxxx1531	100.00		
6/24	10322	Check		19.88	12,755.93
6/25		Electronic Scrip Rebate 130624 6492250 Coyote Springs Element	202.84		12,958.57
6/28		Monthly Service Fee		8.00	12,950.57
<b>Ending balance on 6/30</b>					<b>12,950.57</b>
<b>Totals</b>			<b>\$1,743.32</b>	<b>\$790.06</b>	

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
10319	6/12	58.94	10321 *	6/17	503.24	10322	6/24	19.88

\* 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 (\$)
Cash Deposited (\$)	100	5,000	0	0.0030	0.00
Transactions	11	150	0	0.50	0.00
<b>Total service charges</b>					<b>\$0.00</b>

**Advantage Business Package Checking**

**Activity summary**

Beginning balance on 6/1	\$200.00
Deposits/Credits	200.00
Withdrawals/Debits	- 100.00
<b>Ending balance on 6/30</b>	<b>\$300.00</b>
 Average ledger balance this period	 \$246.66

Account number: ██████████3606  
**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 - ██████████1507

**Transaction history**

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
6/10		Recurring Transfer From Coyote Springs Elem Business Checking Ref #Opexlxfjm xxxxx4080	100.00		300.00
6/17		Recurring Transfer to Coyote Springs Elemen Business Market Rate Savings Ref #OpeZJzlr xxxxx1507		100.00	200.00
6/24		Recurring Transfer From Coyote Springs Elem Business Market Rate Savings Ref #Opexm36Wry xxxxx1507	100.00		300.00
<b>Ending balance on 6/30</b>					<b>300.00</b>
<b>Totals</b>			<b>\$200.00</b>	<b>\$100.00</b>	

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.

**Business Market Rate Savings**

**Activity summary**

Beginning balance on 6/1	\$0.01
Deposits/Credits	100.00
Withdrawals/Debits	- 100.00
<b>Ending balance on 6/30</b>	<b>\$0.01</b>
 Average ledger balance this period	 \$23.34

Account number: ██████████1531  
**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	\$0.00
Average collected balance	\$23.34
Annual percentage yield earned	0.00%
Interest earned this statement period	\$0.00
Interest paid this year	\$0.01

**Transaction history**

Date	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
6/17	Recurring Transfer From Coyote Springs Elem Business Checking Ref #Openwtw3FL xxxxxx4080	100.00		100.01
6/24	* Recurring Transfer to Coyote Springs Elemen Business Checking Ref #Opejzv696G xxxxxx4080		100.00	0.01
<b>Ending balance on 6/30</b>				<b>0.01</b>
<b>Totals</b>		<b>\$100.00</b>	<b>\$100.00</b>	

*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.*

**Business Market Rate Savings**

**Activity summary**

Beginning balance on 6/1	\$0.00
Deposits/Credits	100.00
Withdrawals/Debits	- 100.00
<b>Ending balance on 6/30</b>	<b>\$0.00</b>
Average ledger balance this period	\$23.33

Account number: ██████████1507  
**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	\$0.00
Average collected balance	\$23.33
Annual percentage yield earned	0.00%
Interest earned this statement period	\$0.00
Interest paid this year	\$0.00



**Transaction history**

<i>Date</i>	<i>Description</i>	<i>Deposits/ Credits</i>	<i>Withdrawals/ Debits</i>	<i>Ending daily balance</i>
6/17	Recurring Transfer From Coyote Springs Elem Business Checking Ref #Ope2JzlrV xxxxxx8606	100.00		100.00
6/24	* Recurring Transfer to Coyote Springs Elemen Business Checking Ref #Ope2m36Wry xxxxxx8606		100.00	0.00
<b>Ending balance on 6/30</b>				<b>0.00</b>
<b>Totals</b>		<b>\$100.00</b>	<b>\$100.00</b>	

*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.*



# Basic Business Checking<sup>®</sup> with Interest

Account number: ████████188 ■ June 1, 2013 - June 30, 2013 ■ Page 1 of 3



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](http://wellsfargo.com/biz)

Write: Wells Fargo Bank, N.A. (038)

P.O. Box 2908

Phoenix, AZ 85062-2908

## Your Business and Wells Fargo

The Wells Fargo Business Insight Resource Center offers free access to business information and advice through videos, articles, podcasts and other resources. This site offers objective information from industry experts and best practices from real business owners. Topics include cash flow management, how to build and apply for credit, commercial real estate financing, marketing, and more. Visit the site at [wellsfargobusinessinsights.com](http://wellsfargobusinessinsights.com).

## Account options

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

Business Online Banking   
Online Statements   
Business Bill Pay   
Business Spending Report   
Overdraft Protection

## Activity summary

Beginning balance on 6/1	\$7,333.28
Deposits/Credits	804.45
Withdrawals/Debits	- 278.60
<b>Ending balance on 6/30</b>	<b>\$7,859.13</b>
Average ledger balance this period	\$7,848.60

Account number: ████████188

**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 on your statement or visit your Wells Fargo store.



**Interest summary**

Interest paid this statement	\$0.05
Average collected balance	\$7,838.07
Annual percentage yield earned	0.01%
Interest earned this statement period	\$0.05
Interest paid this year	\$0.47

**Transaction history**

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
6/6		Deposit	754.40		8,087.68
6/17	2348	Check		250.00	7,837.68
6/24	2349	Check		28.60	7,809.08
6/25		Deposit	50.00		7,859.08
6/28		Interest Payment	0.05		7,859.13
<b>Ending balance on 6/30</b>					<b>7,859.13</b>
<b>Totals</b>			<b>\$804.45</b>	<b>\$278.80</b>	

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
2348	6/17	250.00	2349	6/24	28.60

**Monthly service fee summary**

For a complete list of fees and detailed account information, please see the Wells Fargo Fee and Information Schedule and Account Agreement applicable to your account or talk to a banker. Go to [wellsfargo.com/feefaq](http://wellsfargo.com/feefaq) to find answers to common questions about the monthly service fee on your account.

Fee period 06/01/2013 - 06/30/2013 Standard monthly service fee \$9.00 You paid \$0.00

The bank has waived the fee for this fee period.

**How to avoid the monthly service fee** Minimum required This fee period

Have any **ONE** of the following account requirements  
 - Not applicable to this account

RE/RE

**Account transaction fees summary**

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Transactions	14	150	0	0.50	0.00
<b>Total service charges</b>					<b>\$0.00</b>



**STATEMENT OF ACCOUNT**



One State Of Mind

2355 W. Pinnacle Peak Rd.  
Phoenix, AZ 85027-1261

[www.azstcu.org](http://www.azstcu.org)

Member Number: 8685  
Period Begin Date: 06/01/13  
Period End Date: 06/30/13

**TELEPHONE BANKING**  
(602) 255-2255  
1-800-604-2573

**INFORMATION SERVICE CENTER**  
(602) 467-4081  
1-800-671-1098

**CARD SERVICES**  
1-800-611-5006



CSES PTO  
COYOTE SPRINGS ELEMENTARY SCHO  
8101 E STATE RT 89A  
PRESCOTT VALLEY AZ 86315-7007

Invite friends and family to join the #1 credit union in Arizona.  
We are so confident we can save\* your friends and family money on their  
home loan, auto loan, credit card or checking account, that if we can't,  
we'll give them \$50\*\*. It's that easy. Visit [azstcu.org/challenge](http://azstcu.org/challenge) for more information.

**SUFFIX 00 BUS SAVINGS ACCT**

**Transaction Detail**

Date	Transaction	Transaction Amount	Balance
	BEGINNING BALANCE		\$5.00
	ENDING BALANCE		\$5.00

**Additional information about this account:**

Y-T-D DIVIDENDS: \$0.00

**SUFFIX 70 BUS CHECKING BASIC**

BEGINNING BALANCE	\$4,575.29		
DEPOSITS	\$0.00		
DRAFTS	\$0.00	TOTAL NUMBER DRAFTS CLEARED	0
MISC DEBITS	\$0.00		
MAINT/SERVICE CHGS	\$0.00	YOUR AVG DAILY BALANCE WAS	\$4,575.29
ENDING BALANCE	\$4,575.29	YOUR LOW MONTHLY BALANCE WAS	\$4,575.29

**DAILY BALANCE SUMMARY**

**Transaction Detail**

Date	Transaction	Transaction Amount	Balance
	BEGINNING BALANCE		\$4,575.29
	ENDING BALANCE		\$4,575.29

**DAILY BALANCE SUMMARY**

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
06-01	\$4,575.29				

**Additional information about this account:**

Y-T-D DIVIDENDS: \$0.00



One State Of Mind

2355 W. Pinnacle Peak Rd.  
Phoenix, AZ 85027-1261

www.azstcu.org

STATEMENT OF ACCOUNT

Member Number: ██████████ 8685  
Period Begin Date: 06/01/13  
Period End Date: 06/30/13

Page 2 of 2

Continued from previous page

STATEMENT SUMMARY

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FOR 2013

* IRA YTD DIVIDENDS	* OTHER YTD DIVIDENDS	* TOTAL YTD DIVIDENDS	* TOTAL YTD FED WHH	* TOTAL YTD STATE WHH	* TOTAL YTD FORFEITURE
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

\*\* The balance used to compute interest is the unpaid balance each day after payments and credits to that balance have been subtracted and any additions to the balance have been made.

Date	Account	Num	Description	Memo	Category	Tag	Cir	Amount
<b>BALANCE 6/30/2012</b>								
7/2/2012	Checking 8606	TXFR	Transfer		[PTO General ...		R	12,517.69
7/2/2012	PTO General F...		Transfer		[Savings 1507]		R	-17.00
7/2/2012	PTO General F...		Transfer		[Checking 8606]		R	175.01
7/2/2012	PTO General F...		Transfer		[Savings 1531]		R	17.00
7/2/2012	Savings 1507	TXFR	Transfer		[PTO General ...		R	200.02
7/2/2012	Savings 1531	TXFR	Transfer		[PTO General ...		R	-175.01
7/8/2012	Checking 8606		Transfer		[PTO General ...		R	-200.02
7/8/2012	PTO General F...		Transfer		[PTO General ...		R	100.00
7/15/2012	Checking 8606		Transfer		[Checking 8606]		R	-100.00
7/15/2012	PTO General F...		Transfer		[Savings 1507]		R	-100.00
7/15/2012	Savings 1507		Transfer		[Savings 1531]		R	-100.00
7/15/2012	Savings 1531		Transfer		[Checking 8606]		R	100.00
7/21/2012	PTO General F... Debit		Office Max	welcome back	[PTO General ...		R	100.00
7/21/2012	PTO General F... 10211		Debbie Chase	welcome back...	Teachers		R	-42.41
7/23/2012	PTO General F... DEP		Safeway - Elect...	Safeway	Store Card Sales		R	-317.41
7/25/2012	PTO General F... 10212		Debbie Chase	welcome back...	Teachers		R	43.74
7/25/2012	PTO General F... Debit		Oriental Tradin...	bags for embr...	Spirit Cart Exp...		R	-454.46
7/25/2012	PTO General F... Debit		Amsterdam Print	calendars for t...	Gifts Given		R	-74.00
7/26/2012	PTO General F... Debit		Home Depot	trashcan	Habitat		R	-279.62
7/26/2012	PTO General F... Debit		Home Depot	lunch tubs	Teachers		R	-27.37
7/28/2012	PTO General F... Debit		Wal Mart	lunch tubs	Teachers		R	-52.28
7/31/2012	Reserve Accts ... DEP		Interest Earned		Interest Inc		R	-104.45
7/31/2012	Savings 1507 DEP		Interest Earned		Interest Inc		R	0.03
8/2/2012	PTO General F... ATM		Cash	Meet-n-Greet	[Change Fund]		R	0.01
8/2/2012	Change Fund		Cash	Meet-n-Greet	[PTO General ...		R	-102.50
8/3/2012	PTO General F... Bank Chrg		Withdrawal Fee		Bank Charge		R	102.50
8/4/2012	PTO General F... Debit		Office Max	for Treasurer	Supplies		R	-2.50
8/7/2012	Reserve Accts ... BillPay		Cheryl Taylor	Handbook rev...	[Principal's Acc...		R	-17.99
8/7/2012	Principal's Acc...		Cheryl Taylor	Handbook rev...	[Reserve Accts...		R	-100.00
8/8/2012	Checking 8606		Transfer		[PTO General ...		R	100.00
8/8/2012	PTO General F...		Transfer		[Checking 8606]		R	100.00
8/9/2012	Reserve Accts ... 2273		CSES PTO	trashcan reim...	[Reserve for H...		R	-100.00
8/9/2012	Reserve for Ha...		CSES PTO	trashcan reim...	[Reserve Accts...		R	-27.37
8/10/2012	PTO General F... DEP	S	Various		--Split--		R	27.37
8/10/2012	PTO General F... DEP	S	Various		--Split--		R	254.00
8/10/2012	PTO General F... DEP		Various	reimbursemen...	Habitat		R	44.30
8/10/2012	PTO General F... DEP		Various				R	27.37

Date	Account	Num	Description	Memo	Category	Tag	Cir	Amount
8/10/2012	Change Fund		Various		[PTO General ...			-102.50
8/13/2012	PTO General F... DEP		Various	Sonic Night	5th grade income		R	100.00
8/13/2012	PTO General F... 10213		Sarah Crane	refund for shir...	Back To Schoo...		R	-7.00
8/15/2012	Checking 8606		Transfer		[Savings 1507]		R	-100.00
8/15/2012	PTO General F...		Transfer		[Savings 1531]		R	-100.00
8/15/2012	Savings 1507		Transfer		[Checking 8606]		R	100.00
8/15/2012	Savings 1531		Transfer		[PTO General ...		R	100.00
8/17/2012	PTO General F... DEP		Various		Membership		R	15.00
8/21/2012	PTO General F... DEP		Safeway - Elect...	Safeway	Store Card Sales		R	43.51
8/21/2012	PTO General F... 10214	S	Debbie Chase		--Split--		R	-55.34
8/22/2012	Checking 8606		Transfer		[Savings 1507]		R	100.00
8/22/2012	PTO General F...		Transfer		[Savings 1531]		R	100.00
8/22/2012	Savings 1507		Transfer		[Checking 8606]		R	-100.00
8/22/2012	Savings 1531		Transfer		[PTO General ...		R	-100.00
8/25/2012	Checking 8606		Transfer		[PTO General ...		R	-200.00
8/25/2012	PTO General F...		Transfer		[Checking 8606]		R	200.00
8/27/2012	Checking 8606	Bank Chrg	Overdraft Prote...		Bank Charge		R	-12.50
8/28/2012	Checking 8606	TXFR	Overdraft Prote...		[Savings 1507]		R	100.00
8/28/2012	Savings 1507		Overdraft Prote...		[Checking 8606]		R	-100.00
8/31/2012	PTO General F... 10215		Education City...		Education		R	-2,795.00
8/31/2012	Reserve Accts ... 2274		Jenny Torp	Breakfast	[Reserve for So...		R	-87.01
8/31/2012	Reserve Accts ...		Interest Earned		Interest Inc		R	0.03
8/31/2012	Savings 1507	DEP	Interest		Interest Inc		R	0.01
8/31/2012	Savings 1531	DEP	Interest		Interest Inc		R	0.01
8/31/2012	Reserve for So...		Jenny Torp	Breakfast	[Reserve Accts...		R	87.01
9/1/2012	Checking 8606		To Balance		[PTO General ...		R	12.50
9/1/2012	PTO General F...		Transfer		[Savings 1531]		R	100.01
9/1/2012	PTO General F...		Transfer		[Savings 1507]		R	0.02
9/1/2012	PTO General F... TXFR		To Balance		[Checking 8606]		R	-12.50
9/1/2012	Reserve Accts ... BillPay		Culligan Of Nor... water		[Principal's Acc...		R	-13.00
9/1/2012	Reserve Accts ... BillPay		HUSD	Outdoor BBQ ...	[Principal's Acc...		R	-400.00
9/1/2012	Savings 1507	TXFR	Transfer		[PTO General ...		R	-0.02
9/1/2012	Savings 1531	TXFR	Transfer		[PTO General ...		R	-100.01
9/1/2012	Principal's Acc...		Culligan Of Nor... water		[Reserve Accts...		R	13.00
9/1/2012	Principal's Acc...		HUSD	Outdoor BBQ ...	[Reserve Accts...		R	400.00
9/1/2012	Reserve for 5th...		Opening Balance		[Reserve for 5t...		R	0.00
9/4/2012	PTO General F... 10216		Debbie Chase	Muffin Monday	Hospitality Exp		R	-58.66
9/5/2012	PTO General F... DEP		Various		Membership		R	345.00

