

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # K 3

FROM: Dr Terri Matteson GHMS PTO Reading

DATE: September 9, 2014 Discuss

SUBJECT: Approval of Parent Support Organization for Action  
Glassford Hill Middle School

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 approve the Parent Teacher Organization for Glassford Hill Middle School for the 2014-2015 school year.

Approved for transmittal to the Governing Board:



Dr. Paul H. Stanton, Superintendent

*Questions should be directed to: Dr. Terri Matteson*

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

Name of Organization Glassford Hill PT.S.O School Glassford Hill

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

OFFICERS:  
Name: Shelly Kleinman

Name: Pam Bassford

Office Held: President

Office Held: Secretary

Address: 7665 E Phalaris  
P.O. AZ 86315

Address: 5001 Pinto Dr.  
PV. AZ 86314

Phone(s): 928-713-5284

Phone(s): 928-925-0972

Email: sskman\_7@msn.com

Email: pbrij2@cableone.net

Date taking office: Aug 2014

Date taking office: Aug 2014

Name: Jenny Allerdings

Name: Sheri Walters

Office Held: Treasurer

Office Held: Member at Large

Address: 7765 E Melody Ranch Rd  
Prescott Valley AZ 86315

Address: 5100 Nando Dr.  
PV AZ 86314

Phone(s): 928-848-2625

Phone(s): 928-713-6574

Email: Jallerdings@cableone.net

Email: Sheri86314@hotmail.com

Date taking office: Aug 2014

Date taking office: Aug 2014

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 are required

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

Member meetings held how often? 1 per Month Executive meetings held how often? \_\_\_\_\_

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

Shelly Kleinman 8-13-14 Sheri Walters 8-14-14  
Signature Date Signature Date

Jenny Allerdings 8-14-14 Pam Bassford 8-14-14  
Signature Date Signature Date

Principal's Approval: Signature Dr. Heidi Hoffman Date: 8/14/14

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

Name of Organization Glassford Hill PTSO School Glassford Hill

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

OFFICERS:

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

Date taking office: \_\_\_\_\_

Name: Paula Poitras

Office Held: Membership

Address: 7820 E Mantay Dr.

P.V. AZ 86314

Phone(s): 928-533-8384

Email: poitras5@a.com

Date taking office: Aug 2014

Name: Elizabeth Herb

Office Held: Hospitality ... Chair

Address: 8101 E. Long Mesa Dr.

Prescott Valley, AZ 86314

Phone(s): 602-565-2062

Email: ezherb@msn.com

Date taking office: Aug 2014

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
- 3) Last fiscal year AZ CC Annual Report
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- 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 are required

By-laws reviewed annually? ☒ Yes ☐ No

Budget plan must be in place

Member meetings held how often? \_\_\_\_\_ Executive meetings held how often? \_\_\_\_\_

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

Paula Poitras 8/14/14  
Signature Date

Paula Poitras 8/14/14  
Signature Date

Signature Date

Signature Date

Principal's Approval: Signature Dr. Sissi Hallman Date: 8/14/14

**Bylaws of**  
**GLASSFORD HILL MIDDLE SCHOOL**  
**PARENT TEACHER STUDENT ORGANIZATION**

**ARTICLE I**

**NAME**

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

**ARTICLE II**

**OBJECTIVES**

2.1 **OBJECTIVES:** The objectives of this organization are:

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

**ARTICLE III**

**POWERS**

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

## ARTICLE IV

### MEMBERSHIP

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

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

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

## ARTICLE V

### PTSO BOARD

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

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

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

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

## ARTICLE VI

### OFFICERS

6.1 OFFICERS: The officers of the organization shall be president/co-president, secretary/co-secretaries, treasurer, publicity director, hospitality, membership, and with the allowance of a "Board Member at Large" (the Board will consist of a minimum of 4 officers).

6.2 QUALIFICATIONS: Each officer must be a paid member of the PTSO Board. No officer shall serve in the same capacity for more than two consecutive terms.