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
9/5/2012	PTO General F... DEP	S	Various		--Split--	--Split--	R	75.00
9/5/2012	Reserve Accts ... DEP	S	Various		--Split--	--Split--	R	481.30
9/5/2012	Principal's Acc...		Various		[Reserve Accts...]		R	-481.30
9/6/2012	Reserve Accts ... 2275		HUDS F & N	volunteers lun...	[Principal's Acc...]		R	-150.00
9/6/2012	Principal's Acc...		HUDS F & N	volunteers lun...	[Reserve Accts...]		R	150.00
9/7/2012	PTO General F... 10217		Here Comes M...	Smencils			R	-275.00
9/8/2012	PTO General F... 10218		CSES PTO	txfr to 5th gra...	5th Grade		R	-100.00
9/8/2012	PTO General F... DEP		Various	Pencil Box			R	51.25
9/8/2012	PTO General F... DEP	S	Various		--Split--	--Split--	R	464.11
9/8/2012	Reserve Accts ... DEP		Deposit	Sonic Night	[Reserve for 5t...]		R	100.00
9/8/2012	Reserve Accts ... DEP		Various	Yavapai Cty E...	[Reserve for Tit...]		R	500.00
9/8/2012	Reserve for 5th...		Deposit	Sonic Night	[Reserve Accts...]		R	-100.00
9/8/2012	Reserve for Titl...		Various	Yavapai Cty E...	[Reserve Accts...]		R	-500.00
9/10/2012	Checking 8606		Transfer		[PTO General ...]		R	100.00
9/10/2012	PTO General F...		Transfer		[Checking 8606]		R	-100.00
9/15/2012	Checking 8606		Transfer		[Savings 1507]		R	-100.00
9/15/2012	PTO General F...		Transfer		[Savings 1531]		R	-100.00
9/15/2012	Savings 1507		Transfer		[Checking 8606]		R	100.00
9/15/2012	Savings 1531		Transfer		[PTO General ...]		R	100.00
9/18/2012	PTO General F... 10219		Blake Gettman		Teachers:Teac...		R	-24.00
9/18/2012	PTO General F... 10220		Lisa Norbury	ink cartridge	Supplies		R	-45.00
9/18/2012	PTO General F... 10221	S	CSES		--Split--	--Split--	R	-387.20
9/21/2012	PTO General F... DEP	S	Various		--Split--	--Split--	R	181.22
9/21/2012	Reserve Accts ... DEP		Various	cookie dough	[Principal's Acc...]		R	1,148.00
9/21/2012	Reserve Accts ... DEP		Various	cookie dough	[Principal's Acc...]		R	676.95
9/21/2012	Principal's Acc...		Various	cookie dough	[Reserve Accts...]		R	-1,148.00
9/21/2012	Principal's Acc...		Various	cookie dough	[Reserve Accts...]		R	-676.95
9/22/2012	Checking 8606		Transfer		[Savings 1507]		R	100.00
9/22/2012	PTO General F...		Transfer		[Savings 1531]		R	100.00
9/22/2012	Reserve Accts ... DEP		Various	cookie dough	[Principal's Acc...]		R	909.50
9/22/2012	Reserve Accts ... DEP		Various	cookie dough	[Principal's Acc...]		R	1,368.40
9/22/2012	Reserve Accts ... DEP		Various	cookie dough	[Principal's Acc...]		R	1,159.75
9/22/2012	Reserve Accts ... DEP		Various	cookie dough	[Principal's Acc...]		R	1,151.50
9/22/2012	Reserve Accts ... DEP		Various	cookie dough	[Principal's Acc...]		R	971.50
9/22/2012	Reserve Accts ... DEP		Various	cookie dough	[Principal's Acc...]		R	933.49
9/22/2012	Reserve Accts ... DEP		Various	cookie dough	[Principal's Acc...]		R	867.50
9/22/2012	Savings 1507		Transfer		[Checking 8606]		R	-100.00
9/22/2012	Savings 1531		Transfer		[PTO General ...]		R	-100.00

Transaction  
7/1/2012 through 6/30/2013

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
9/22/2012	Principal's Acc...		Various	cookie dough	[Reserve Accts...			-909.50
9/22/2012	Principal's Acc...		Various	cookie dough	[Reserve Accts...			-1,368.40
9/22/2012	Principal's Acc...		Various	cookie dough	[Reserve Accts...			-1,159.75
9/22/2012	Principal's Acc...		Various	cookie dough	[Reserve Accts...			-1,151.50
9/22/2012	Principal's Acc...		Various	cookie dough	[Reserve Accts...			-971.50
9/22/2012	Principal's Acc...		Various	cookie dough	[Reserve Accts...			-933.49
9/22/2012	Principal's Acc...		Various	cookie dough	[Reserve Accts...			-867.50
9/25/2012	Checking 8606		Transfer		[Reserve Accts...		R	-100.00
9/25/2012	PTO General F...		Transfer		[PTO General ...		R	100.00
9/25/2012	Reserve Accts ... DEP		Various	cookie dough	[Checking 8606]		R	3,546.75
9/25/2012	Reserve Accts ... DEP		Various	cookie dough	[Principal's Acc...		R	420.00
9/25/2012	Reserve Accts ... DEP		Various	cookie dough	[Principal's Acc...		R	411.50
9/25/2012	Principal's Acc...		Various	cookie dough	[Reserve Accts...			-3,546.75
9/25/2012	Principal's Acc...		Various	cookie dough	[Reserve Accts...			-420.00
9/25/2012	Principal's Acc...		Various	cookie dough	[Reserve Accts...			-411.50
9/26/2012	Reserve Accts ... DEP		Various	cookie dough	[Reserve Accts...		R	1,310.75
9/26/2012	Reserve Accts ... DEP		Various	cookie dough	[Principal's Acc...		R	1,119.00
9/26/2012	Reserve Accts ... DEP		Various	cookie dough	[Principal's Acc...		R	1,118.25
9/26/2012	Reserve Accts ... DEP		Various	cookie dough	[Principal's Acc...		R	841.75
9/26/2012	Reserve Accts ... DEP		Various	cookie dough	[Principal's Acc...		R	785.25
9/26/2012	Reserve Accts ... DEP		Various	cookie dough	[Principal's Acc...		R	512.00
9/26/2012	Reserve Accts ... Bank Chrg		Ret Ck	return item fe...	[Principal's Acc...		R	-12.00
9/26/2012	Reserve Accts ... Rtn Item		Ret Ck - 1018 ...	cookie dough	[Principal's Acc...		R	-30.00
9/26/2012	Principal's Acc...		Various	cookie dough	[Reserve Accts...			-1,310.75
9/26/2012	Principal's Acc...		Various	cookie dough	[Reserve Accts...			-1,119.00
9/26/2012	Principal's Acc...		Various	cookie dough	[Reserve Accts...			-1,118.25
9/26/2012	Principal's Acc...		Various	cookie dough	[Reserve Accts...			-841.75
9/26/2012	Principal's Acc...		Various	cookie dough	[Reserve Accts...			-785.25
9/26/2012	Principal's Acc...		Various	cookie dough	[Reserve Accts...			-512.00
9/26/2012	Principal's Acc...		Ret Ck	return item fee	[Reserve Accts...			12.00
9/26/2012	Principal's Acc...		Ret Ck - 1018 ...	cookie dough	[Reserve Accts...			30.00
9/27/2012	Reserve Accts ... Bank Chrg		Ret Ck	return item fe...	[Reserve Accts...		R	-24.00
9/27/2012	Reserve Accts ... Rtn Item		Ret Ck - 1278	cookie dough	[Principal's Acc...		R	-103.00
9/27/2012	Reserve Accts ... Rtn Item		Ret Ck - 1279	return check f...	[Principal's Acc...		R	-90.00
9/27/2012	Principal's Acc...		Ret Ck	return item fe...	[Reserve Accts...			24.00
9/27/2012	Principal's Acc...		Ret Ck - 1278	cookie dough	[Reserve Accts...			103.00
9/27/2012	Principal's Acc...		Ret Ck - 1279	return check f...	[Reserve Accts...			90.00
9/28/2012	PTO General F... 10222		Sherry Richey		Teachers:Teac...		R	-30.00

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
9/28/2012	PTO General F... 10223		Jeannie Schmidt		Teachers:Teac...		R	-30.00
9/28/2012	PTO General F... 10224		Sherry Richey		Teachers:Teac...		R	-10.00
9/28/2012	PTO General F... 10225		Hailey Macy		Teachers:Teac...		R	-10.00
9/28/2012	PTO General F... 10226		Tiffany Peterson		Teachers:Teac...		R	-30.00
9/28/2012	PTO General F... 10227		Julie Miller-Stu...		Teachers:Teac...		R	-35.00
9/28/2012	Reserve Accts ... 2276		Candice Blakel...	Election mater...	[Principal's Acc...		R	-15.95
9/28/2012	Reserve Accts ... 2277		John Fournier	football referees	[Principal's Acc...		R	-25.00
9/28/2012	Reserve Accts ... 2278		HES PTO	football referees	[Principal's Acc...		R	-50.00
9/28/2012	Reserve Accts ... Bank Chrg		Cash Deposit...		[Principal's Acc...		R	-2.20
9/28/2012	Reserve Accts ... Bank Chrg		Deposited Item...	cookie dough ...	[Principal's Acc...		R	-150.80
9/28/2012	Savings 1531		Interest Earned		Interest Inc		R	0.01
9/28/2012	Principal's Acc...		Candice Blakel...	Election mater...	[Reserve Accts...			15.95
9/28/2012	Principal's Acc...		John Fournier	football referees	[Reserve Accts...			25.00
9/28/2012	Principal's Acc...		HES PTO	football referees	[Reserve Accts...			50.00
9/28/2012	Principal's Acc...		Deposited Item...	cookie dough ...	[Reserve Accts...			150.80
9/28/2012	Principal's Acc...		Cash Deposit...		[Reserve Accts...			2.20
9/29/2012	Reserve Accts ... DEP		Various	cookie dough	[Principal's Acc...		R	1,074.00
9/29/2012	Reserve Accts ... DEP		Various	cookie dough	[Principal's Acc...		R	599.00
9/29/2012	Reserve Accts ... DEP		Various	cookie dough	[Principal's Acc...		R	386.00
9/29/2012	Reserve Accts ... DEP		Various	cookie dough	[Principal's Acc...		R	342.00
9/29/2012	Principal's Acc...		Various	cookie dough	[Reserve Accts...			-1,074.00
9/29/2012	Principal's Acc...		Various	cookie dough	[Reserve Accts...			-599.00
9/29/2012	Principal's Acc...		Various	cookie dough	[Reserve Accts...			-386.00
9/29/2012	Principal's Acc...		Various	cookie dough	[Reserve Accts...			-342.00
9/30/2012	PTO General F... BillPay		Student Supply		Spirit Cart Exp...		R	-192.76
9/30/2012	Reserve Accts ... BillPay		Kaesar & Blair I...	per Candice	[Principal's Acc...		R	-374.98
9/30/2012	Reserve Accts ... BillPay		Leta Barnes	per Candice	[Principal's Acc...		R	-64.00
9/30/2012	Reserve Accts ... BillPay		Culligan Of Nor...	water	[Principal's Acc...		R	-32.50
9/30/2012	Reserve Accts ...		Interest Earned		Interest Inc		R	0.06
9/30/2012	Principal's Acc...		Kaesar & Blair I...	per Candice	[Reserve Accts...			374.98
9/30/2012	Principal's Acc...		Leta Barnes	per Candice	[Reserve Accts...			64.00
9/30/2012	Principal's Acc...		Culligan Of Nor...	water	[Reserve Accts...			32.50
10/2/2012	PTO General F... 10228		Debbie Chase		Hospitality Exp		R	-149.90
10/2/2012	PTO General F... 10229		**VOID**	Scholastic Ne...	3rd Grade		R	0.00
10/2/2012	PTO General F... 10230		**VOID**	Scholastic Ne...	3rd Grade		R	0.00
10/2/2012	PTO General F... 10231		Hailey Macy		Teachers:Teac...		R	-100.00
10/2/2012	PTO General F... 10232		Courtney Steph...	paper	Supplies		R	-195.62
10/3/2012	PTO General F... DEP		Safeway - Elect...	Safeway	Store Card Sales		R	180.67

Transaction  
7/1/2012 through 6/30/2013

Date	Account	Num	Description	Memo	Category	Tag	Cir	Amount
10/8/2012	PTO General F... 10233		Anne Mayes	candy bars	Membership Exp		R	-76.16
10/9/2012	PTO General F... DEP		Various		Membership		R	110.00
10/9/2012	PTO General F... DEP	S	Various		--Split--	--Split--	R	25.00
10/9/2012	PTO General F... DEP		Various		T-Shirts		R	10.00
10/9/2012	Reserve Accts ... DEP		Various	fundraiser	[Principal's Acc...		R	343.00
10/9/2012	Reserve Accts ... DEP		Various	fundraiser	[Principal's Acc...		R	45.00
10/9/2012	Principal's Acc...		Various	fundraiser	[Reserve Accts...		R	-343.00
10/9/2012	Principal's Acc...		Various	fundraiser	[Reserve Accts...		R	-45.00
10/10/2012	Checking 8606		Transfer		[PTO General ...		R	100.00
10/10/2012	PTO General F...		Transfer		[Checking 8606]		R	-100.00
10/15/2012	Checking 8606		Transfer		[Savings 1507]		R	-100.00
10/15/2012	PTO General F...		Transfer		[Savings 1531]		R	-100.00
10/15/2012	Savings 1507		Transfer		[Checking 8606]		R	100.00
10/15/2012	Savings 1531		Transfer		[PTO General ...		R	100.00
10/18/2012	PTO General F... DEP		Safeway - Elect... Safeway		Store Card Sales		R	264.97
10/22/2012	Checking 8606		Transfer		[Savings 1507]		R	100.00
10/22/2012	PTO General F...		Transfer		[Savings 1531]		R	100.00
10/22/2012	Savings 1507		Transfer		[Checking 8606]		R	-100.00
10/22/2012	Savings 1531		Transfer		[PTO General ...		R	-100.00
10/25/2012	PTO General F... 10234		Candice Blakel... pizza at the D...	6th Grade:6th ...			R	-50.00
10/25/2012	Reserve Accts ... 2279		Anne Mayes	reimbursement	[Principal's Acc...		R	-28.93
10/25/2012	Reserve Accts ... 2280		Candice Blakel...		[Principal's Acc...		R	-156.52
10/25/2012	Principal's Acc...		Anne Mayes	reimbursement	[Reserve Accts...		R	28.93
10/25/2012	Principal's Acc...		Candice Blakel...		[Reserve Accts...		R	156.52
10/29/2012	PTO General F... 10235		Julie Miller-Stu...	reimbursement	1st Grade		R	-20.00
10/29/2012	Reserve Accts ... 2281		Candice Blakel...		[Principal's Acc...		R	-87.81
10/29/2012	Principal's Acc...		Candice Blakel...		[Reserve Accts...		R	87.81
10/31/2012	Reserve Accts ...		Interest Earned		Interest Inc		R	0.19
11/2/2012	PTO General F... 10236		Courtney Steph...	reimbursement	Teachers:Teac...		R	-410.30
11/2/2012	PTO General F... DEP	S	Various		--Split--	--Split--	R	270.00
11/2/2012	PTO General F... DEP	S	Various		--Split--	--Split--	R	115.00
11/2/2012	PTO General F... DEP		Various		Spirit Cart		R	112.82
11/2/2012	Reserve Accts ... 2282		Keri Williams		[Principal's Acc...		R	-60.66
11/2/2012	Reserve Accts ... 2283		Candice Blakel...		[Principal's Acc...		R	-89.86
11/2/2012	Reserve Accts ... 2284		Courtney Steph...	reimbursement	[Principal's Acc...		R	-187.76
11/2/2012	Reserve Accts ... DEP		Various		[Reserve for So...		R	576.00
11/2/2012	Reserve Accts ... DEP	S	Various		--Split--	--Split--	R	484.60
11/2/2012	Reserve Accts ... DEP		Various	fundraiser	[Principal's Acc...		R	360.00

Transaction  
7/1/2012 through 6/30/2013

9/16/2013

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
11/2/2012	Reserve Accts ... DEP		VOID Check #2...re-deposit		[Principal's Acc...		R	25.00
11/2/2012	Principal's Acc...		Keri Williams		[Reserve Accts...			60.66
11/2/2012	Principal's Acc...		Candice Blakel...		[Reserve Accts...			89.86
11/2/2012	Principal's Acc...		Courtney Steph...reimbursement		[Reserve Accts...			187.76
11/2/2012	Principal's Acc...		Various		[Reserve Accts...			-484.60
11/2/2012	Principal's Acc...		Various fundraiser		[Reserve Accts...			-360.00
11/2/2012	Principal's Acc...		VOID Check #2...re-deposit		[Reserve Accts...			-25.00
11/2/2012	Reserve for So...		Various		[Reserve Accts...			-576.00
11/5/2012	Checking 8606	TXFR	Transfer		[PTO General ...		R	-100.00
11/5/2012	PTO General F...		Transfer		[Checking 8606]		R	100.00
11/5/2012	Reserve Accts ... BillPay		Culligan Of Nor... water		[Principal's Acc...		R	-7.50
11/5/2012	Principal's Acc...		Culligan Of Nor... water		[Reserve Accts...			7.50
11/8/2012	Reserve Accts ... 2285		HUSD F & N volunteers lun...		[Principal's Acc...		R	-150.00
11/8/2012	Principal's Acc...		HUSD F & N volunteers lun...		[Reserve Accts...			150.00
11/10/2012	Checking 8606		Transfer		[PTO General ...		R	100.00
11/10/2012	PTO General F...		Transfer		[Checking 8606]		R	-100.00
11/13/2012	PTO General F... 10237		Chelsea Potts pizza party		Box Top Parties		R	-65.38
11/13/2012	PTO General F... 10238		Harkins Theatre cups, shirts, g...		Fundrasiers:Ha...		R	-2,270.00
11/13/2012	PTO General F... 10239	S	Debbie Chase		--Split--	--Split--	R	-240.16
11/13/2012	PTO General F... 10240		Cash	HF change	[Change Fund]		R	-1,000.00
11/13/2012	Reserve Accts ... 2286		Courtney Steph...gift cards for ...		[Principal's Acc...		R	-200.00
11/13/2012	Reserve Accts ... 2287		Anne Mayes per Candice		[Principal's Acc...		R	-47.73
11/13/2012	Change Fund		Cash	HF change	[PTO General ...			1,000.00
11/13/2012	Principal's Acc...		Courtney Steph...gift cards for ...		[Reserve Accts...			200.00
11/13/2012	Principal's Acc...		Anne Mayes per Candice		[Reserve Accts...			47.73
11/14/2012	Reserve Accts ... BillPay		Kaesar & Blair I...per Candice		[Principal's Acc...		R	-58.63
11/14/2012	Principal's Acc...		Kaesar & Blair I...per Candice		[Reserve Accts...			58.63
11/15/2012	Checking 8606		Transfer		[Savings 1507]		R	-100.00
11/15/2012	PTO General F...		Transfer		[Savings 1531]		R	-100.00
11/15/2012	Savings 1507		Transfer		[Checking 8606]		R	100.00
11/15/2012	Savings 1531		Transfer		[PTO General ...		R	100.00
11/16/2012	PTO General F... 10241	S	Chelsea Potts		--Split--	--Split--	R	-375.23
11/16/2012	PTO General F... 10242		Jennifer Williams Honor Roll/Pri...	Education			R	-73.64
11/16/2012	PTO General F... 10243		Carol McFadden	Teachers:Teac...			R	-88.60
11/16/2012	PTO General F... 10244		Luanne Niece	Teachers:Teac...			R	-100.00
11/16/2012	PTO General F... 10245		Blake Gettman	Teachers:Teac...			R	-19.95
11/16/2012	PTO General F... 10246		Scholastic Mag... Clark & Carino	Teachers:Teac...			R	-99.33
11/16/2012	PTO General F... 10247		Michelle Tapia bales of straw	HF			R	-23.14

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
11/16/2012	Reserve Accts ... 2288		Great American	cookie dough ...	[Principal's Acc...		R	-11,289.31
11/16/2012	Principal's Acc...		Great American	cookie dough ...	[Reserve Accts...		R	11,289.31
11/19/2012	PTO General F... EFT		Safeway - Elect...	Safeway	Store Card Sales		R	167.23
11/19/2012	Reserve Accts ... 2289		John Fournier	b-ball referee ...	[Principal's Acc...		R	-40.00
11/19/2012	Reserve Accts ... 2290		John Fournier	b-bal referee ...	[Principal's Acc...		R	-40.00
11/19/2012	Reserve Accts ... 2291		John Fournier	b-ball referee ...	[Principal's Acc...		R	-40.00
11/19/2012	Reserve Accts ... 2292		John Fournier	b-ball referee ...	[Principal's Acc...		R	-25.00
11/19/2012	Reserve Accts ... 2293		Candice Blakel...	reimbursement	[Principal's Acc...		R	-96.61
11/19/2012	Principal's Acc...		John Fournier	b-ball referee ...	[Reserve Accts...		R	40.00
11/19/2012	Principal's Acc...		John Fournier	b-bal referee ...	[Reserve Accts...		R	40.00
11/19/2012	Principal's Acc...		John Fournier	b-ball referee ...	[Reserve Accts...		R	40.00
11/19/2012	Principal's Acc...		John Fournier	b-ball referee ...	[Reserve Accts...		R	25.00
11/19/2012	Principal's Acc...		Candice Blakel...	reimbursement	[Reserve Accts...		R	96.61
11/22/2012	Checking 8606		Transfer		[Savings 1507]		R	100.00
11/22/2012	PTO General F...		Transfer		[Savings 1531]		R	100.00
11/22/2012	Savings 1507		Transfer		[Checking 8606]		R	-100.00
11/22/2012	Savings 1531		Transfer		[PTO General ...		R	-100.00
11/24/2012	PTO General F... DEP		Various	fundraiser	[Change Fund]		R	330.00
11/24/2012	PTO General F... DEP		Various		--Split--	--Split--	R	415.75
11/24/2012	PTO General F... DEP		Various		--Split--	--Split--	R	399.35
11/24/2012	PTO General F... DEP		Various	@ Harvest Fe...	Spirit Cart		R	91.25
11/24/2012	PTO General F... DEP		Various		Spirit Cart		R	49.60
11/24/2012	PTO General F... DEP		Various		--Split--	--Split--	R	94.98
11/24/2012	PTO General F... DEP		Various		--Split--	--Split--	R	1,199.00
11/24/2012	Change Fund		Various	fundraiser	[PTO General ...		R	-330.00
11/24/2012	Change Fund		Various		[PTO General ...		R	-260.00
11/24/2012	Change Fund		Various		[PTO General ...		R	-110.00
11/24/2012	Change Fund		Various		[PTO General ...		R	-300.00
11/29/2012	Reserve Accts ... DEP		Various	cookie dough ...	[Principal's Acc...		R	332.45
11/29/2012	Principal's Acc...		Various	cookie dough ...	[Reserve Accts...		R	-332.45
11/30/2012	PTO General F... DEP		Various		AZ Dollars		R	10.00
11/30/2012	PTO General F...		Service Charge		Bank Charge		R	-8.00
11/30/2012	Reserve Accts ...		Interest Earned		Interest Inc		R	0.18
12/1/2012	PTO General F... 10248		Cash	Holiday Shop ...	[Change Fund]		R	-100.00
12/1/2012	Change Fund		Cash	Holiday Shop ...	[PTO General ...		R	100.00
12/2/2012	Checking 8606	TXFR	Transfer		[PTO General ...		R	-100.00
12/2/2012	PTO General F...		Transfer		[Checking 8606]		R	100.00
12/2/2012	PTO General F...		Transfer		[Savings 1531]		R	0.01

Date	Account	Num	Description	Memo	Category	Tag	Cir	Amount
12/2/2012	Savings 1531	TXFR	Transfer		[PTO General ...		R	-0.01
12/3/2012	PTO General F... DEP		Monthly Servic...	reverse bank ...	Bank Charge		R	4.00
12/3/2012	PTO General F... 10249		Brent Welsh	football pizza ...	Teachers		R	-107.81
12/5/2012	PTO General F... 10250		Adrienne Houst...	reimbursement	Teachers:Teac...		R	-100.00
12/5/2012	PTO General F... 10251		Stacy Smith	reimbursement	Teachers:Teac...		R	-100.00
12/5/2012	PTO General F... 10252		Tiffany Peterson	reimbursement	Teachers:Teac...		R	-100.00
12/5/2012	PTO General F... 10253		Kari Ingerson		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10254		Julie Miller		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10255		Lani Hammond		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10256		Tammy Turner		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10257		Desiree Clark		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10258		Bronte Caspers...		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10259		Luanne Niece		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10260		Marilyn Leveil		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10261		Debbie Marks		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10262		Adrienne Houst...		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10263		Terri Andress		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10264		Elke Sunderman		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10265		Pam Clark		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10266		Stacy Smith		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10267		Keri Williams		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10268		David Johnson		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10269		Jennifer Williams		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10270		Carol McFadden		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10271		Tiffany Peterson		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10272		Brent Welsh		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10273		Lynn Ness		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10274		Darlene Carino		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10275		Mr. Schossow		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10276		Mr. Shidelel		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10277		Anne Mayes		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10278		Student Council		HF:HF - Teacher		R	-33.33
12/5/2012	PTO General F... 10279		Linda Nietupski		HF:HF - Teacher		R	-33.33
12/7/2012	Checking (868... DEP		Various		Cash		R	500.00
12/7/2012	Checking (868... TXFR		Transfer		[Savings (8685...		R	-5.00
12/7/2012	PTO General F... 10280		CSES	open new ban...	Cash		R	-500.00
12/7/2012	Savings (8685-0)		Transfer		[Checking (868...		R	5.00
12/10/2012	Checking 8606		Transfer		[PTO General ...		R	100.00

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
12/10/2012	PTO General F...		Transfer		[Checking 8606]		R	-100.00
12/11/2012	PTO General F... DEP		Various		Spirit Cart		R	187.35
12/11/2012	PTO General F... DEP		Various	Monday's sales	Santa Shop		R	536.25
12/11/2012	PTO General F... DEP		Various		Harkins Theatr...		R	743.75
12/14/2012	Checking (868... DEP		Various		Santa Shop		R	1,692.75
12/14/2012	Checking (868... DEP		Various		Santa Shop		R	1,217.94
12/14/2012	Checking (868... DEP		Various		Santa Shop		R	681.43
12/14/2012	PTO General F... DEP		Various		Spirit Cart		R	91.06
12/14/2012	PTO General F... DEP	S	Various		--Split--	--Split--	R	1,030.91
12/14/2012	PTO General F... DEP		Various		Harkins Theatr...		R	347.00
12/14/2012	Reserve Accts ... DEP		Various	from Tammy ...	[Reserve for So...		R	285.77
12/14/2012	Change Fund		Various	from Tammy ...	[PTO General ...		R	-100.00
12/14/2012	Reserve for So...		Various	from Tammy ...	[Reserve Accts...		R	-285.77
12/15/2012	Checking 8606		Transfer		[Savings 1507]		R	-100.00
12/15/2012	PTO General F...		Transfer		[Savings 1531]		R	-100.00
12/15/2012	Savings 1507		Transfer		[Checking 8606]		R	100.00
12/15/2012	Savings 1531		Transfer		[PTO General ...		R	100.00
12/17/2012	PTO General F... DEP		Safeway - Elect...	Safeway	Store Card Sales		R	177.88
12/17/2012	Reserve Accts ... 2294		Tammy Turner	X-mas party	[Reserve for So...		R	-598.40
12/17/2012	Reserve for So...		Tammy Turner	X-mas party	[Reserve Accts...		R	598.40
12/20/2012	PTO General F... 10281		VOID **Xavier ...	was \$87.47	Teachers:Teac...		R	0.00
12/20/2012	PTO General F... 10282		Student Supply		Spirit Cart Exp...		R	-118.04
12/20/2012	Reserve Accts ... 2295		Culligan Of Nor...	water	[Principal's Acc...		R	-19.50
12/20/2012	Reserve Accts ... 2296		Hillyard	cleaning com...	[Principal's Acc...		R	-492.50
12/20/2012	Reserve Accts ... 2297		Great American	cookie dough ...	[Principal's Acc...		R	-105.63
12/20/2012	Principal's Acc...		Culligan Of Nor...	water	[Reserve Accts...		R	19.50
12/20/2012	Principal's Acc...		Hillyard	cleaning com...	[Reserve Accts...		R	492.50
12/20/2012	Principal's Acc...		Great American	cookie dough ...	[Reserve Accts...		R	105.63
12/21/2012	Reserve Accts ... 2298		Dress Down R...		[Principal's Acc...		R	-500.00
12/21/2012	Reserve Accts ... 2299		John Fournier	B-Ball referee	[Principal's Acc...		R	-15.00
12/21/2012	Reserve Accts ... 2300		Tammy Turner	cookies for pa...	[Reserve for Tit...		R	-25.89
12/21/2012	Reserve Accts ... 2301		Candice Blakel...	per Candice	[Principal's Acc...		R	-79.77
12/21/2012	Principal's Acc...		Dress Down R...		[Reserve Accts...		R	500.00
12/21/2012	Principal's Acc...		John Fournier	B-Ball referee	[Reserve Accts...		R	15.00
12/21/2012	Principal's Acc...		Candice Blakel...	per Candice	[Reserve Accts...		R	79.77
12/21/2012	Reserve for Titl...		Tammy Turner	cookies for pa...	[Reserve Accts...		R	25.89
12/22/2012	Checking 8606		Transfer		[Reserve Accts...		R	100.00
12/22/2012	PTO General F...		Transfer		[Savings 1507]		R	100.00
12/22/2012	PTO General F...		Transfer		[Savings 1531]		R	100.00

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
12/22/2012	PTO General F... DEP	S	Various		--Split--		R	384.00
12/22/2012	Reserve Accts ... DEP		Various	Dress Down c...	[Principal's Acc...]		R	489.15
12/22/2012	Reserve Accts ... DEP		Various	Lifetouch	[Principal's Acc...]		R	942.00
12/22/2012	Savings 1507		Transfer		[Checking 8606]		R	-100.00
12/22/2012	Savings 1531		Transfer		[PTO General ...]		R	-100.00
12/22/2012	Principal's Acc...		Various	Dress Down c...	[Reserve Accts...]		R	-489.15
12/22/2012	Principal's Acc...		Various	Lifetouch	[Reserve Accts...]		R	-942.00
12/24/2012	PTO General F... DEP		Deposit	correction fro...	Harkins Theatr...		R	110.00
12/27/2012	PTO General F... DEP		Safeway - Elect...	Safeway	Store Card Sales		R	166.02
12/28/2012	PTO General F... DEP		Safeway - Elect...	Safeway	Store Card Sales		R	222.40
12/31/2012	Checking (868... DEP		Various		Harkins Theatr...		R	332.75
12/31/2012	PTO General F... Bank Chrg		Monthly Servic...		Bank Charge		R	-8.00
12/31/2012	Reserve Accts ...		Interest Earned		Interest Inc		R	0.11
12/31/2012	Savings 1507		Interest Earned		Interest Inc		R	0.01
1/1/2013	PTO General F...		HUSD	send Beth qtri...	[Principal's Acc...]		R	0.00
1/1/2013	Principal's Acc...		HUSD	send Beth qtri...	[PTO General ...]		R	0.00
1/4/2013	PTO General F... 10283		Brent Welsh	reimbursement	Teachers:Teac...		R	-346.00
1/10/2013	Checking 8606		Transfer		[PTO General ...]		R	100.00
1/10/2013	PTO General F...		Transfer		[Checking 8606]		R	-100.00
1/11/2013	Reserve Accts ... Withdraw		DPS	DPS fingerpri...	[Principal's Acc...]		R	-72.00
1/11/2013	Principal's Acc...		DPS	DPS fingerpri...	[Reserve Accts...]		R	72.00
1/14/2013	PTO General F... DEP	S	Various		--Split--		R	1,817.40
1/15/2013	Checking 8606		Transfer		[Savings 1507]		R	-100.00
1/15/2013	PTO General F...		Transfer		[Savings 1531]		R	-100.00
1/15/2013	Savings 1507		Transfer		[Checking 8606]		R	100.00
1/15/2013	Savings 1531		Transfer		[PTO General ...]		R	100.00
1/22/2013	Checking 8606		Transfer		[Savings 1507]		R	100.00
1/22/2013	PTO General F...		Transfer		[Savings 1531]		R	100.00
1/22/2013	PTO General F... 10284		Debbie Marks	reimbursement	Teachers:Teac...		R	-100.00
1/22/2013	PTO General F... 10285		Julie Miller-Stu...	reimbursement	Teachers:Teac...		R	-32.09
1/22/2013	Reserve Accts ... 2302		HUSD F & N	volunteers lun...	[Principal's Acc...]		R	-150.00
1/22/2013	Reserve Accts ... 2303		Culligan Of Nor...	water	[Principal's Acc...]		R	-13.00
1/22/2013	Savings 1507		Transfer		[Checking 8606]		R	-100.00
1/22/2013	Savings 1531		Transfer		[PTO General ...]		R	-100.00
1/22/2013	Principal's Acc...		HUSD F & N	volunteers lun...	[Reserve Accts...]		R	150.00
1/22/2013	Principal's Acc...		Culligan Of Nor...	water	[Reserve Accts...]		R	13.00
1/24/2013	PTO General F... 10286		Kathy Cornstock		Santa Shop Ex...		R	-451.35
1/25/2013	Checking (868... DEP		Various		Pencil Box		R	26.25