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

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

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

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

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

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

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

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

## **ARTICLE VII**

### **ELECTIONS**

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

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

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

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

## **ARTICLE VIII**

### **FUNDS**

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

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

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

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

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

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

## ARTICLE IX

### AMENDMENTS

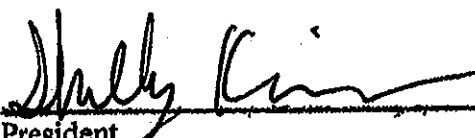
**9.1 AMENDMENTS:** These bylaws may be amended only by a 2/3 vote of the PTSO Board. The president/co-president may call for an advisory vote of all organization members present at a meeting at which any amendment may be under consideration or may request that an advisory poll of the members be conducted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

## ARTICLE X

### DISSOLUTION

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

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

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
PTSO Board Member



GHMS PTSO  
Fiscal Year-to-Date  
8/15/14 -

Funds Available at 08/15/14

\$1,145.57

Description	Income	Expense	Outstanding	Net
Principal/Office Fund	\$0.00	\$0.00	(\$21.29)	(\$21.29)
Supplies	\$0.00	(\$100.00)		(\$100.00)
Membership (Class/Teacher) Incentive	\$350.00	(\$70.00)		\$280.00
Staff of the month	\$0.00	(\$180.00)		(\$180.00)
Escrip - Safeway	\$75.00	\$0.00		\$75.00
Target - Rebate	\$25.00	\$0.00		\$25.00
Albertsons - Rebate	\$35.00	\$0.00		\$35.00
Fry's Cool Cash	\$2,000.00	\$0.00		\$2,000.00
Staff Request - Misc.	\$0.00	\$0.00		\$0.00
Hospitality - Teacher Meals	\$0.00	(\$300.00)		(\$300.00)
Hospitality	\$0.00	(\$200.00)		(\$200.00)
Families in Need	\$0.00	(\$250.00)		(\$250.00)
Restaurant Night	\$0.00	\$0.00		\$0.00
Concessions/Games	\$300.00	(\$200.00)		\$100.00
8th Grade Dance	\$0.00	(\$50.00)		(\$50.00)
Boxtops	\$0.00	\$0.00		\$0.00
Field Trips	\$0.00	\$0.00		\$0.00
Aims Challenge Trip-Aug 2014	\$0.00	\$0.00	(\$400.00)	(\$400.00)
Stephen Nasser-Spkr.	\$0.00	(\$250.00)		(\$250.00)
BMHS Alum Scholarship	\$0.00	(\$500.00)		(\$500.00)
Nurses Holiday	\$0.00	(\$50.00)		(\$50.00)

Totals	\$2,785.00	(\$2,150.00)	(\$421.29)	\$213.71	\$427.42
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Funds Available 8/15/14

\$1,145.57

GHMS PTSO  
Fiscal Year-to-Date  
7/1/13 - 6/30/14

**Funds Available at 6/1/14**

**\$2,532.81**

Description	Income	Expense	Outstanding	Net
Principal/Office Fund	\$23.00	\$499.84	\$350.00	(\$826.84)
Supplies	\$0.00	\$0.00		\$0.00
Membership				\$0.00
GHMS Shirts-Fall	\$0.00	\$0.00		\$0.00
WEB Shirts	\$0.00	\$0.00		\$0.00
Staff of Month	\$0.00	\$0.00		\$0.00
Escrip - Safeway	\$4.27	\$0.00		\$4.27
Target - rebate	\$0.00	\$0.00		\$0.00
Albertsons - rebate	\$0.00	\$0.00		\$0.00
Staff Request - Misc	\$0.00	\$0.00		\$0.00
ARA Teacher Wkshp	\$0.00	\$0.00		\$0.00
Hos-Teacher Meals	\$0.00	\$0.00		\$0.00
Hospitality	\$0.00	\$0.00		\$0.00
People to People	\$0.00	\$0.00		\$0.00
Restaurant Night	\$0.00	\$0.00		\$0.00
Families in Need	\$0.00			\$0.00
8th Grade Dance	\$0.00	\$0.00		\$0.00
Candy Grams	\$0.00	\$0.00		\$0.00
Misc	\$0.06	\$0.00		\$0.06
Fry's Cool Cash	\$444.26	\$0.00		\$444.26
Staff Req-Doc Camera	\$0.00	\$0.00		\$0.00
GHS Shirts-Spring	\$0.00	\$0.00		\$0.00
Boxtops	\$0.00	\$0.00		\$0.00
Honors Dog Tags	\$0.00	\$0.00		\$0.00
AVID-NAU Field Trip	\$0.00	\$0.00		\$0.00
Junior Library Guild	\$0.00	\$0.00		\$0.00
Spring Carnival	\$0.00	\$0.00	\$139.07	(\$139.07)
Stephen Nasser-spkr	\$0.00	\$0.00		\$0.00
Wrist-Band		\$0.00		\$0.00
BMHS Alum Scholarship	\$0.00	\$0.00		\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>Totals</b>	<b>\$471.59</b>	<b>\$499.84</b>	<b>\$489.07</b>	<b>(\$517.32)</b>
				<b>\$2,015.49</b>
				<b>\$489.07</b>
				<b>\$2,504.56</b>