Date	Account	Num	Description	Memo	Category	Tag	Cir	Amount
1/25/2013	Checking (868... DEP		Various		Spirit Cart		R	72.25
1/25/2013	Checking (868... DEP		Various		Harkins Theatr...		R	44.00
1/25/2013	Checking 8606		Transfer		[PTO General ...		R	-200.00
1/25/2013	PTO General F...		Transfer		[Checking 8606]		R	200.00
1/29/2013	Checking (868... EFT		Checks Unlimited	checks, depo...	Supplies		R	-92.47
1/29/2013	Reserve Accts ... DEP	S	Various		--Split--		R	465.70
1/29/2013	Reserve Accts ... 2304		Candice Blakel...	reimbursement	[Principal's Acc...		R	-296.93
1/29/2013	Reserve Accts ... 2305		Steve Kleinman	volleyball ump...	[Principal's Acc...		R	-100.00
1/29/2013	Reserve Accts ... 2306		Mark Henderson	Great Americ...	[Principal's Acc...		R	-1,896.93
1/29/2013	Principal's Acc...		Various		[Reserve Accts...		R	-465.70
1/29/2013	Principal's Acc...		Candice Blakel...	reimbursement	[Reserve Accts...		R	296.93
1/29/2013	Principal's Acc...		Steve Kleinman	volleyball ump...	[Reserve Accts...		R	100.00
1/29/2013	Principal's Acc...		Mark Henderson	Great Americ...	[Reserve Accts...		R	1,896.93
1/31/2013	PTO General F...		Various		[Savings 1507]		R	0.01
1/31/2013	PTO General F...		Service Charge		Bank Charge		R	-8.00
1/31/2013	PTO General F... 10287		Gift Time Shops		Santa Shop Ex...		R	-3,404.23
1/31/2013	Reserve Accts ...		Interest Earned		Interest Inc		R	0.11
1/31/2013	Savings 1507 TXFR		Transfer		[PTO General ...		R	-0.01
2/4/2013	Reserve Accts ... 2307		Courtney Steph...	reimbursemen...	[Principal's Acc...		R	-557.45
2/4/2013	Principal's Acc...		Courtney Steph...	reimbursemen...	[Reserve Accts...		R	557.45
2/9/2013	PTO General F... 10288		Student Supply		Spirit Cart Exp...		R	-263.60
2/9/2013	Reserve Accts ... 2308		CSES PTO	Harkins cups, ...	[Principal's Acc...		R	-485.00
2/9/2013	Reserve Accts ... 2309		Culligan Of Nor...	water	[Principal's Acc...		R	-13.00
2/9/2013	Principal's Acc...		CSES PTO	Harkins cups, ...	[Reserve Accts...		R	485.00
2/9/2013	Principal's Acc...		Culligan Of Nor...	water	[Reserve Accts...		R	13.00
2/10/2013	Checking 8606		Transfer		[PTO General ...		R	100.00
2/10/2013	PTO General F...		Transfer		[Checking 8606]		R	-100.00
2/14/2013	Reserve Accts ... 2310		Rotary Club		[Principal's Acc...		R	-45.00
2/14/2013	Reserve Accts ... 2311		Student Treasu...	per Candice	[Principal's Acc...		R	-10.00
2/14/2013	Reserve Accts ... 2312		Student Treasu...	per Candice	[Principal's Acc...		R	-10.00
2/14/2013	Reserve Accts ... 2313		Student Treasu...	per Candice	[Principal's Acc...		R	-10.00
2/14/2013	Reserve Accts ... 2314		Student Treasu...	per Candice	[Principal's Acc...		R	-10.00
2/14/2013	Reserve Accts ... 2315		Staff Developm...	J. Jackson tra...	[Principal's Acc...		R	-349.00
2/14/2013	Principal's Acc...		Rotary Club		[Reserve Accts...		R	45.00
2/14/2013	Principal's Acc...		Student Treasu...	per Candice	[Reserve Accts...		R	10.00
2/14/2013	Principal's Acc...		Student Treasu...	per Candice	[Reserve Accts...		R	10.00
2/14/2013	Principal's Acc...		Student Treasu...	per Candice	[Reserve Accts...		R	10.00
2/14/2013	Principal's Acc...		Student Treasu...	per Candice	[Reserve Accts...		R	10.00

Date	Account	Num	Description	Memo	Category	Tag	Cir	Amount
2/14/2013	Principal's Acc...		Staff Developm...	J. Jackson tra...	[Reserve Accts...			349.00
2/15/2013	Checking 8606		Transfer		[Savings 1507]		R	-100.00
2/15/2013	PTO General F...		Transfer		[Savings 1531]		R	-100.00
2/15/2013	Reserve Accts ...	2316	Candice Blakel...	reimbursement	[Principal's Acc...		R	-42.02
2/15/2013	Savings 1507		Transfer		[Checking 8606]		R	100.00
2/15/2013	Savings 1531		Transfer		[PTO General ...		R	100.00
2/15/2013	Principal's Acc...		Candice Blakel...	reimbursement	[Reserve Accts...		R	42.02
2/16/2013	PTO General F... DEP		Various		Spirit Cart		R	118.93
2/22/2013	Checking 8606		Transfer		[Savings 1507]		R	100.00
2/22/2013	PTO General F...		Transfer		[Savings 1531]		R	100.00
2/22/2013	Savings 1507		Transfer		[Checking 8606]		R	-100.00
2/22/2013	Savings 1531		Transfer		[PTO General ...		R	-100.00
2/24/2013	PTO General F... 10289		S Student Supply		--Split--	--Split--	R	-174.10
2/25/2013	PTO General F... DEP		S Various		--Split--	--Split--	R	1,260.75
2/25/2013	PTO General F... DEP		Various				R	60.00
2/26/2013	PTO General F... DEP		Various		Spell-A-Thon		R	968.75
2/26/2013	PTO General F... DEP		Various		Spell-A-Thon		R	519.05
2/26/2013	PTO General F... DEP		Various		Spell-A-Thon		R	1,543.50
2/26/2013	PTO General F... DEP		Various		Spell-A-Thon		R	246.70
2/27/2013	PTO General F... DEP		Various		Spell-A-Thon		R	2,332.62
2/28/2013	PTO General F... Withdraw		Correct 02/26/1...	deposit correc...	Fundrasiers:Sp...		R	-55.00
2/28/2013	PTO General F... Withdraw		Cash	Read Across ...	[Change Fund]		R	-200.00
2/28/2013	PTO General F...		Service Charge		Bank Charge		R	-8.00
2/28/2013	Reserve Accts ...		Interest Earned		Interest Inc		R	0.09
2/28/2013	Change Fund		Cash	Read Across ...	[PTO General ...		R	200.00
3/1/2013	PTO General F... 10290		S Debbie Chase		--Split--	--Split--	R	-67.90
3/1/2013	PTO General F... 10291		Tammy Turner		Teachers:Teac...		R	-12.98
3/1/2013	PTO General F... 10292		S Courtney Steph...		--Split--	--Split--	R	-313.92
3/1/2013	PTO General F... 10293		S Paula Poitras		--Split--	--Split--	R	-144.97
3/1/2013	PTO General F... DEP		Safeway - Elect...	Safeway	Store Card Sales		R	197.36
3/5/2013	Reserve Accts ... 2317		Candice Blakel...	reimbursement	[Principal's Acc...		R	-21.78
3/5/2013	Principal's Acc...		Candice Blakel...	reimbursement	[Reserve Accts...		R	21.78
3/10/2013	Checking 8606		Transfer		[PTO General ...		R	100.00
3/10/2013	PTO General F...		Transfer		[Checking 8606]		R	-100.00
3/15/2013	Checking 8606		Transfer		[Savings 1507]		R	-100.00
3/15/2013	PTO General F...		Transfer		[Savings 1531]		R	-100.00
3/15/2013	Savings 1507		Transfer		[Checking 8606]		R	100.00
3/15/2013	Savings 1531		Transfer		[PTO General ...		R	100.00

Date	Account	Num	Description	Memo	Category	Tag	Cir	Amount
3/19/2013	PTO General F... 10294		CSES PTO	penguins	Fundrasiers:Sp...		R	-50.00
3/22/2013	Checking 8606		Transfer		[Savings 1507]		R	100.00
3/22/2013	PTO General F...		Transfer		[Savings 1531]		R	100.00
3/22/2013	Savings 1507		Transfer		[Checking 8606]		R	-100.00
3/22/2013	Savings 1531		Transfer		[PTO General ...]		R	-100.00
3/26/2013	PTO General F... 10295		HUSD	Dr. Seuss night	Read Across A...		R	-348.27
3/26/2013	PTO General F... 10296		Courtney Steph...	Harkins SMF	Harkins Theatr...		R	-498.40
3/26/2013	PTO General F... EFT		Safeway - Elect...	Safeway	Store Card Sales		R	182.34
3/26/2013	Reserve Accts ... 2318		Candice Blakel...	reimbursement	[Principal's Acc...		R	-49.94
3/26/2013	Reserve Accts ... 2319		Culligan Of Nor...	water	[Principal's Acc...		R	-19.50
3/26/2013	Principal's Acc...		Candice Blakel...	reimbursement	[Reserve Accts ...]		R	49.94
3/26/2013	Principal's Acc...		Culligan Of Nor...	water	[Reserve Accts ...]		R	19.50
3/28/2013	PTO General F... DEP		Various	cups	Harkins Theatr...		R	169.00
3/28/2013	Reserve Accts ... DEP		Various	Penguin invoice	[Principal's Acc...		R	50.00
3/28/2013	Reserve Accts ... DEP		Various	Humboldt Ed ...	[Reserve for B...		R	25.00
3/28/2013	Principal's Acc...		Various	Penguin invoice	[Reserve Accts ...]		R	-50.00
3/28/2013	Reserve for BM...		Various	Humboldt Ed ...	[Reserve Accts ...]		R	-25.00
3/29/2013	PTO General F... DEP	S	Various		--Split--	--Split--	R	1,013.00
3/29/2013	PTO General F... Bank Chrg		Monthly Servic...		Bank Charge		R	-8.00
3/29/2013	Reserve Accts ...		Interest Earned		Interest Inc		R	0.08
3/29/2013	Savings 1531		Interest Earned		Interest Inc		R	0.01
3/29/2013	Change Fund		Various		[PTO General ...]		R	-200.00
4/1/2013	Checking 8606		Transfer		[PTO General ...]		R	-200.00
4/1/2013	PTO General F...		Transfer		[Checking 8606]		R	200.00
4/2/2013	PTO General F... 10297		Debbie Chase	candy bars	Hospitality Exp		R	-18.75
4/2/2013	Reserve Accts ... 2320		HUSD F & N	volunteers lun...	[Principal's Acc...		R	-125.00
4/2/2013	Principal's Acc...		HUSD F & N	volunteers lun...	[Reserve Accts ...]		R	125.00
4/5/2013	PTO General F... 10298		Courtney Steph...	Honor Roll/Pri...	Education		R	-91.74
4/5/2013	PTO General F... 10299		Domino's	Honor Roll/Pri...	Education		R	-113.99
4/9/2013	PTO General F... DEP		Various		Spirit Cart		R	104.25
4/9/2013	PTO General F... DEP		Various		Spirit Cart		R	104.94
4/10/2013	Checking 8606		Transfer		[PTO General ...]		R	100.00
4/10/2013	PTO General F...		Transfer		[Checking 8606]		R	-100.00
4/11/2013	PTO General F... 10300		Student Supply		Spirit Cart Exp...		R	-181.43
4/11/2013	Reserve Accts ... 2321		Keri Williams	reimbursement	[Principal's Acc...		R	-635.96
4/11/2013	Reserve Accts ... 2322		Culligan Of Nor...	water	[Principal's Acc...		R	-13.00
4/11/2013	Reserve Accts ... 2323		Candice Blakel...	reimbursement	[Principal's Acc...		R	-17.65
4/11/2013	Principal's Acc...		Keri Williams	reimbursement	[Reserve Accts ...]		R	635.96

Transaction  
7/1/2012 through 6/30/2013

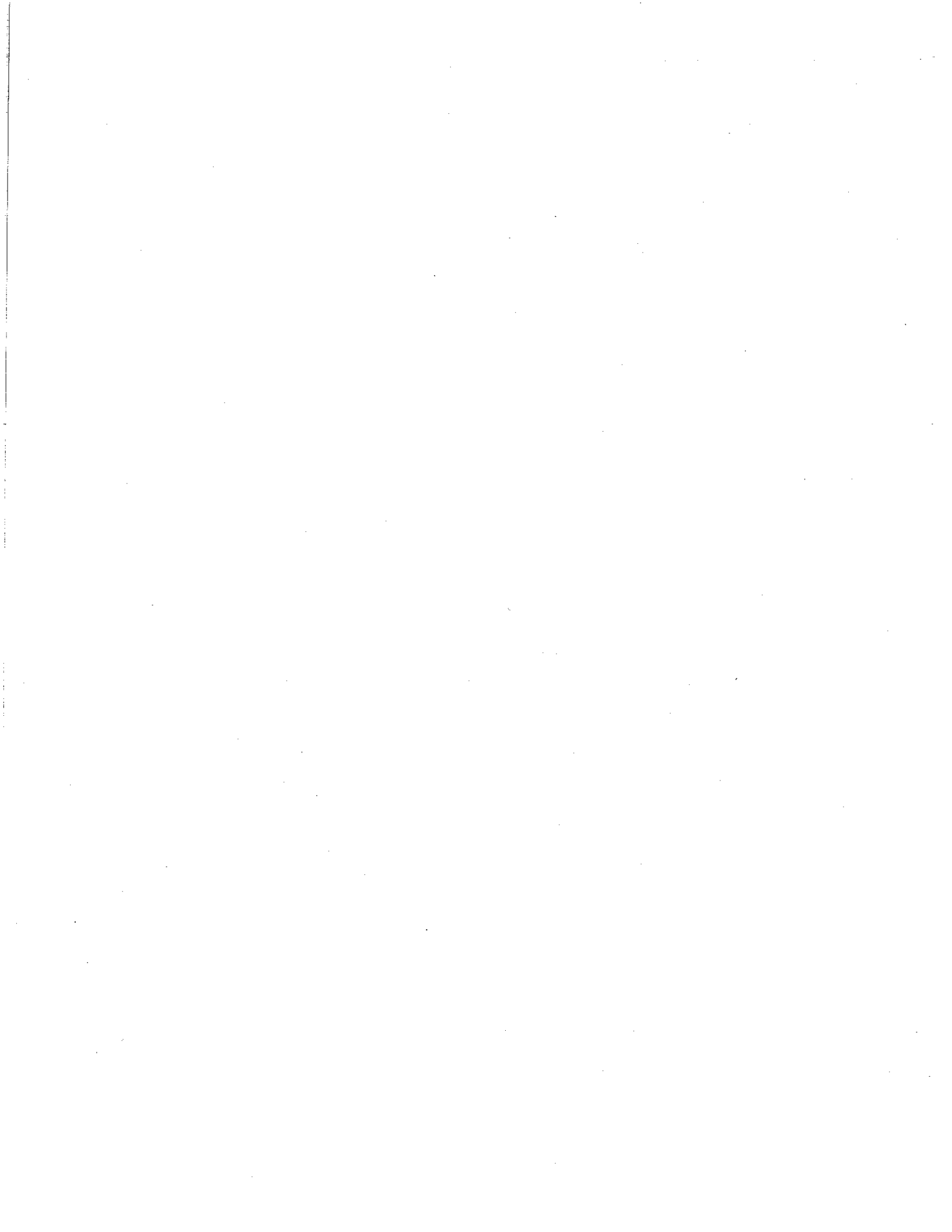
9/16/2013

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
4/11/2013	Principal's Acc...		Culligan Of Nor... water		[Reserve Accts...]			13.00
4/11/2013	Principal's Acc...		Candice Blakel... reimbursement		[Reserve Accts...]			17.65
4/12/2013	Reserve Accts ... 2324		Brent Welsh	Project Wett a...	[Principal's Acc...]		R	-600.00
4/12/2013	Principal's Acc...		Brent Welsh	Project Wett a...	[Reserve Accts...]			600.00
4/15/2013	Checking 8606		Transfer		[Savings 1507]		R	-100.00
4/15/2013	PTO General F...		Transfer		[Savings 1531]		R	-100.00
4/15/2013	Savings 1507		Transfer		[Checking 8606]		R	100.00
4/15/2013	Savings 1531		Transfer		[PTO General ...]		R	100.00
4/18/2013	Reserve Accts ... 2325		Keri Williams	reimbursement	[Principal's Acc...]		R	-346.79
4/18/2013	Reserve Accts ... 2326		Candice Blakel...	reimbursement	[Principal's Acc...]		R	-346.79
4/18/2013	Reserve Accts ... 2327		**VOID**				R	0.00
4/18/2013	Reserve Accts ... 2328		Target	Nook	[Principal's Acc...]		R	-84.22
4/18/2013	Reserve Accts ... 2329		Target	Nook	[Principal's Acc...]		R	-84.22
4/18/2013	Reserve Accts ... 2330		**VOID**				R	0.00
4/18/2013	Reserve Accts ... 2331		Cash				R	-421.11
4/18/2013	Principal's Acc...		Keri Williams	Nooks from T... reimbursement	[Principal's Acc...]		R	346.79
4/18/2013	Principal's Acc...		Candice Blakel...	reimbursement	[Reserve Accts...]			346.79
4/18/2013	Principal's Acc...		Target	Nook	[Reserve Accts...]			84.22
4/18/2013	Principal's Acc...		Target	Nook	[Reserve Accts...]			84.22
4/18/2013	Principal's Acc...		Cash	Nooks from T...	[Reserve Accts...]			421.11
4/22/2013	Checking 8606		Transfer		[Savings 1507]		R	100.00
4/22/2013	PTO General F...		Transfer		[Savings 1531]		R	100.00
4/22/2013	Savings 1507		Transfer		[Checking 8606]		R	-100.00
4/22/2013	Savings 1531		Transfer		[PTO General ...]		R	-100.00
4/23/2013	Reserve Accts ... 2332		Dawn Trujillo	Nooks	[Principal's Acc...]		R	-346.79
4/23/2013	Reserve Accts ... 2333		Jennifer Williams	Nooks - reimb...	[Principal's Acc...]		R	-346.79
4/23/2013	Principal's Acc...		Dawn Trujillo	Nooks	[Reserve Accts...]			346.79
4/23/2013	Principal's Acc...		Jennifer Williams	Nooks - reimb...	[Reserve Accts...]			346.79
4/25/2013	PTO General F... DEP		Safeway - Elect...	Safeway	Store Card Sales		R	179.38
4/30/2013	PTO General F... Bank Chrg		Monthly Servic...		Bank Charge		R	-8.00
4/30/2013	Reserve Accts ...		Interest Earned		Interest Inc		R	0.08
5/1/2013	Reserve Accts ... 2334		T.Lawrence	Music Show s...	[Principal's Acc...]		R	-78.00
5/1/2013	Reserve Accts ... 2335		D. Barnette	Music Show s...	[Principal's Acc...]		R	-78.00
5/1/2013	Reserve Accts ... 2336		B. Hohrein	Music Show s...	[Principal's Acc...]		R	-78.00
5/1/2013	Reserve Accts ... 2337		S. Rudolph	Music Show s...	[Principal's Acc...]		R	-78.00
5/1/2013	Principal's Acc...		T.Lawrence	Music Show s...	[Reserve Accts...]			78.00
5/1/2013	Principal's Acc...		D. Barnette	Music Show s...	[Reserve Accts...]			78.00
5/1/2013	Principal's Acc...		B. Hohrein	Music Show s...	[Reserve Accts...]			78.00

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
5/1/2013	Principal's Acc...		S. Rudolph	Music Show s...	[Reserve Accts...			78.00
5/2/2013	PTO General F... 10301		Debbie Chase		Appreciation D...		R	-91.63
5/2/2013	PTO General F... 10302		Gaby's Kitchen	lunch	Appreciation D...		R	-840.00
5/2/2013	PTO General F... DEP		Various	Fry's	Store Card Sales		R	500.00
5/2/2013	PTO General F... DEP	S	Various		--Split--		R	666.71
5/2/2013	Reserve Accts ... DEP		Various	Project Wett c...	[Principal's Acc...		R	600.00
5/2/2013	Reserve Accts ... DEP		Various	Lifetouch	[Principal's Acc...		R	122.50
5/2/2013	Reserve Accts ... 2338		Candice Blakel...	reimbursement	[Principal's Acc...		R	-59.00
5/2/2013	Reserve Accts ... 2339		Debbie Chase	appreciateion ...	[Principal's Acc...		R	-180.14
5/2/2013	Principal's Acc...		Various	Project Wett c...	[Reserve Accts...			-600.00
5/2/2013	Principal's Acc...		Various	Lifetouch	[Reserve Accts...			-122.50
5/2/2013	Principal's Acc...		Candice Blakel...	reimbursement	[Reserve Accts...			59.00
5/2/2013	Principal's Acc...		Debbie Chase	appreciateion ...	[Reserve Accts...			180.14
5/3/2013	Checking (868... DEP		Various		Penny Wars		R	23.84
5/4/2013	PTO General F... DEP		Various		Penny Wars		R	196.19
5/7/2013	PTO General F... 10303		Domino's	1st place	Box Top Parties		R	-60.00
5/7/2013	PTO General F... 10304		Luke Poteat	parachord bra...	Spirit Cart Exp...		R	-50.00
5/7/2013	PTO General F... 10305		Paula Poitras	sci ctr field tri...	5th Grade		R	-8.00
5/7/2013	PTO General F... 10306		Michell Hacker	sci ctr field tri...	5th Grade		R	-8.00
5/7/2013	PTO General F... 10307		Scarlette Under...	sci ctr field tri...	5th Grade		R	-8.00
5/7/2013	PTO General F... 10308		Cary Twiss	sci ctr field tri...	5th Grade		R	-8.00
5/7/2013	PTO General F... 10309		Paula Poitras	Honor Roll/Pri...	Education		R	-31.37
5/7/2013	PTO General F... 10310		Brent Welsh	solar cars	Teachers:Teac...		R	-49.00
5/7/2013	PTO General F... 10311		Jennifer Williams		Teachers:Teac...		R	-75.00
5/7/2013	PTO General F... 10312		Debbie Chase		Appreciation D...		R	-783.60
5/7/2013	Reserve Accts ... 2340		HUSD F & N	volunteers lun...	[Principal's Acc...		R	-75.00
5/7/2013	Reserve Accts ... 2341		Culligan Of Nor...	water	[Principal's Acc...		R	-13.00
5/7/2013	Reserve Accts ... 2342		Tiffany Tuma	YCEF tickets	[Principal's Acc...		R	-28.00
5/7/2013	Principal's Acc...		HUSD F & N	volunteers lun...	[Reserve Accts...			75.00
5/7/2013	Principal's Acc...		Culligan Of Nor...	water	[Reserve Accts...			13.00
5/7/2013	Principal's Acc...		Tiffany Tuma	YCEF tickets	[Reserve Accts...			28.00
5/8/2013	PTO General F... DEP		Various		Penny Wars		R	83.50
5/9/2013	PTO General F... 10313		Cash	change for IC ...	[Change Fund]		R	-100.00
5/9/2013	Change Fund		Cash	change for IC ...	[PTO General ...		R	100.00
5/10/2013	Checking 8606		Transfer		[PTO General ...		R	100.00
5/10/2013	PTO General F...		Transfer		[Checking 8606]		R	-100.00
5/13/2013	Checking (868... DEP		Various		Penny Wars		R	81.55
5/13/2013	PTO General F... DEP		Various		Penny Wars		R	59.00

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
5/13/2013	PTO General F... DEP	S	Various		--Split--		R	260.50
5/13/2013	PTO General F... 10314		Brooke Smith	winner	Scholarship		R	-500.00
5/15/2013	Checking 8606		Transfer		[Savings 1507]		R	-100.00
5/15/2013	PTO General F...		Transfer		[Savings 1531]		R	-100.00
5/15/2013	PTO General F... 10315		Jonathan Best	puppet show	Education		R	-300.00
5/15/2013	Savings 1507		Transfer		[Checking 8606]		R	100.00
5/15/2013	Savings 1531		Transfer		[PTO General ...]		R	100.00
5/16/2013	Reserve Accts ... 2343		Darlene Carino		[Principal's Acc...]		R	-28.00
5/16/2013	Principal's Acc...		Darlene Carino		[Reserve Accts ...]		R	28.00
5/22/2013	Checking 8606		Transfer		[Savings 1507]		R	100.00
5/22/2013	PTO General F... 10316		Jenise Jackson		Teachers:Teac...		R	-100.00
5/22/2013	PTO General F... 10317		Darlene Carino	\$30.94 from e...	Teachers:Teac...		R	-123.74
5/22/2013	PTO General F... 10318		Domino's	Mr. Gettman	Teachers:Teac...		R	-40.00
5/22/2013	PTO General F... 10319	S	Paula Poitras		--Split--		R	-58.94
5/22/2013	PTO General F...		Transfer		[Savings 1531]		R	100.00
5/22/2013	Reserve Accts ... 2344		Purple Sage E...		[Principal's Acc...]		R	-45.24
5/22/2013	Reserve Accts ... 2345		Student Supply		[Principal's Acc...]		R	-245.19
5/22/2013	Reserve Accts ... 2346		Darlene Carino		[Reserve for 3r...]		R	-61.61
5/22/2013	Reserve Accts ... 2347	S	Tammy Turner		--Split--		R	-262.60
5/22/2013	Savings 1507		Transfer		[Checking 8606]		R	-100.00
5/22/2013	Savings 1531		Transfer		[PTO General ...]		R	-100.00
5/22/2013	Principal's Acc...		Purple Sage E...		[Reserve Accts...]		R	45.24
5/22/2013	Principal's Acc...		Student Supply		[Reserve Accts...]		R	245.19
5/22/2013	Reserve for 3rd...		Darlene Carino		[Reserve Accts...]		R	61.61
5/22/2013	Reserve for So...		Tammy Turner		[Reserve Accts...]		R	242.68
5/22/2013	Reserve for Titl...		Tammy Turner		[Reserve Accts...]		R	19.92
5/23/2013	PTO General F... EFT		Safeway - Elect...	Safeway	Store Card Sales		R	262.64
5/31/2013	PTO General F...		Service Charge		Bank Charge		R	-8.00
5/31/2013	Reserve Accts ...		Interest Earned		Interest Inc		R	0.06
6/5/2013	PTO General F... 10320		Student Supply		Spirit Cart Exp...		R	-97.29
6/5/2013	PTO General F... 10321		Courtney Steph...		--Split--		R	-503.24
6/5/2013	PTO General F... 10322	S	Courtney Steph...		Ice Cream Social		R	-19.88
6/5/2013	Reserve Accts ... DEP		Various		[Principal's Acc...]		R	754.40
6/5/2013	Principal's Acc...		Various		[Reserve Accts...]		R	-754.40
6/6/2013	PTO General F... DEP	S	Various		--Split--		R	912.88
6/7/2013	PTO General F... DEP		Various		Science Boards		R	94.00
6/10/2013	Checking 8606		Transfer		[PTO General ...]		R	100.00
6/10/2013	PTO General F...		Transfer		[Checking 8606]		R	-100.00

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
6/13/2013	Reserve Accts ... 2348		CSES PTO	payback to G...	[Principal's Acc...		R	-250.00
6/13/2013	Reserve Accts ... 2349		Courtney Steph...		[Principal's Acc...		R	-28.60
6/13/2013	Principal's Acc...		CSES PTO	payback to G...	[Reserve Accts...			250.00
6/13/2013	Principal's Acc...		Courtney Steph...		[Reserve Accts...			28.60
6/15/2013	Checking 8606		Transfer		[Savings 1507]		R	-100.00
6/15/2013	PTO General F...		Transfer		[Savings 1531]		R	-100.00
6/15/2013	Savings 1507		Transfer		[Checking 8606]		R	100.00
6/15/2013	Savings 1531		Transfer		[PTO General ...		R	100.00
6/17/2013	PTO General F... DEP	S	Various		--Split--		R	433.80
6/17/2013	Change Fund		Various		[PTO General ...			-100.00
6/22/2013	Checking 8606		Transfer		[Savings 1507]		R	100.00
6/22/2013	PTO General F...		Transfer		[Savings 1531]		R	100.00
6/22/2013	Savings 1507		Transfer		[Checking 8606]		R	-100.00
6/22/2013	Savings 1531		Transfer		[PTO General ...		R	-100.00
6/24/2013	Reserve Accts ... DEP		Various	To Yearbook	[Principal's Acc...		R	50.00
6/24/2013	Principal's Acc...		Various	To Yearbook	[Reserve Accts...			-50.00
6/25/2013	PTO General F... EFT		Safeway - Elect...	Safeway	Store Card Sales		R	202.64
6/30/2013	PTO General F...		Service Charge		Bank Charge		R	-8.00
6/30/2013	Reserve Accts ...		Interest Earned		Interest Inc		R	0.05
<b>7/1/2012 - 6/30/2013</b>								<b>5,017.96</b>
<b>BALANCE 6/30/2013</b>								<b>17,535.65</b>
<b>TOTAL INFLOWS</b>								<b>91,454.32</b>
<b>TOTAL OUTFLOWS</b>								<b>-86,436.36</b>
<b>NET TOTAL</b>								<b>5,017.96</b>



**HUMBOLDT UNIFIED SCHOOL DISTRICT**

TO: Humboldt Unified School District Governing Board Item # 856  
FROM: JoAnne Bindell MVES PTO Reading  
DATE: November 7, 2013 Discuss  
SUBJECT: Approval of Parent Support Organization for Mountain View Elementary School Action  
Consent X

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OBJECTIVE: Goal # 3 – Increase Parent/Community Involvement

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**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/PTSO) 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.

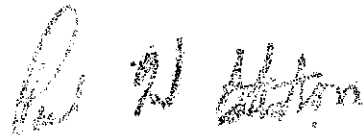
**SUMMARY & RECOMMENDATION:**

**The Parent Teacher Organization from Glassford Hill Middle School has applied for Board recognition at this time.**

**Presented in this 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 Parent Teacher Organization for Mountain View Elementary School for the 2013-2014 school year.*

Approved for transmittal to the Governing Board:



Dr. Paul H. Stanton, Superintendent

*Questions should be directed to: JoAnne Bindell*

## REQUEST FOR BOARD AGENDA ITEM

Requested Meeting Date: October 1, 2013

Person / Organization Submitting Request: JoAnne Bindell/MVES PTO

Date Submitted: September 16, 2013

Please indicate under which Agenda Item your request will be listed. Items will be discussion before action whenever possible.

Student / Staff Recognition: \_\_\_\_\_

Report: \_\_\_\_\_

Consent Items: X \_\_\_\_\_

Discussion Items: \_\_\_\_\_

Action Items: \_\_\_\_\_

*Include all supporting materials when submitting to building administrator*

Materials include:

- Information about the project, position, etc.
- Justification for the request and/or academic standard that will be met
- Financial costs and funding source
- Number of students if applicable
- Approval by legal council if applicable

Administrative Approval: *JoAnne Bindell* Date: 9/19/13

Education Services Administrative Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Administrative Approval: *C. Anderson* Date: 11/1/13

Accepted for placement on agenda for: 11-7-13

Denied \_\_\_\_\_

Superintendent's Office: *[Signature]*

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

Name of Organization MOUNTAIN VIEW ELEM PTO School MVES

Related Student Organization or Club \_\_\_\_\_ Taxpayer I.D. No. \_\_\_\_\_  
(if applicable)

**OFFICERS:**  
Name: Dawn Medford

Name: Teresa medford

Office Held: President

Office Held: Treasurer

Address: 9215 E. Manley Dr.  
PV AZ 86314

Address: 3770 N. Constance Dr.  
P.V. AZ 86314

Phone(s): 928-899-4942

Phone(s): (928) 759-2755

Email: frog19622000@yahoo.com

Email: mskine@msn.com

Date taking office: Aug 5, 2013

Date taking office: Aug 5, 2013

Name: Nickie Mraz

Name: Michelle Tapia

Office Held: Vice President

Office Held: Secretary

Address: 3541 N Greg Dr.

Address: 4515 N. Phillip Dr.  
Prescott Valley, Az. 86314

Phone(s): 928-445-4901

Phone(s): (928) 925-1992

Email: nickie1@yahoo.com

Email: mmmtapia@yahoo.com

Date taking office: Aug 5<sup>th</sup> 2013

Date taking office: Aug 5, 2013

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  
By-laws reviewed annually?  Yes  No

Two signatures required?  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 Medford 9/13/2013  
Signature Date

Teresa medford 9/13/13  
Signature Date

Nickie Mraz 9-13-13  
Signature Date

Michelle Tapia 9-13-13  
Signature Date

Principal's Approval: Signature Jolene Bendell Date: 9/17/13

July 17, 2012

## **Mountain View Elementary PTO Bylaws**

### **Article I: Name**

The name of this Organization is the Mountain View Elementary School Parent/Teacher/Organization (PTO) of Humboldt Unified School District, Prescott Valley, Arizona.

### **Article II: Articles of Organization**

The articles of organization include:

1. The bylaws of such organization.
2. The articles of association.

### **Article III: Objectives:**

1. The objectives of the MVES PTO are developed through committees, projects and programs and are governed and qualified by the basic policies set forth in Article IV.
2. The objective of the MVES PTO are to:
  - a. Provide school functions for the purpose of promoting fellowship among parents, students and teachers.
  - b. Provide funds for extra materials and programs in addition to what is provided by the district as determined by the Organization.
  - c. Assist in the Organization of a volunteer program as deemed beneficial to the students.

### **Article IV: Basic Policies**

The following are basic policies of the MVES PTO:

1. This Organization shall be non-commercial, non-sectarian and non-partisan.
2. This Organization shall work with the school and administration to help provide quality education for all students, recognizing that the legal responsibility to make decisions has been delegated by the people to the Humboldt Governing Board, a.k.a. School Board.
3. This Organization shall work with the school administration, faculty and students in an effort to:
  - a. Provide quality experiences and activities for all members of Mountain View Elementary School.
  - b. Promote the welfare of the children attending MVES in home, school and community.
  - c. Maintain a well-informed membership regarding issues directly related to the school community.

- d. Bring closer relationships between home and school so that parents and teachers may cooperate in the education of the students.
4. The Organization shall not directly or indirectly participate or intervene in any political campaign on behalf or in opposition to any candidate for public office (including publishing or distributing statements).
5. The Organization may cooperate with the other organizations and agencies concerning child welfare, but persons representing the Organization in such matters shall make no commitments that will bind the Organization.
6. The records of this Organization are open for public review. A PTO Book of Record will be kept in the school office and made available upon request for public inspection. This notebook will contain:
  - a. The original bylaws, revised bylaws and amendments to bylaws.
  - b. Articles of organization.
  - c. Minutes of all meetings.
  - d. Monthly financial reports.
  - e. Current membership enrollment list of names.

#### **Article V: Membership and Dues**

1. All parents, teachers and community of MVES willing to uphold the policies and subscribe to these bylaws, shall be known as an enrolled member of this Organization upon:
  - a. The payment or waiver of dues as determined by the Executive Board.
  - b. Registration of name, address and phone number with the membership chairperson.
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 1<sup>st</sup> to June 30<sup>th</sup>.
4. Only enrolled adult members of this Organization shall be eligible to vote in the meetings, election of officers or to serve in any of its elective or appointed positions.

The Organization provides family memberships and each adult person in that family will be allowed voting privileges.

#### **Article VI: Officers and their election**

1. Officers of this Organization will consist of elected offices of:
  - a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer
1. Elective officers shall be elected by a voice vote during the election meeting.