AIMS Challenge Trip-Aug 2014 \$400.00  
 Principal/Office Fund (\$30.08)  
 Principal/Office Fund/Nassar \$0.00  
 BMHS Scholarship 2014/2015 \$500.00  
 Families in Need Fund \$0.00

**Remaining Funds to Spend \$869.92 \$1,145.57**

# STATEMENT OF ACCOUNT



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

www.azstcu.org

Member Number: 701027528  
Period Begin Date: 08/01/14  
Period End Date: 06/30/14

TELEPHONE BANKING  
(602) 255-2255  
1-800-804-2573

INFORMATION SERVICE CENTER  
(602) 467-4081  
1-800-871-1098

CARD SERVICES  
1-800-811-5006

GLASSFORD HILL PTSO  
6901 PANTHER PATH  
PRESCOTT VALLEY AZ 86314



Have you updated your contact information recently? Make sure that your phone number and address are current on your profile so that you receive all Credit Union information in a timely manner. Update your information by calling us at 1-800-871-1098.

## SUFFIX 00 BUS SAVINGS ACCT

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

### Additional information about this account:

Y-T-D DIVIDENDS: \$0.00

## SUFFIX 10 BUS CHECKING ACCT

BEGINNING BALANCE \$2,532.81  
DEPOSITS \$471.59  
DRAFTS \$499.84  
MISC DEBITS \$0.00  
MAINT/SERVICE CHGS \$0.00  
ENDING BALANCE \$2,504.56

TOTAL NUMBER DRAFTS CLEARED 2  
YOUR AVG DAILY BALANCE WAS \$2,548.76  
YOUR LOW MONTHLY BALANCE WAS \$2,504.56

Transaction Detail	Transaction	Transaction Amount	Balance
Date			
	BEGINNING BALANCE		\$2,532.81
	ENDING BALANCE		\$2,504.56

### DEPOSITS

Date	Transaction	Transaction Amount	Balance
06/26/14	DIRECT DEPOSIT	\$4.27	\$2,537.08
	Electronic Scrip - Rebate		
06/26/14	COMMERCIAL DEPOSIT	\$23.00	\$3,004.34
06/26/14	COMMERCIAL DEPOSIT	\$0.00	\$2,504.56
06/30/14	DIVIDEND	\$471.59	
	TOTAL:	\$471.59	

### DRAFTS

NO. EFF DATE	AMOUNT	NO. EFF DATE	AMOUNT	NO. EFF DATE	AMOUNT
1072 06-27	\$459.84	*1075 06-30	\$40.00		



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

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

## STATEMENT OF ACCOUNT

Member Number: 701027526  
Period Begin Date: 08/01/14  
Period End Date: 08/30/14

Page 2 of 2

Continued from previous page

TOTAL: \$499.84

### DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
06-01	\$2,532.81	06-26	\$3,004.34	06-27	\$2,544.50
06-30	\$2,504.56				

### Additional information about this account:

Y-T-D DIVIDENDS: \$0.59

### STATEMENT SUMMARY

\*\*\*\*\*

FOR 2014

* IRA YTD DIVIDENDS	* OTHER YTD DIVIDENDS	* TOTAL YTD DIVIDENDS	* TOTAL YTD FED WHH	* TOTAL YTD STATE WHH	* TOTAL YTD FORFEITURE
\$0.00	\$0.59	\$0.59	\$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.

GHMS PTSO  
Fiscal Year-to-Date  
7/1/13 - 6/30/14

Funds Available at 7/1/14

\$2,504.56

Description	Income	Expense	Net
Principal/Office Fund	\$51.37	\$350.00	(\$298.63)
Supplies			\$0.00
Membership			\$0.00
GHMS Shirts-Fall			\$0.00
WEB Shirts			\$0.00
Staff of Month			\$0.00
Escrip - Safeway			\$0.00
Target - rebate			\$0.00
Albertsons - rebate			\$0.00
Staff Request - Misc			\$0.00
ARA Teacher Wkshp			\$0.00
Hos-Teacher Meals			\$0.00
Hospitality			\$0.00
People to People			\$0.00
Restaurant Night			\$0.00
Families in Need			\$0.00
8th Grade Dance			\$0.00
Candy Grams			\$0.00
Misc	\$0.05		\$0.05
Fry's Cool Cash			\$0.00
Staff Req-Doc Camera			\$0.00
GHS Shirts-Spring			\$0.00
Boxtops			\$0.00
Honors Dog Tags			\$0.00
AVID-NAU Field Trip			\$0.00
Junior Library Guild			\$0.00
Spring Carnival		\$139.07	(\$139.07)
Stephen Nasser-spkr			\$0.00
Wrist-Band			\$0.00
BMHS Alum Scholarship			\$0.00
			\$0.00
			\$0.00
			\$0.00

Totals	\$51.42	\$489.07	(\$437.65)
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Funds Available @ 7/31/14

\$2,066.91

AIMS Challenge Trip-Aug 2014	\$400.00
Principal/Office Fund	\$21.29
Principal/Office Fund/Nassar	\$0.00
BMHS Scholarship 2014/2015	\$500.00
Families in Need Fund	\$0.00

Remaining Funds to Spend	\$921.29	(\$921.29)
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2355 W. Pinnacle Peak Rd.  
Phoenix, AZ 85027-1261

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

# STATEMENT OF ACCOUNT

Member Number: 701027626  
Period Begin Date: 07/01/14  
Period End Date: 07/31/14

**TELEPHONE BANKING**  
(802) 255-2255  
1-800-804-2573

**INFORMATION SERVICE CENTER**  
(802) 467-4081  
1-800-671-1098

**CARD SERVICES**  
1-800-611-8006

GLASSFORD HILL PTSO  
6901 PANTHER PATH  
PRESCOTT VALLEY AZ 86314



Have you updated your contact information recently? Make sure that your phone number and address are current on your profile so that you receive all Credit Union information in a timely manner. Update your information by calling us at 800.671.1098.

## SUFFIX 00 BUS SAVINGS ACCT

### Transaction Detail

Date	Transaction	Transaction Amount	Balance
	ENDING BALANCE		\$5.00

### Additional Information about this account:

Y-T-D DIVIDENDS: \$0.00

## SUFFIX 70 BUS CHECKING ADV

BEGINNING BALANCE	\$2,504.56		
DEPOSITS	\$51.42		
DRAFTS	\$489.07	TOTAL NUMBER DRAFTS CLEARED	2
MISC DEBITS	\$0.00		
MAINT/SERVICE CHGS	\$0.00	YOUR AVG DAILY BALANCE WAS	\$2,060.79
ENDING BALANCE	\$2,066.91	YOUR LOW MONTHLY BALANCE WAS	\$2,015.49

### Transaction Detail

Date	Transaction	Transaction Amount	Balance
	ENDING BALANCE		\$2,066.91

### DEPOSITS

Date	Transaction	Transaction Amount	Balance
07/21/14	COMMERCIAL DEPOSIT	\$51.37	\$2,066.86
	TOTAL:	\$51.42	

### DRAFTS

NO.	EFF DATE	AMOUNT	NO.	EFF DATE	AMOUNT	
1071	07-03	\$350.00	*1073	07-02	\$139.07	
				TOTAL:	\$489.07	



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

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

## STATEMENT OF ACCOUNT

Member Number: 701027528  
Period Begin Date: 07/01/14  
Period End Date: 07/31/14

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Continued from previous page

### DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
07-01	\$2,504.56	07-02	\$2,365.49	07-03	\$2,015.49
07-21	\$2,066.86	07-31	\$2,066.91		

### Additional information about this account:

Y-T-D DIVIDENDS: \$0.64

### STATEMENT SUMMARY

\*\*\*\*\*

FOR 2014

* IRA YTD DIVIDENDS	* OTHER YTD DIVIDENDS	* TOTAL YTD DIVIDENDS	* TOTAL YTD FED WHH	* TOTAL YTD STATE WHH	* TOTAL YTD FORFEITURE
\$0.00	\$0.64	\$0.64	\$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.





## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **K4**  
FROM: Danette Derickson, Principal-LTS Reading  
DATE: September 9, 2014 Discuss  
SUBJECT: Approval of Parent Support Organization for Action  
Liberty Traditional School – LTS Parent Teacher  
Organization (PTO) Consent **X**

---

**OBJECTIVE:** Goal # Increase parental & 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/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 Liberty Traditional School has applied for Board recognition at this time.

Presented in this packet are our 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 Liberty Traditional School for the 2014-2015 school year.

Approved for transmittal to the Governing Board:

  
Dr. Paul H. Stanton, Superintendent

*Questions should be directed to: Danette Derickson, Principal LTS - 759-4505*

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

Name of Organization Liberty PTO School LTS

Related Student Organization or Club \_\_\_\_\_ Taxpayer I.D. No. 800094574  
(if applicable)