2. The term of an office shall be one year. The election shall be held in the spring and the newly elected officers shall assume office at the close of the last meeting in May. A candidate can be elected to the same office for no more than four consecutive years. After four consecutive terms if no other person is willing to run for an office, the current officer may continue to serve for one additional year.
3. There shall not be any co-officers on the Executive Board.
4. If a vacancy occurs in the office of President, the Vice-President shall assume the office of the President. If a vacancy occurs in any other office a person may be elected by a majority vote of the Executive Board and shall fill the office for the unexpired term.
5. There shall be a nomination committee composed of an uneven number, no less than three members, of which one member must be from the Executive Board. The Executive Board shall appoint the nominating committee shall ensure that:
  - a. Only those members consenting to serve, if elected, shall be nominated.
  - b. A nominating report is submitted to the membership prior to the elections.
  - c. Following their report, nominations may be submitted from the floor with the consent of the nominee.
  - d. Information on all of the candidates is distributed without bias and/or endorsement (campaigning is not appropriate).
6. A member must appear in person to cast a vote. The Executive Board will determine the voting arrangement.

#### **Article VII: Duties of Officers**

1. The President shall:
  - a. Preside at all meetings of the Organization and the Executive Board.
  - b. Be versed and communicate the bylaws to committee chairperson and the Executive Board.
  - c. Coordinate the work of officers and committees of the Organization so that the objectives and policies may be promoted.
  - d. Appoint the chairperson of standing committees.
  - e. Be a member ex-officio of all committees with the exception of the nominating committee.
  - f. Shall be authorized to sign checks of the Organization.
  - g. Perform such other duties as may be assigned by the Organization.
2. The Vice-President shall:
  - a. Act as an assistant to the President and perform the duties of the President in the absence or inability of that officer to act.
  - b. Commit to the duties of President in the event the President vacates office for any reason.
  - c. Gather monthly reports.
  - d. Perform other delegated duties as assigned.
  - e. Have the option of serving as committee chairperson.

3. The Secretary shall:
  - a. Keep an accurate record of the proceedings of the meetings of the Organization.
  - b. Distribute official minutes to each Executive Board member and others determined by the Executive Board.
  - c. Maintain the PTO Book or record.
  - d. Be prepared to refer to minutes of previous meetings.
  - e. Perform other delegated duties as assigned.
  - f. Have the option of serving on a committee.
  
4. The Treasurer shall:
  - a. Establish and/or maintain a checking account and other accounts as determined by the Executive Board.
  - b. Have custody of all financial records and funds of the Organization.
  - c. Verify and be responsible for, along with the President, all monies received, as counted by both. Each shall keep an accurate account of all monies.
  - d. Keep a full and accurate account of receipts and disbursements as authorized by the President and/or the Executive Board.
  - e. Prepare a financial statement each month, with copies distributed to those who attend the meetings.
  - f. Make sure that at least \$500.00 is left in the checking account for the next school year.

All officers shall perform the duties outlined in these bylaws and those assigned from time to time.

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

#### **Article VIII: Executive Board**

1. The Executive Board will consist of the officers of the Organization, the Principal of MVES and a faculty representative.
2. The duties of the Executive Board shall be to:
  - a. Transact necessary business in the interval between organizational meetings.
  - b. Create special and standing committees.
  - c. Approve the plans of the standing committees.
3. The duties of the Principal is to:
  - a. Provide council to the Executive Board regarding school or district policy.
  - b. Raise issues affecting school and faculty.
4. The duties of the faculty representative shall be:
  - a. Inform the staff of all events and activities.
  - b. Poll faculty and give results to the Executive Board when asked.
  - c. Act as a liaison between the PTO and MVES 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 members excluding the President (who votes only in case of a tie) shall be entitled to a vote.
2. Additional meetings may be scheduled as needed by the President or Principal with proper notification to all Board members.
3. Voting shall be done by a show of hands or a voice vote unless a secret ballot is requested.
4. A simple majority shall decide any issue voted upon.
5. A quorum for the transaction of Organization business shall be 30% of those attending the meeting.
6. Any executive Board member who has been absent from two consecutive Board meetings without prior notice to the President, shall be considered resigned.

#### **Article X: General Meetings**

1. General meetings of the membership will be held on the dates selected by the Executive Board. Special meetings may be called when requested in writing to the Secretary 72 hours in advance. At least two general membership meetings shall be held during the school year.
2. Meetings are open to the public.
3. Members present shall constitute a quorum. A majority vote of members present shall be adequate and acceptable to conducting or transacting business, provided that at least two separate notifications are sent home with the students, within one week of the meeting.
4. The last meeting of the year in May shall be an annual meeting at which time reports for the end of the year will be given and new officers shall be installed.

#### **Article XI: Fiscal Year**

1. The fiscal year of this association shall begin July 1<sup>st</sup> and end June 30<sup>th</sup>.

#### **Article XII: Amendments**

1. The rules contained in the current edition of *Robert's Rules of Order, Newly revised*, shall govern MVES PTO.
2. An amendment shall be proposed in writing to the President and shall be read at the first general meeting after the President receives the request.
3. When a revision in the bylaws is being considered a majority vote at a meeting by the Organization or by a two-thirds vote by the Executive Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
4. Notice of a vote on an amendment and information regarding the amendment shall be given to the general membership at the start of the meeting. They shall have time to read it completely prior to a vote.
5. A copy of the proposed amendment or revised bylaws will be made available for public review in the school office during normal school hours.

6. *Robert's Rules of Order, Newly Revised*, shall govern this organization in all cases in which they are applicable.

**Article XIV: Miscellaneous Provisions**

1. All members of this organization, Governing Board, and its committees are for the discussion of the Organization business and parent members shall NOT use any of these meetings as a means of discussing the problems or progress of their children with the staff.

# MOUNTAIN VIEW ELEM PTO

	Initials	Date
Prepared By		
Approved By		

	August 2013	Checks	CK Dep	Cash dep	Balance
1	7/31	beginning balance			1378.82
2					
3					
4	8/06	CK 1543	- 1818		
5					
6		1st day of school			
7					
8	8/06	CK 1544	- 3528		
9		Sams Club			
10		1st day of school			
11					
12					
13					
14	8/29	CK 1545	- 1084		
15		Walmart			
16		supplies 1st meeting			
17					
18					
19					
20	8/30	Service Fee		- 200	
21					
22					
23	8/26	E Scrip	+ 121		
24					
25					
26		ending balance			+ 1313.78
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					



JPMorgan Chase Bank, N.A.  
 P O Box 859754  
 San Antonio, TX 78265-9754

August 01, 2013 through August 30, 2013  
 Account Number: 000000785319526

00033102 1 AV 0.36



00033102 DRE 601 141 24318 NNNNNNNNNNN T 1 000000000 65 0000 T1609257 P40712

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

**CUSTOMER SERVICE INFORMATION**

Web site: Chase.com  
 Service Center: 1-800-242-7338  
 Deaf and Hard of Hearing: 1-800-242-7383  
 Para Espanol: 1-888-622-4273  
 International Calls: 1-719-262-1679

We will no longer sell gift cards

Starting September 22, we will no longer sell gift cards. We apologize for any inconvenience.

If you have questions, please call the number on this statement. All terms and conditions of your account remain the same.

**Deposit Account Agreement Update**

We will update Section H in our Deposit Account Agreement titled Closing Your Account.

Effective July 21, 2013. If you have pending transactions on your account, or are overdrawn, we may not immediately close the account. However, if you ask us, we will restrict additional withdrawals from your account, other than the pending transactions. We will not pay any interest on the account after we have restricted your account.

This change will be reflected in your account agreement; all other terms remain the same. If you have questions, please call us at the telephone number listed on this account statement or visit the nearest Chase branch.

**CHECKING SUMMARY**

Chase Nonprofit BusinessClassic

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$1,378.82</b>
Deposits and Additions	1	1.21
Checks Paid	3	- 64.25
Fees and Other Withdrawals	1	- 2.00
<b>Ending Balance</b>	<b>5</b>	<b>\$1,313.78</b>

**DEPOSITS AND ADDITIONS**

DATE	DESCRIPTION	AMOUNT
08/26	Electronic Scrip Rebate 6665099 CCD ID: 3943290619	\$1.21
<b>Total Deposits and Additions</b>		<b>\$1.21</b>

**CHECKS PAID**

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1543 ^		08/06	\$18.18
1544	Check # 1544 Sams Club Stores Purchase Presaz POP ID: 9037014977	08/05	35.23
1545	Check # 1545 Wal-Mart Stores Purchase Presaz POP ID: 9037011417	08/29	10.84
<b>Total Checks Paid</b>			<b>\$64.25</b>

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.

^ An image of this check may be available for you to view on Chase.com.

**FEES AND OTHER WITHDRAWALS**

DATE	DESCRIPTION	AMOUNT
08/30	Service Fee	\$2.00
<b>Total Fees &amp; Other Withdrawals</b>		<b>\$2.00</b>

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

**DAILY ENDING BALANCE**

DATE	AMOUNT
08/05	\$1,343.59
08/06	1,325.41
08/26	1,326.62
08/29	1,315.78
08/30	1,313.78

**SERVICE CHARGE SUMMARY**

TRANSACTIONS FOR SERVICE FEE CALCULATION	NUMBER OF TRANSACTIONS
Checks Paid / Debits	3
Deposits / Credits	1
Deposited Items	0
<b>Transaction Total</b>	<b>4</b>

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

**HUMBOLDT UNIFIED SCHOOL DISTRICT**

TO: Humboldt Unified School District Governing Board Item # 857  
FROM: Bucky Bates, Principal, Granville Elementary School Reading  
DATE: November 7, 2013 Discuss  
SUBJECT: Approval of Parent Support Organization for Granville Elementary School Action  
Consent X

---

OBJECTIVE: Goal # 1 – Increase Parent/Community Involvement

---

**SUPPORTING DATA:**

Governing Board Policy KJA, "The Superintendent shall develop procedures as necessary for the annual approval of parent support and booster organizations and the guidance of school personnel who are involved with booster organizations."


A procedure is in place by which Parent/Teacher and Parent/Teacher/Staff Organization (PTO) is to be recognized by the Board. This recognition allows the District's liability insurance carrier to cover PTO/PTSA activities.

**SUMMARY & RECOMMENDATION:**

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

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

It is recommended that the Governing Board:  
*Move to recognize the Parent Teacher Organization for Granville Elementary School for the 2013-2014 school year.*

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

*Questions should be directed to:* Bucky Bates, Principal

## REQUEST FOR BOARD AGENDA ITEM

Requested Meeting Date: October 1, 2013

Person / Organization Submitting Request: Buckey Bates, Principal, Grandville Elementary School

Date Submitted: September 16, 2013

Please indicate under which Agenda Item your request will be listed. Items will be discussion before action whenever possible.

Student / Staff Recognition: \_\_\_\_\_

Report: \_\_\_\_\_

Consent Items: Parent Teacher Organization

Discussion Items: \_\_\_\_\_

Action Items: \_\_\_\_\_


*Include all supporting materials when submitting to building administrator*

Materials include:

- Information about the project, position, etc.
- Justification for the request and/or academic standard that will be met
- Financial costs and funding source
- Number of students if applicable
- Approval by legal council if applicable


Administrative Approval:  Date: 9/13/13

Education Services Administrative Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Administrative Approval:  Date: 9/13/13 (11/13)

Accepted for placement on agenda for: 11-7-13

Denied \_\_\_\_\_

Superintendent's Office: 

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

Name of Organization \_\_\_\_\_ School \_\_\_\_\_

80-0650077

Related Student Organization or Club \_\_\_\_\_ Taxpayer I.D. No. \_\_\_\_\_  
(if applicable)

OFFICERS: Kristi Letendre  
Name: \_\_\_\_\_

Mayra Enriquez  
Name: \_\_\_\_\_

President  
Office Held: \_\_\_\_\_

Treasurer  
Office Held: \_\_\_\_\_

4768 N Calle Santa Cruz  
Address: \_\_\_\_\_

6490 E Stratford Drive  
Address: \_\_\_\_\_

Prescott Valley, AZ 86314  
Address: \_\_\_\_\_

Prescott Valley, AZ 86314  
Address: \_\_\_\_\_

928-533-6499  
Phone(s): \_\_\_\_\_

928-533-9195  
Phone(s): \_\_\_\_\_

letendrefamily@q.com  
Email: \_\_\_\_\_

mayra@myjourneyaz.com  
Email: \_\_\_\_\_

8/13/13  
Date taking office: \_\_\_\_\_

8/13/13  
Date taking office: \_\_\_\_\_

Renee Hubbard  
Name: \_\_\_\_\_

Kate Chatelain  
Name: \_\_\_\_\_

Vice President  
Office Held: \_\_\_\_\_

Secretary  
Office Held: \_\_\_\_\_

7653 E. Broken Wagon Way  
Address: \_\_\_\_\_

3859 N Fairfax Road  
Address: \_\_\_\_\_

Prescott Valley, AZ 86314  
Address: \_\_\_\_\_

Prescott Valley, AZ 86314  
Address: \_\_\_\_\_

928-277-9353  
Phone(s): \_\_\_\_\_

928-771-5553  
Phone(s): \_\_\_\_\_

renee.misty@yahoo.com  
Email: \_\_\_\_\_

chatelaine.kate@gmail.com  
Email: \_\_\_\_\_

8/13/13  
Date taking office: \_\_\_\_\_

8/13/13  
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  
By-laws reviewed annually?  Yes  No

Two signatures required?  Yes  No  
Budget plan in place?  Yes  No

Member meetings held how often? once a month Executive meetings held how often? every other month at least

*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.*

Kristi Letendre 8/23/13 Mayra Enriquez 8/23/13  
Signature Date Signature Date

Renee Hubbard 8/26/13 Kate Chatelain 8/23/13  
Signature Date Signature Date

Principal's Approval: Signature Dwight Gato Date: 8/27/13



# GRANVILLE ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION BYLAWS

## 1. Name and Mission

- 1.1. The name of this organization shall be known as Granville Elementary School Parent Teacher Organization.
- 1.2. Our Mission is:
  - 1.2.1. To bring parents, teacher, administrators, and other staff together to work as partners in the best interests of the children.
  - 1.2.2. 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.
  - 1.2.3. To involve the surrounding community in the life of our school.
  - 1.2.4. To raise money for the benefit of our school.
  - 1.2.5. To encourage school spirit and pride.
  - 1.2.6. To honor individuals for their dedication to our student's education and welfare.

## 2. Membership and Fees

- 2.1. Membership is open to all parents and supporters of children enrolled at Granville Elementary School, as well as Granville Elementary School staff who are willing to uphold its basic policies and subscribe to its by-laws.
- 2.2. Membership shall be accepted at any time.
- 2.3. Annual dues shall be set by the executive board at a flat rate per school year.
- 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.

## 3. Meetings

- 3.1. Monthly meetings shall be held during the active school year.
- 3.2. Special meetings 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 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. Any Member shall be entitled to one vote in all voting at meetings.
- 3.5. Meetings shall be facilitated by the standing President or Vice-President in the President's absence or by a chairperson if both President and Vice-President are absent.

## 4. Election of Officers

- 4.1. A letter to the parents and teachers shall include a summary of board positions, meeting dates, and a request for participation.
- 4.2. Any member is eligible for an office.
- 4.3. Voting for officers shall take place at the first Organization meeting of the school year.

- 4.4. All officer positions shall be filled by a nomination process either by other members or by self-nomination.
- 4.5. If a position is uncontested, the member will be awarded that position.
- 4.6. In the event a position is contested, a vote will be taken by secret ballot and tallied by the President or Principal and a second independent member. Majority vote getter will be awarded the position.
- 4.7. All ballots will be destroyed after the tabulation.

**5. Officers**

- 5.1. The officers of the organization shall be President, Vice-President, Secretary, Treasurer, and Membership Director.
- 5.2. Any office may be co-chaired.
- 5.3. Officers shall assume their official duties immediately after elected 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. No officer positions may be held by immediate family members of other officers. In the event no person has been nominated to a position, an exception may be made at the discretion of the other board members. At no time may 2 family members be signers on the GES PTO financials.
- 5.6. A vacancy occurring, in any office, except for the presidency, shall be filled on an interim basis by appointment of the remaining board until a vote can be made at the next general meeting in the format outlined in Article 4. In case a vacancy occurs in the office of president, the vice-president shall serve as president on an interim basis until a vote can be made at a general meeting in the format outlined in Article 4.
- 5.7. Removal from office: The PTO board by a majority 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.

**6. Duties of the Officers**

**6.1. The President**

- 6.1.1. Shall preside at all meetings of the organization
- 6.1.2. 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.
- 6.1.3. Shall be a member ex-officio of all committees except the nomination committee.
- 6.1.4. Shall coordinate the work of the officers and committees in order that the objectives of the Organization may be promoted.
- 6.1.5. Shall deliver to their successors all official material within ten days after the meeting at which their successor was elected.

**6.2. The Vice-President**

- 6.2.1. Shall act as an aide to the President and shall perform the duties of the President in his or her absence.
- 6.2.2. Shall oversee the promotion of public relations by submitting articles regarding organizational activity to all proper media sources within the community.

6.2.3. Shall have a responsibility to oversee intra-school promotion and communications, specifically PTO newsletters (if applicable), communications to parents, and teachers and administrators.

Shall deliver to their successors all official material within ten days after the meeting at which their successor was elected.

**6.3. The Secretary**

6.3.1. Shall keep a record of the minutes of all meetings of the Organization and of the Executive Board.

6.3.2. Shall have the minutes reviewed by the officers for approval.

6.3.3. Shall oversee the distribution of the approved minutes to the entire membership.

6.3.4. Shall hold historical records of the PTO including a current copy of the by-laws, copies of minutes, treasury reports and lists of Members for the current school year. This shall be brought to all meetings.