OFFICERS:  
Name: TRACEY WILLIAMS

Office Held: Pres

Address: 5500 N Long Rifled  
Prescott Valley AZ 86314

Phone(s): 928-925-2480

Email: hspto@gmail.com

Date taking office: 7-1-14

Name: Yvonne Allen

Office Held: Treasure

Address: 13041 E. Ponce St.  
Dewey, AZ 86327

Phone(s): 918-329-1524

Email: allenymhome@yahoo.com

Date taking office: 7-1-14

Name: Allison Fleming

Office Held: Vice President

Address: 13355 E. Dewey Ct  
Dewey AZ 86327

Phone(s): 928-830-5258

Email: azcactusali@gmail.com

Date taking office: 7-1-14

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
- 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 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.*

Tracey Williams 8-8-14  
Signature Date

Allison Fleming 8/11/14  
Signature Date

Yvonne Allen 8-8-14  
Signature Date

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

Principal's Approval: Signature [Signature] Date: Aug 11, 14

# Liberty Traditional School PTO Profit & Loss Budget Overview July 2014

	Jul 14
<b>Ordinary Income/Expense</b>	
Income	
Fundraising	
Albertson's	100.00
Box Tops	
Box Tops 2012/2013	2,500.00
Total Box Tops	2,500.00
Chalk the Block	300.00
Eagle Walk-a-thon	8,000.00
Eagle Walk-a-thon Sponsors	0.00
Free Dress Day	1,000.00
Fry's	1,500.00
Harkins Summer Tickets	500.00
Liberty Bracelets	20.00
Safeway	200.00
Target Corp.	100.00
Total Fundraising	14,220.00
Other Types of Income	
Recorders	0.00
Total Other Types of Income	0.00
Prior School Year Adjustment	0.00
PTO Dues Income	
Dues-Business	200.00
Dues-Student/Family	2,000.00
Dues-Teacher	500.00
Total PTO Dues Income	2,700.00
<b>Total Income</b>	<b>16,920.00</b>
<b>Gross Profit</b>	<b>16,920.00</b>
Expense	
Administration Expenses	
Bank Fees	50.00
Box Tops Postage	40.00
Papers, Stamps, etc.	250.00
Software	0.00
Total Administration Expenses	340.00
Box Tops Reimbursement	2,500.00
Education	
Art Program - Annual Supplies	400.00
Literacy Night	160.00
Rainbow Words	75.00
Scholastic Junior Magazine	300.00
Total Education	935.00
Events	
Back to School	125.00
Chalk the Block	25.00
Christmas Program	0.00
Last Day Popsicles	185.00
SunDogs	50.00
Walk-a-Thon	500.00
Total Events	885.00
Extra-Curricular Fund T-Shirt \$	
Art Program-Replenish Supplies	544.49
Other	212.00
Total Extra-Curricular Fund T-Shirt \$	756.49



# Liberty Traditional School PTO

## Profit & Loss Budget Overview

July 2014

	Jul 14
Misc.-Expense	
Sports Fees	100.00
Total Misc.-Expense	100.00
Recognition - Students	
8th Grade Promotion	225.00
Aims Testing	300.00
Geography Bee	250.00
Honor Roll Lunches	800.00
Prefect Attendance Lunch	100.00
Presidential Pins	75.00
Science Fair	250.00
Spelling Bee	150.00
Total Recognition - Students	2,150.00
Recognition - Teachers/Staff	
Hospitality Committee	300.00
Morale	45.00
Teacher - Christmas Gifts	250.00
Teacher Appreciation	500.00
Teacher of the Year	350.00
Total Recognition - Teachers/Staff	1,445.00
Recognition - Volunteers	
Volunteer Appreciation	250.00
Total Recognition - Volunteers	250.00
Teacher Reimbursements	
Barrett	50.00
Black	50.00
Breedlove	50.00
Brewer	50.00
Cain	50.00
Cassidy	50.00
Cloud	50.00
Cobb	50.00
Dawson	50.00
Desjaden	50.00
Gentzen	50.00
Goeke	0.00
Goodman, Bobby	50.00
Harcey	50.00
Haywood	50.00
Jensen, Viola	50.00
King	50.00
Koll	50.00
Lawton	50.00
Martin	50.00
Office Staff	50.00
Poepel	50.00
Prittle	50.00
Quesenberry	50.00
Read	50.00
Roberts	50.00
Scharrer	50.00
Stolz	50.00
Stooks - Nurse	50.00
Taghon	50.00
Van Emmerik	50.00
Willis	50.00
Total Teacher Reimbursements	1,550.00

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08/07/14

Accrual Basis

# Liberty Traditional School PTO Profit & Loss Detail July 2013 through June 2014

Type	Date	Num	Adj	Name	Memo	Clr	Split	Debit	Credit	Balance
<b>Harkins Summer Tickets</b>										
Deposit	03/20/2014			-MULTIPLE-	-MULTIPLE-		Liberty Traditi...		1,863.00	1,863.00
Check	03/20/2014	DC		Harkins Theatres	275 Summer ...		Liberty Traditi...	1,347.50		515.50
Deposit	03/27/2014	252		-MULTIPLE-	-MULTIPLE-		Liberty Traditi...		63.00	578.50
								1,347.50	1,926.00	578.50
<b>Total Harkins Summer Tickets</b>										
<b>Liberty Bracelets</b>										
Deposit	10/27/2013				LTS sprit ban...		Liberty Traditi...		20.00	20.00
								0.00	20.00	20.00
<b>Total Liberty Bracelets</b>										
<b>Liberty on the Lawn Art Auction</b>										
Deposit	05/05/2014			Donations	Payment for ...		Liberty Traditi...		45.00	45.00
								0.00	45.00	45.00
<b>Total Art Auction</b>										
<b>L.O.L. Donations</b>										
Deposit	05/01/2014			Donations	Overpayment...		Liberty Traditi...	12.00		12.00
Deposit	05/02/2014			Donations	Deposit		Liberty Traditi...	0.10		12.10
										12.10
<b>Total L.O.L. Donations</b>										
<b>L.O.L. Food Sales</b>										
Deposit	05/01/2014			Donations	L.O.L. food tic...		Liberty Traditi...		251.00	251.00
Deposit	05/02/2014	1962		Lydia Cademartori	Liberty on the ...		Liberty Traditi...	22.00		273.00
Deposit	05/05/2014			Donations	Food tickets ...		Liberty Traditi...	24.00		297.00
Check	05/05/2014	1351		Judith McLaughlin	Refund food t...		Liberty Traditi...	5.00		292.00
								5.00	297.00	292.00
<b>Total L.O.L. Food Sales</b>										
<b>L.O.L. Freedom Fundraiser</b>										
Deposit	02/05/2014			Donations	Donations re...		Liberty Traditi...	98.00		98.00
Deposit	02/25/2014			Donations	Freedom Stat...		Liberty Traditi...	241.00		339.00
Deposit	03/27/2014			Donations	Donations Re...		Liberty Traditi...	76.00		415.00
								0.00	415.00	415.00
<b>Total L.O.L. Freedom Fundraiser</b>										
<b>L.O.L. Papa Johns Fundraiser</b>										
Deposit	03/20/2014	1212		Papa Johns	Profit from fu...		Liberty Traditi...	164.44		164.44
Deposit	05/01/2014	1226		Papa Johns	-MULTIPLE-		Liberty Traditi...	240.41		404.85
								0.00	404.85	404.85
<b>Total L.O.L. Papa Johns Fundraiser</b>										
<b>L.O.L. Wristband Sales</b>										
Deposit	05/01/2014			-MULTIPLE-	payments rec...		Liberty Traditi...	901.00		901.00
Deposit	05/02/2014			Donations	Liberty on the ...		Liberty Traditi...	422.00		1,323.00
Deposit	05/02/2014			Donations	Liberty on the ...		Liberty Traditi...	1,000.00		2,323.00
Check	05/05/2014	1342		Debbie Raasch	Change for o...		Liberty Traditi...	5.00		2,318.00
Check	05/05/2014	1351		Judith McLaughlin	Refund wrist...		Liberty Traditi...	7.00		2,311.00
Deposit	05/05/2014			Donations	Wristbands s...		Liberty Traditi...	113.00		2,424.00
								12.00	2,436.00	2,424.00
<b>Total L.O.L. Wristband Sales</b>										

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08/08/14  
Accrual Basis

**Liberty Traditional School PTO**  
**Profit & Loss Budget Overview**  
July 2014

	Jul 14
Unpaid expenses 2012 / 2013	
Misc. Expense	0.00
Total Unpaid expenses 2012 / 2013	0.00
Total Expense	10,911.49
Net Ordinary Income	6,008.51
Net Income	6,008.51