6.3.5. Shall deliver to their successors all official material within ten days after the meeting at which their successor was elected.

**6.4. The Treasurer**

6.4.1. Shall receive all monies of the Organization

6.4.2. Shall keep an accurate record of receipts and expenditures

6.4.3. Shall pay out funds as authorized by the Executive Board or the Organization

6.4.4. Shall present a written financial statement at every meeting of the Executive Board and Organization to be filed with the Secretary.

6.4.5. Shall make a verbal report at every meeting to the membership.

6.4.6. Shall submit a quarterly financial report to the Humboldt Unified School District

6.4.7. Shall be available to have the accounts audited by an outside party on request of any member.

6.4.8. Shall deliver to their successors all official material within ten days after the meeting at which their successor was elected.

**6.5. The Membership director**

6.5.1. Shall coordinate the annual membership enrollment.

6.5.2. Shall also maintain an up to date list of the Members.

6.5.3. Shall report any membership changes at the following meeting.

6.5.4. Shall deliver to their successors all official material within ten days after the meeting at which their successor was elected.

**7. The Teacher Representative**

7.1. Each year the teaching staff at Granville Elementary School shall elect a teacher 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 communicate PTO business transacted at meetings to the Granville teaching staff.

**8. Committees**

8.1. Committees may be formed at any meeting on an as-needed basis for special projects, events, or other needs at the discretion of the PTO board.

8.2. All work of committees must be presented to the PTO board and any financial needs will be presented to the entire membership before action is taken.

8.3. A Chairperson(s) of a committee shall report to the board at each meeting until the committee is no longer necessary.

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

**9. Funds**

- 9.1. 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.
- 9.2. All funds received by the Treasurer shall be deposited intact in a federally insured financial institution within 5 business days of their verification by the officers in an account in the name of Granville Elementary School Parent Teacher Organization.
- 9.3. All expenditures are to be supported by a written requisition, receipts, invoices, and/or other supporting documentation and approved by the membership.
- 9.4. 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.
- 9.5. The financial records of the Organization shall be audited if requested by a person who is not a member of the PTO and whom the Executive Board has appointed. The audit shall take place within 30 days of a request from any member of the PTO.
- 9.6. An annual year-end financial statement shall be made available to all organizational members and submitted to the district at the close of the school year.

**10. Amendments**

- 10.1. These by-laws may be amended at a meeting of the Organization only by a majority vote of the members present, provided written notice has been given to the membership at least one week prior to the approval vote.

003563.705657.0011.001 1 MB 0.302 532



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](http://www.irs.gov) for the most current information on your filing requirements.



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

June 29, 2013 through July 31, 2013  
 Account Number: **00000740263579**

**CUSTOMER SERVICE INFORMATION**

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



00032201 DRE 601 142 21913 NNNNNNNNNN T 1 000000000 60 0000

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



We are limiting our Returned Item fees

Good News! We will charge only one Returned Item fee for any payment request we return unpaid more than once per month, even if the biller submits the same request multiple times. This is just one of the ways that we are working to make banking easier and less expensive for our customers.

We are here to help. If you have any questions, please call us at the number on this statement or visit your nearest branch.

**CHECKING SUMMARY**

Chase BusinessSelect Checking

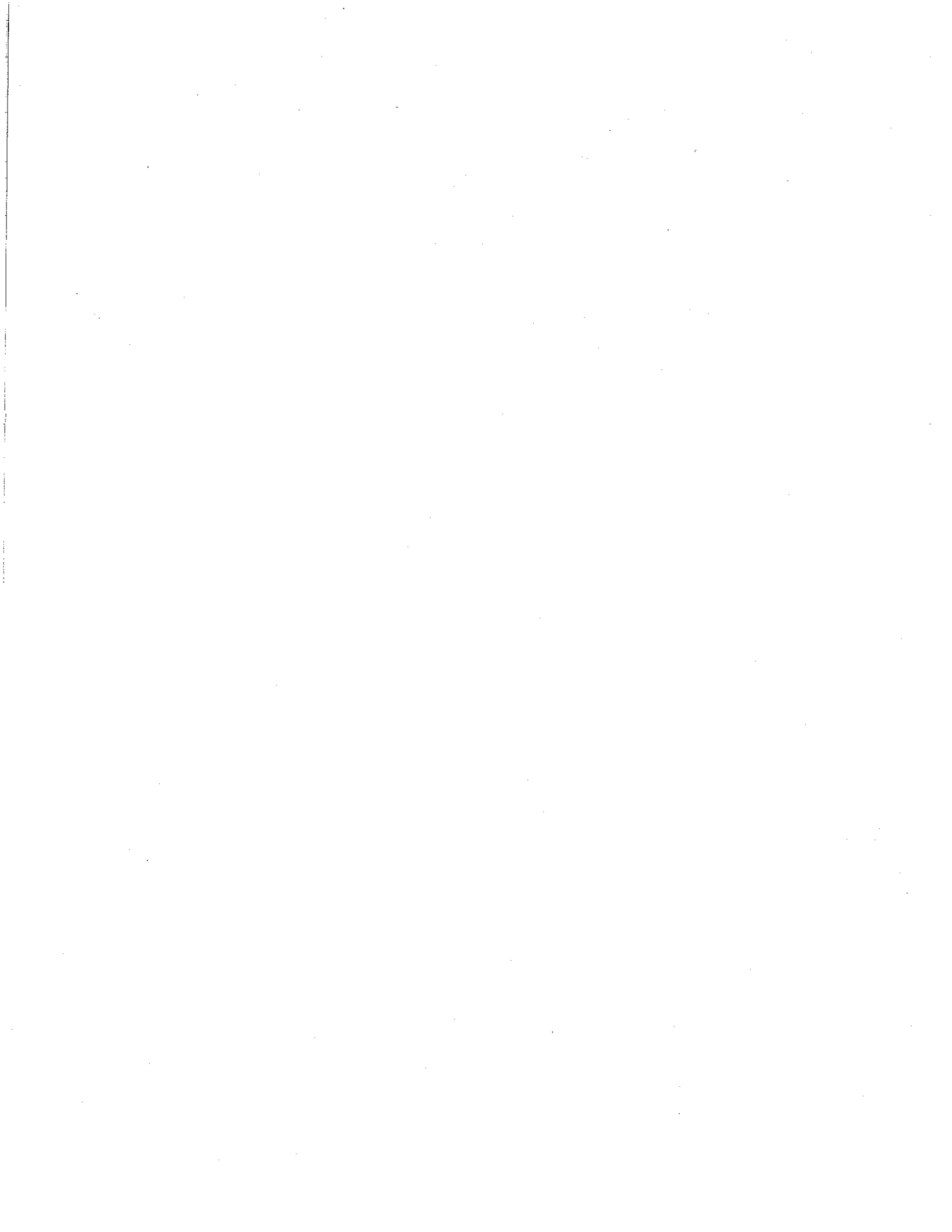
	INSTANCES	AMOUNT
Beginning Balance		\$11,007.64
Deposits and Additions	3	1,182.40
Checks Paid	2	- 320.96
ATM & Debit Card Withdrawals	6	- 895.79
Ending Balance	11	\$10,973.29

**DEPOSITS AND ADDITIONS**

DATE	DESCRIPTION	AMOUNT
✓ 07/11	Deposit 1167411793 <i>You Change fundraiser</i>	\$170.86
✓ 07/29	Deposit 491666134 <i>Frug cost Cash</i>	1,000.00
✓ 07/30	Electronic Scrip Rebate 500003059 CCD ID: 3943290619 <i>2 SCRIP</i>	11.54
<b>Total Deposits and Additions</b>		<b>\$1,182.40</b>

**Granville PTO  
July 2013**

Transaction Date	Reference	Payee/Payor	Cleared?	Cash Out	Cash In	Balance
						\$11,007.64
1-Jul-13	<u>6349</u>	Anderson's	Yes	\$591.44		\$10,416.20
11-Jul-13	<u>1167411793</u>		Yes		\$170.86	\$10,587.06
15-Jul-13	<u>1225</u>	Melinda Fulfer	Yes	\$30.00		\$10,557.06
		Signswarehouse				
19-Jul-13	<u>6349</u>	e.com	Yes	\$37.85		\$10,519.21
22-Jul-13	<u>6349</u>	ACP Direct	Yes	\$72.20		\$10,447.01
29-Jul-13	<u>491666134</u>		Yes		\$1,000.00	\$11,447.01
29-Jul-13	<u>6349</u>	Office Max	Yes	\$142.35		\$11,304.66
30-Jul-13	<u>1253</u>	Signs Plus	Yes	\$290.96		\$11,013.70
30-Jul-13	<u>500003059</u>		Yes		\$11.54	\$11,025.24
30-Jul-13	<u>6349</u>	Ace	Yes	\$13.02		\$11,012.22
30-Jul-13	<u>6349</u>	Frys Food	Yes	\$38.93		\$10,973.29
		<b>Totals</b>		<b>\$1,216.75</b>	<b>\$1,182.40</b>	



**HUMBOLDT UNIFIED SCHOOL DISTRICT**

TO: Humboldt Unified School District Governing Board Item # 858  
FROM: Cole Young Reading  
DATE: November 7, 2013 Discuss  
SUBJECT: Panda Booster Club Action  
Consent X

---

OBJECTIVE: Goal # Community / Parent Involvement

---

**SUPPORTING DATA:**

Bank Statements  
By-Laws  
Financial Ledger

**SUMMARY & RECOMMENDATION:**

**It is recommended that the HUSD Governing Board acknowledges and approves the Panda Booster Club of Humboldt Elementary School. This organization supports the general welfare of all students attending HES, assists staff in providing the best possible educational experiences for our students, and fosters communication and partnership amongst the parents, community and business organizations. This club has representation from the certified, classified, parents, and Humboldt community.**

(Sample Motion) It is recommended that the Governing Board approve the Panda Booster Club for the 2013-14 school year.

Approved for transmittal to the Governing Board:

  
\_\_\_\_\_  
Dr. Paul H. Stanton, Superintendent

*Questions should be directed to:*

## REQUEST FOR BOARD AGENDA ITEM

Requested Meeting Date: 10/2/13

Person / Organization Submitting Request: Panda Booster Club

Date Submitted: 9/16/13

Please indicate under which Agenda Item your request will be listed. Items will be discussion before action whenever possible.

Student / Staff Recognition: \_\_\_\_\_

Report: \_\_\_\_\_

Consent Items: \_\_\_\_\_

Discussion Items: \_\_\_\_\_

Action Items: X

*Include all supporting materials when submitting to building administrator*

Materials include:

- Information about the project, position, etc.
- Justification for the request and/or academic standard that will be met
- Financial costs and funding source
- Number of students if applicable
- Approval by legal council if applicable

Administrative Approval: Cole Young *MCY* Date: 9/16/13

Education Services Administrative Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Administrative Approval: *[Signature]* Date: 11/1/13

Accepted for placement on agenda for: 11-7-13

Denied \_\_\_\_\_

Superintendent's Office: *[Signature]*

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

Name of Organization Humboldt Panda Booster Team School HES  
 Related Student Organization or Club \_\_\_\_\_ Taxpayer I.D. No. 90-0625266  
 (if applicable)

**OFFICERS:**  
**Name:** Kelli Neal  
**Office Held:** President  
**Address:** P.O. Box 1602  
Dewey, AZ 86327  
**Phone(s):** 928-853-7810  
**Email:** KCj2202@msn.com  
**Date taking office:** 8/22/13

**Name:** Karen Stephens  
**Office Held:** Treasurer  
**Address:** P.O. Box 501  
Dewey, AZ 86327  
**Phone(s):** 928-499-8727  
**Email:** Kreiam@aol.com  
**Date taking office:** 8/22/13

**Name:** Jimmy Stephens  
**Office Held:** Vice President  
**Address:** P.O. Box 501  
Dewey, AZ 86327  
**Phone(s):** 619-322-3433  
**Email:** scporet@gmail.com  
**Date taking office:** 8/22/13

**Name:** Trish Budd  
**Office Held:** Secretary  
**Address:** 3472 Catherine Dr.  
Prescott Valley, AZ 86314  
**Phone(s):** 928-759-4446  
**Email:** trisha.budd@humboldtunified.com  
**Date taking office:** 8/22/13

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? Once a month      Executive meetings held how often? Twice a 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.*

Kelli Neal      9/19/13  
 Signature      Date

Jimmy Stephens      9/19/13  
 Signature      Date

James Stephens      9/18/13  
 Signature      Date

Trish Budd      9/19/13  
 Signature      Date

Principal's Approval: Signature [Signature]      Date: 9/19/13

July 17, 2012

# **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.

9/16/2013

Account Transactions  
All Accounts

3/1/2013 Through 5/31/2013

Num Date Payee C Account Category Amount Running Balance

Opening Balance as of 3/1/2013

4,442.48

Month Ending 3/31/2013

1055	3/1/2013	Jimmy Stephens		Panda Booster Team	Read Across America : Lunch	(361.48)	4,081.00
1056	3/1/2013	Kathy Rouse		Panda Booster Team	Read Across America : Lunch	(14.05)	4,066.95
	3/6/2013	Frys Donation		Panda Booster Team		500.00	4,566.95
1057	3/6/2013	Sonic Deposit		Panda Booster Team	Donation	28.00	4,594.95
1058	3/20/2013	Action Graphics		Panda Booster Team	Blue Crew T-Shirts	(220.89)	4,374.06
1059	3/22/2013	Laurie Schiefel		Panda Booster Team	Practice Test	(23.00)	4,351.06
1060	3/22/2013	Tammy G.		Panda Booster Team	Movie Night	(71.67)	4,279.39
	3/31/2013	Cole Young		Panda Booster Team	Movie Night	(84.11)	4,195.28
	3/31/2013	Paper Statement Fee		Panda Booster Team	Feb.	(3.00)	4,192.28
		Total Month Ending 3/31/2013				(250.20)	

Month Ending 4/30/2013

1061	4/11/2013	Deposit Sonic		Panda Booster Team	Donation	57.00	4,249.28
1061	4/11/2013	Deposit Donation		Panda Booster Team	Donation : School Mail	238.10	4,487.38
1063	4/11/2013	Cole Young		Panda Booster Team	ATMS Week	(328.93)	4,158.45
1064	4/11/2013	Jackie Boys Pizza		Panda Booster Team	Pizza Party : Principal Pizza party	(141.22)	4,017.23
1064	4/11/2013	Karen Stephens		Panda Booster Team	ATMS Week LUNCH FOR TEACHERS	(300.00)	3,717.23
	4/30/2013	Cole Young		Panda Booster Team	Teacher of the year	(112.00)	3,605.23
	4/30/2013	Paper Statement Fee		Panda Booster Team	Mar.	(3.00)	3,602.23
		Total Month Ending 4/30/2013				(590.05)	

Month Ending 5/31/2013

1065	5/3/2013	Sonic Deposit		Panda Booster Team	Donation	73.00	3,675.23
1066	5/3/2013	Cashed Checks from Students		Panda Booster Team	Cash	30.00	3,705.23
1067	5/7/2013	Cole Young		Panda Booster Team	Teacher of the year	(214.42)	3,490.81
1067	5/20/2013	Cole Young		Panda Booster Team	Teacher week & ATMS Snacks	(120.90)	3,369.91
1068	5/20/2013	Cole Young		Panda Booster Team	Teacher week & Sno-Cone Juice : Ice Cream sunday	(170.13)	3,199.78
1069	5/24/2013	Cole Young		Panda Booster Team	Blue Crew BBQ	(259.48)	2,940.30
1069	5/24/2013	Trish Budd		Panda Booster Team	Panda Olympic supplies	(99.51)	2,840.79
		Total Month Ending 5/31/2013				(761.44)	

Grand Total

(1,601.69)

2,840.79

Page 1 of 4  
Primary Account: 6700978336  
Beginning August 1, 2013 - Ending August 31, 2013

31

AT1 000003499

41 HUMBOLDT ELEMENTARY SCHOOL PTO  
PO BOX 8  
HUMBOLDT AZ 86329-0008

15436-46598-93175

**Your BBVA Compass Account(s)**

Change in Terms Notice - please see the last page of this statement for a copy of our updated Funds Availability Policy

**Contacting Us**

Available by phone 24/7

Phone 1-800-266-7277

Online [bbvacompass.com](http://bbvacompass.com)

Write BBVA Compass  
Customer Service  
P.O. Box 10566  
Birmingham, AL 35296

**Summary of Accounts**

**Deposit Accounts/ Other Products:**

Account	Account number	Ending balance last statement	Ending balance this statement
BUSINESS BUILD-TO-ORDER CHECKING	6700978336	\$2,806.20	\$3,121.83
<b>Total Deposit Accounts</b>		<b>\$2,806.20</b>	<b>\$3,121.83</b>

# BUSINESS BUILD-TO-ORDER CHECKING

Account Number: 6700978336 - HUMBOLDT ELEMENTARY SCHOOL PTO

## Activity Summary

Beginning Balance on 8/1/13	\$2,808.20
Deposits/Credits (1)	+ \$751.00
Withdrawals/Debits (3)	- \$435.37
Ending Balance on 8/31/13	\$3,121.83

## Transaction History

Date *	Check/ Serial #	Description	Deposits/ Credits	Withdrawals/ Debits	End of Day Balance
8/2		BRANCH DEPOSIT	\$751.00		\$3,557.20
8/12	1070	FED CLEARING DEBIT		\$420.42	\$3,136.78
8/15		JUL PAPER STATEMENT FEE		\$3.00	
8/15		JUL MONTHLY SERVICE CHARGE		\$11.95	\$3,121.83
Ending Balance on 8/31					\$3,121.83
<b>Totals</b>			<b>\$751.00</b>	<b>\$435.37</b>	

Please note, certain fees and charges posted to your account may relate to services and/or activity from the prior statement cycle.  
 \* The Date provided is the business day that the transaction is processed.