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Accrual Basis

# Liberty Traditional School PTO Profit & Loss Detail July 2013 through June 2014

Type	Date	Num	Adj	Name	Memo	Clr	Split	Debit	Credit	Balance
<b>Ordinary Income/Expense</b>										
<b>Income</b>										
<b>Fundraising</b>										
<b>Albertson's</b>										
Deposit	08/06/2013			Albertson Pa...	Albertson Pa...		Liberty Traditi...		18.18	18.18
Deposit	01/10/2014	71476		Albertson	Community P...		Liberty Traditi...		24.55	42.73
Deposit	03/27/2014	74224		Albertson	Community P...		Liberty Traditi...		20.04	62.77
								0.00	62.77	62.77
<b>Total Albertson's</b>										
<b>Box Tops</b>										
<b>Box Tops 2012/2013</b>										
Deposit	08/06/2013			Box Tops	April 2013 Bo...		Liberty Traditi...		1,186.20	1,186.20
								0.00	1,186.20	1,186.20
<b>Total Box Tops 2012/2013</b>										
<b>Box Tops - Other</b>										
Deposit	01/10/2014	33724		Box Tops	Box Tops for ...		Liberty Traditi...		1,695.00	1,695.00
Deposit	05/05/2014	102134		Box Tops	Spring Box T...		Liberty Traditi...		2,548.83	4,243.83
								0.00	4,243.83	4,243.83
<b>Total Box Tops - Other</b>										
								0.00	5,430.03	5,430.03
<b>Total Box Tops</b>										
<b>Eagle Walk-a-thon</b>										
Deposit	10/28/2013				Walk a Thon ...		Liberty Traditi...		168.34	168.34
Deposit	10/30/2013				Walk a Thon ...		Liberty Traditi...		2,085.12	2,253.46
Deposit	10/31/2013				Walk a Thon ...		Liberty Traditi...		5,794.51	8,047.97
Deposit	11/01/2013				Walk a Thon ...		Liberty Traditi...		583.79	8,631.76
Deposit	11/12/2013			-MULTIPLE-	-MULTIPLE-		Liberty Traditi...		104.35	8,736.11
Deposit	11/12/2013	1881		-MULTIPLE-	-MULTIPLE-		Liberty Traditi...		50.00	8,786.11
								0.00	8,786.11	8,786.11
<b>Total Eagle Walk-a-thon</b>										
<b>Eagle Walk-a-thon Sponsors</b>										
Deposit	10/04/2013	1069			Walk a Thon ...		Liberty Traditi...		900.00	900.00
Deposit	10/22/2013	2841		-MULTIPLE-	Walk A Thon ...		Liberty Traditi...		350.00	1,250.00
Deposit	10/27/2013	1170		-MULTIPLE-	Walk a Thon ...		Liberty Traditi...		300.00	1,550.00
								0.00	1,550.00	1,550.00
<b>Total Eagle Walk-a-thon Sponsors</b>										
<b>Free Dress Day</b>										
Deposit	10/04/2013				Deposit for T...		Liberty Traditi...		546.30	546.30
Deposit	10/17/2013				\$1 T-Shirt Day		Liberty Traditi...		4.00	550.30
Deposit	10/22/2013				Oct. 11th \$1 ...		Liberty Traditi...		2.00	552.30
Deposit	12/20/2013				\$1 T-Shirt Da...		Liberty Traditi...		458.94	1,011.24
Deposit	01/10/2014				\$1.00 T-Shirt ...		Liberty Traditi...		6.00	1,017.24
Deposit	03/07/2014			Donations	\$1 T-shirt da...		Liberty Traditi...		453.25	1,470.49
Deposit	03/20/2014			Donations	\$1 T-shirt da...		Liberty Traditi...		21.25	1,491.74
Deposit	05/02/2014			Donations	May 2nd T-S...		Liberty Traditi...		318.40	1,810.14
Deposit	05/09/2014			Donations	May 2nd T-S...		Liberty Traditi...		171.00	1,981.14
								0.00	1,981.14	1,981.14
<b>Total Free Dress Day</b>										