## Summary of Checks

Checks listed are also displayed in the preceding Transaction History

Date	Check #	Amount	Date	Check #	Amount	Date	Check #	Amount
8/12	1070	\$420.42						

\* Indicates break in check sequence

15436-46588-93176

AT1                    000007807   0.384   26

41    HUMBOLDT ELEMENTARY SCHOOL PTO  
      PO BOX 8  
      HUMBOLDT AZ 86329-0008

12394-28030-56059

**Contacting Us**

Available by phone 24/7

Phone 1-800-286-7277

Online [bbvacompass.com](http://bbvacompass.com)

Write BBVA Compass  
Customer Service  
P.O. Box 10566  
Birmingham, AL 35296

**Summary of Accounts**

**Deposit Accounts/ Other Products**

<u>Account</u>	<u>Account number</u>	<u>Ending balance last statement</u>	<u>Ending balance this statement</u>
BUSINESS BUILD-TO-ORDER CHECKING	6700978336	\$2,821.15	\$2,806.20
<b>Total Deposit Accounts</b>		<b>\$2,821.15</b>	<b>\$2,806.20</b>

# BUSINESS BUILD-TO-ORDER CHECKING

Account Number: 6700978336 - HUMBOLDT ELEMENTARY SCHOOL PTO

## Activity Summary

Beginning Balance on 7/1/13	\$2,821.15
Deposits/Credits (0)	+\$0.00
Withdrawals/Debits (2)	-\$14.95
Ending Balance on 7/31/13	\$2,806.20

## Transaction History

Date *	Check/ Serial #	Description	Deposits/ Credits	Withdrawals/ Debits	End of Day Balance
7/15		JUN PAPER STATEMENT FEE		\$3.00	
7/15		JUN MONTHLY SERVICE CHARGE		\$11.95	\$2,806.20
Ending Balance on 7/31					\$2,806.20
<b>Totals</b>			<b>\$0.00</b>	<b>\$14.95</b>	

Please note, certain fees and charges posted to your account may relate to services and/or activity from the prior statement cycle.  
\* The Date provided is the business day that the transaction is processed.

12394-28030-56060

# BUSINESS BUILD-TO-ORDER CHECKING

Account Number: 8700978336 - HUMBOLDT ELEMENTARY SCHOOL PTO

## Account Information

**REMINDER:** If your account becomes overdrawn and continues with a negative balance for ten (10) consecutive calendar days, an extended overdraft fee will be charged. An additional \$25 extended overdraft fee will be charged if your account remains negative for twenty (20) consecutive calendar days. This charge is in addition to any NSF fees you may incur as a result of items being presented against insufficient funds.

10420-23407-46814

## Activity Summary

Beginning Balance on 6/1/13	\$3,183.14
Deposits/Credits (0)	+ \$0.00
Withdrawals/Debits (3)	- \$361.99
Ending Balance on 6/30/13	\$2,821.15

## Transaction History

Date	Check/ Serial #	Description	Deposits/ Credits	Withdrawals/ Debits	End of Day Balance
6/4	1069	FED CLEARING DEBIT		\$259.48	\$2,923.66
6/11	1068	FED CLEARING DEBIT		\$99.51	\$2,824.15
6/17		MAY PAPER STATEMENT FEE		\$3.00	\$2,821.15
Ending Balance on 6/30					\$2,821.15
<b>Totals</b>			\$0.00	\$361.99	

Please note, certain fees and charges posted to your account may relate to services and/or activity from the prior statement cycle.  
 \* The Date provided is the business day that the transaction is processed.

## Summary of Checks

Checks listed are also displayed in the preceding Transaction History

Date	Check #	Amount	Date	Check #	Amount	Date	Check #	Amount
6/11	1068	\$99.51	6/4	1069	\$259.48			

\* Indicates break in check sequence

AT1 000004357 0.384 18

41 HUMBOLDT ELEMENTARY SCHOOL PTO  
PO BOX 8  
HUMBOLDT AZ 86329-0008

14613-32689-65317

**Contacting Us**

Available by phone 24/7

Phone 1-800-266-7277

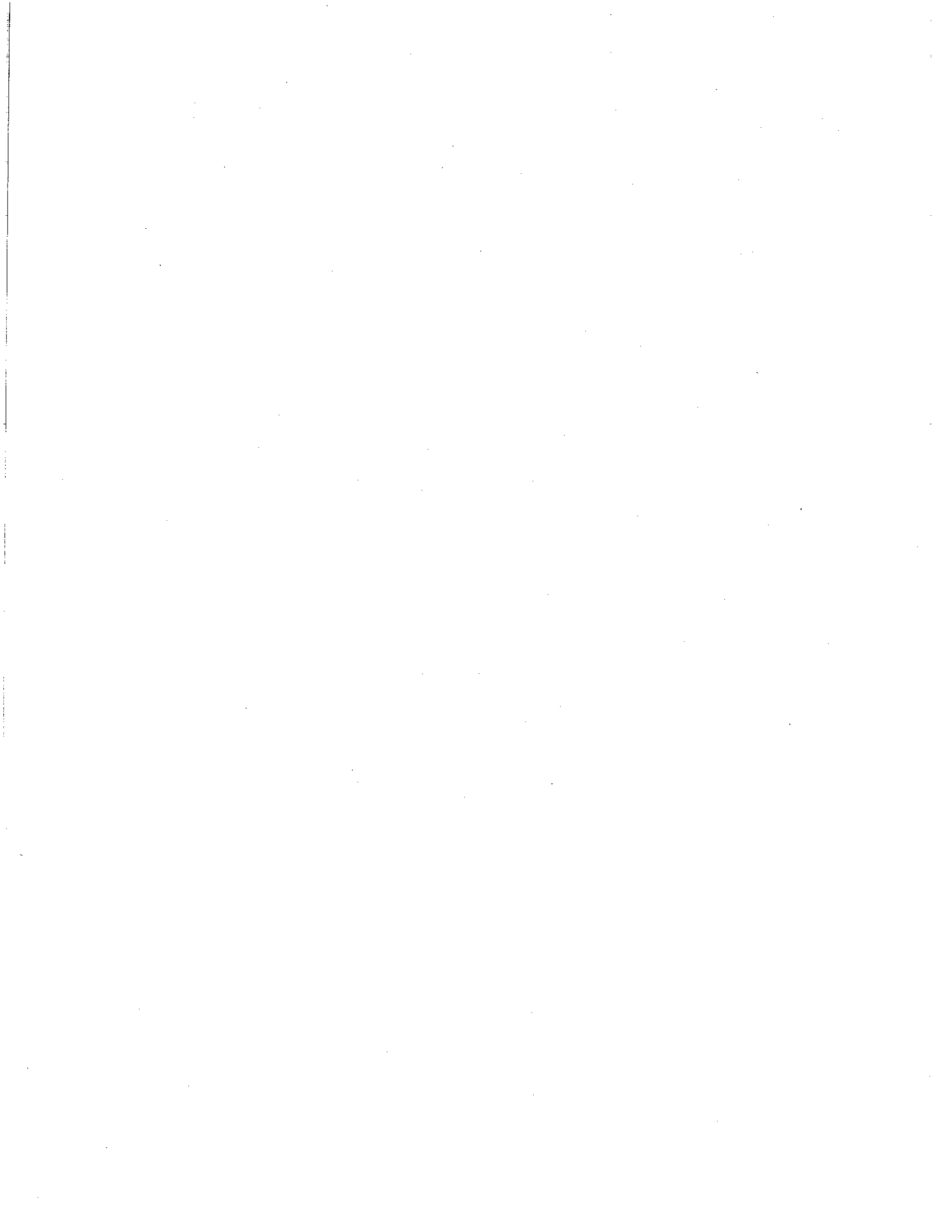
Online [bbvacompass.com](http://bbvacompass.com)

Write BBVA Compass  
Customer Service  
P.O. Box 10566  
Birmingham, AL 35296

**Summary of Accounts**

**Deposit Accounts/ Other Products**

Account	Account number	Ending balance last statement	Ending balance this statement
BUSINESS BUILD-TO-ORDER CHECKING	6700978336	\$3,688.53	\$3,183.14
<b>Total Deposit Accounts</b>		<b>\$3,688.53</b>	<b>\$3,183.14</b>



**HUMBOLDT UNIFIED SCHOOL DISTRICT**

TO: Humboldt Unified School District Governing Board      Item # 859

FROM: Tusanne Cordes, Principal, Lake Valley Elementary School      Reading

DATE: November 7, 2013      Discuss

SUBJECT: Approval of Parent Support Organization for LVES – Lake Valley Elementary School Parent Teacher Organization (PTO) \* New 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’ liability insurance carrier, The Arizona Risk Retention Trust, to cover the organization’s school related activities.

**SUMMARY & RECOMMENDATION:**

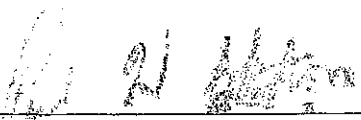
“Lake Valley Elementary School Parent Teacher Organization (PTO)” from Lake Valley Elementary School has applied for Board recognition at this time.

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 “Lake Valley Elementary School PTO” for Lake Valley Elementary School for the 2013-2014 school year.*

Approval for transmittal to the Governing Board:

  
\_\_\_\_\_  
Dr. Paul Stanton, Superintendent

*Questions should be directed to: Tusanne Cordes*

**REQUEST FOR BOARD AGENDA ITEM**

Requested Meeting Date: October 8, 2013

Person / Organization Submitting Request: Lake Valley PTO

Date Submitted: September 14, 2013

Please indicate under which Agenda Item your request will be listed. Items will be discussion before action whenever possible.

Student / Staff Recognition: Board Recognition of LIVES PTO

Report: \_\_\_\_\_

Consent Items: \_\_\_\_\_

Discussion Items: \_\_\_\_\_

Action Items: \_\_\_\_\_

*Include all supporting materials when submitting to building administrator*

Materials include:

- Information about the project, position, etc.
- Justification for the request and/or academic standard that will be met
- Financial costs and funding source
- Number of students if applicable
- Approval by legal council if applicable

Administrative Approval: Susanne Cordes Date: 9-19-13

Education Services Administrative Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Administrative Approval: C. Grandhorn Date: 11/1/13

Accepted for placement on agenda for: 11-7-13

Denied \_\_\_\_\_

Superintendent's Office: [Signature]

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

Name of Organization Lake Valley PTO School Lake Valley Elementary  
 Related Student Organization or Club \_\_\_\_\_ Taxpayer I.D. No. 46-3219733  
 (if applicable)

**OFFICERS:**  
 Name: Kristen Munchinsky  
 Office Held: President  
 Address: 5040 E Regina Ct  
Prescott AZ 86301  
 Phone(s): (928) 853-6376  
 Email: Kmunchinsky@gmail.com  
 Date taking office: August 1, 2013

Name: Carren Rosen  
 Office Held: Vice-President  
 Address: 5700 E Market St. Apt 2021  
Prescott Valley, AZ 86314  
 Phone(s): 928-273-7741  
 Email: Carren23@gmail.com  
 Date taking office: August 2013

Name: ROBERT WALKER  
 Office Held: Treasurer  
 Address: 7986 E. Knots Pass  
Prescott Valley AZ 86314  
 Phone(s): 623-628-4904  
 Email: RWalker2002@yahoo.com  
 Date taking office: August 1, 2013

Name: TRICIA WALKER  
 Office Held: Secretary  
 Address: 7986 E Knots Pass  
Prescott Valley AZ 86314  
 Phone(s): 623-628-4902  
 Email: triciawalker@yahoo.com  
 Date taking office: August 1, 2013

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? 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.*

KMunchinsky 8/19/13 Carren Rosen 9-4-13  
 Signature Date Signature Date  
[Signature] 8/19/13 [Signature] 8/19/13  
 Signature Date Signature Date

Principal's Approval: Signature Jessanne Gordon Date 9-5-13

July 17, 2012

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

Name of Organization Lake Valley PTO School Lake Valley Elementary  
 Related Student Organization or Club \_\_\_\_\_ Taxpayer I.D. No. 46-3219733  
 (if applicable)

**OFFICERS:**  
**Name:** Kristen Murchinsky  
**Office Held:** President  
**Address:** 5040 E Regina Ct  
Prescott AZ 86301  
**Phone(s):** (928) 853-6376  
**Email:** kmurchinsky@gmail.com  
**Date taking office:** August 1, 2013

**Name:** Carren Rosen  
**Office Held:** Vice-President  
**Address:** 5700 E Market St. Apt 2021  
Prescott Valley, AZ 86314  
**Phone(s):** 928-273-7741  
**Email:** Carren23@gmail.com  
**Date taking office:** August 2013

**Name:** ROBERT WALKER  
**Office Held:** Treasurer  
**Address:** 7986 E. Knots Pass  
Prescott Valley AZ 86314  
**Phone(s):** 623-628-4904  
**Email:** rswalker2002@yahoo.com  
**Date taking office:** August 1, 2013

**Name:** PATRICIA WALKER  
**Office Held:** Secretary  
**Address:** 7986 E Knots Pass  
Prescott Valley AZ 86314  
**Phone(s):** 623-628-4902  
**Email:** tricia.walker@yahoo.com  
**Date taking office:** August 1, 2013

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? 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.*

KMurchinsky      8/19/13  
 Signature      Date

Carren Rosen      9-4-13  
 Signature      Date

[Signature]      8/19/13  
 Signature      Date

[Signature]      8/19/13  
 Signature      Date

Principal's Approval: Signature Jusanne Gordo      Date 9-5-13

Adopted 7/16/13

## Lake Valley Elementary School Parent Teacher Organization By-Laws

### Article I – Name

The name of the organization shall be the Lake Valley Elementary School Parent Teacher Organization (LVES PTO)

### Article II – Purpose

The purpose of the organization is threefold

1. To provide support to the education of the students at Lake Valley Elementary School.
2. To support the dedicated professionals working toward the education of those students
3. To build strong relationships between teachers, parents and the community.

### Article III – Members

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

Section 2. Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

### Article IV – Officers and Elections

Section 1. Officers. The officers shall be a president, vice president, secretary, and treasurer.

a. President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

b. Vice President. The vice president shall assist the president and carry out the president’s duties in his or her absence or inability to serve.

c. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them

to meetings.

d. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

Section 2. Nominations and Elections. Elections will be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 4. Terms of Office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal From Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

## Article V – Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be on the second Thursday of each month during the school year at 7 p.m., or at a time and place determined by the executive board at least one month before the meeting. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the members of the meetings in a flyer sent home with the students at least one week prior to the meeting.

Section 2. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general

members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer and phone calls.

Section 3. Quorum. The quorum shall be 10 members of the organization.

## Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, principal, and standing committee chairs.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

Section 4. Quorum. Half the number of board members plus one constitutes a quorum.

## Article VII – Committees

Section 1. Membership. Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. The following committees shall be held by the organization: Fundraising,, Membership, Nominating, and Auditing.

Section 3. Additional Committees. The board may appoint additional committees as needed.

## Article VIII – Finances

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and purchase order information.

Section 3. The board shall approve all expenses of the organization.

Section 5. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 7. The fiscal year shall coordinate with the school year.

### Article IX – Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

### Article X – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

### Article XI – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

### Article XII – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

### Article XIII – Conflict of Interest Policy

Section 1. Purpose. The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

#### Section 2. Definitions.

a. Interested Person. Any director, principal officer, or member of a committee with governing board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

b. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

i. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;

ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or

iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

### Section 3. Procedures.

a. **Duty To Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board-delegated powers who are considering the proposed transaction or arrangement.

b. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.

#### c. Procedures for Addressing the Conflict of Interest.

i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

ii. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

iii. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

#### d. Violations of the Conflict of Interest Policy.

i. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Records of Proceedings. The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

Section 5. Compensation.

a. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6. Annual Statements. Each director, principal officer, and member of a committee with governing board-delegated powers shall annually sign a statement which affirms that such person:

- Has received a copy of the conflict of interest policy;
- Has read and understood the policy;
- Has agreed to comply with the policy; and
- Understands that the organization is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its taxexempt purposes.

Section 7. Periodic Reviews. To ensure that the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, are based on competent survey information, and are the result of arm's length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

Section 8. Use of Outside Experts. When conducting the periodic reviews as provided for in Section 7, the organization may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.

Chase Online

Activity for .... TOTAL CHECKING (...6197) [v]

Details for TOTAL CHECKING (...6197)

Present Balance	\$135.39
Available Balance	\$135.39

[See full account number](#)

Overdraft Features

[Show details](#)

Transaction Results (1 - 2) for TOTAL CHECKING (...6197)

All Transactions [v]

[View checks by check number](#) | [Search Transactions](#)

Date	Type	Description	Debit	Credit	Balance
08/30/2013	Deposit	DEPOSIT ID NUMBER 15283 (view)		\$110.00	\$135.39
08/20/2013	Deposit	DEPOSIT ID NUMBER 144803 (view)		\$25.39	\$25.39

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