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08/07/14

Accrual Basis

# Liberty Traditional School PTO Profit & Loss Detail July 2013 through June 2014

Type	Date	Nm	Adj	Name	Memo	Clr	Split	Debit	Credit	Balance
<b>Pie the Principle</b>										
Deposit	05/02/2014			Donations	Donations fro...		Liberty Traditi...		114.00	114.00
								0.00	114.00	114.00
<b>Total Pie the Principle</b>										
<b>Liberty on the Lawn - Other</b>										
Check	02/21/2014	WD		Yvonne Allen	Cash to mak...		Liberty Traditi...	100.00		-100.00
Deposit	02/25/2014			Donations	Redeposited ...		Liberty Traditi...		100.00	0.00
Check	03/21/2014	W/D		Yvonne Allen	Cash to mak...		Liberty Traditi...	100.00		-100.00
Deposit	03/27/2014				Redeposit Ca...		Liberty Traditi...		100.00	0.00
								200.00		0.00
<b>Total Liberty on the Lawn - Other</b>										
								217.00	3,923.95	3,706.95
<b>Total Liberty on the Lawn</b>										
<b>Safeway</b>										
Deposit	08/26/2013			Electronic Scrip Re...	CCD ID 3943...		Liberty Traditi...		12.43	12.43
Deposit	09/24/2013			Electronic Scrip Re...	CCD ID:3943...		Liberty Traditi...		16.18	28.61
Deposit	10/24/2013				Escrip rebate...		Liberty Traditi...		24.91	53.52
Deposit	11/29/2013				Escrip rebate...		Liberty Traditi...		16.45	69.97
Deposit	01/02/2014				Electronic Sc...		Liberty Traditi...		16.32	86.29
Deposit	01/21/2014				Electronic Sc...		Liberty Traditi...		104.50	190.79
Deposit	01/30/2014				Electronic Sc...		Liberty Traditi...		15.63	206.42
Deposit	02/27/2014				Electronic Sc...		Liberty Traditi...		13.78	220.20
Deposit	03/27/2014				Electronic Sc...		Liberty Traditi...		10.48	230.68
Deposit	04/24/2014				Electronic Sc...		Liberty Traditi...		9.43	240.11
Deposit	05/29/2014				Electronic Sc...		Liberty Traditi...		13.41	253.52
Deposit	06/26/2014				Electronic scr...		Liberty Traditi...		11.76	265.28
								0.00	265.28	265.28
<b>Total Safeway</b>										
Deposit	10/22/2013	7018...		Target	Give with Tar...		Liberty Traditi...		103.00	103.00
								0.00	103.00	103.00
<b>Total Target Corp.</b>										
								1,564.50	24,048.28	22,483.78
<b>Total Fundraising</b>										
<b>Other Types of Income</b>										
<b>Recorders</b>										
Deposit	09/05/2013			Rowader	Payments for...		Liberty Traditi...		494.10	494.10
Deposit	09/05/2013			Rowader	Payments re...		Liberty Traditi...		360.00	854.10
Check	09/05/2013	1258		Penpole Inc.	Invoice 1301...		Liberty Traditi...	360.00		494.10
Check	09/09/2013	RTN ...		Chase Bank	Returned Ch...		Liberty Traditi...	5.00		489.10
Check	09/10/2013	1259		Empire Music	Invoice 0420...		Liberty Traditi...	494.10	5.00	-5.00
Deposit	10/17/2013	1572		Amanda Kimes	Pmt for NSF ...		Liberty Traditi...	859.10	859.10	0.00
								859.10		0.00
<b>Total Recorders</b>										
<b>Total Other Types of Income</b>										



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08/07/14

Accrual Basis

# Liberty Traditional School PTO Profit & Loss Detail July 2013 through June 2014

Type	Date	Num	Adj	Name	Memo	Clr	Split	Debit	Credit	Balance
<b>Prior School Year Adjustment</b>										
Deposit	09/05/2013	1224		Poeppel	Repayment f...	X	Liberty Traditi...		72.05	72.05
Deposit	10/22/2013	294		Stevenson	Reimbursme...		Liberty Traditi...		60.00	132.05
								0.00	132.05	132.05
<b>Total Prior School Year Adjustment</b>										
<b>PTO Dues Income</b>										
<b>Dues</b>										
Deposit	08/06/2013				Back to Scho...		Liberty Traditi...	700.00		700.00
Deposit	08/06/2013				Back to Scho...		Liberty Traditi...	280.00		980.00
Deposit	08/06/2013	832		-MULTIPLE-	-MULTIPLE-		Liberty Traditi...	140.00		1,120.00
Deposit	08/06/2013			Adjustment	Bank Adjust...		Liberty Traditi...	20.00		1,140.00
Deposit	08/31/2013	1992		-MULTIPLE-	PTO Dues - ...		Liberty Traditi...	100.00		1,240.00
Deposit	09/05/2013	4007		-MULTIPLE-	PTO Dues - ...	X	Liberty Traditi...	60.00		1,300.00
Deposit	09/13/2013				Deposit		Liberty Traditi...	140.00		1,440.00
Deposit	09/30/2013				Deposit		Liberty Traditi...	40.00		1,480.00
Deposit	10/02/2013	202		-MULTIPLE-	-MULTIPLE-		Liberty Traditi...	60.00		1,540.00
Deposit	10/17/2013			-MULTIPLE-	-MULTIPLE-		Liberty Traditi...	140.00		1,680.00
Deposit	10/22/2013			-MULTIPLE-	-MULTIPLE-		Liberty Traditi...	60.00		1,740.00
Deposit	10/27/2013			-MULTIPLE-	-MULTIPLE-		Liberty Traditi...	100.00		1,840.00
Deposit	11/12/2013			-MULTIPLE-	-MULTIPLE-		Liberty Traditi...	80.00		1,920.00
								0.00	1,920.00	1,920.00
<b>Total Dues</b>										
								0.00	1,920.00	1,920.00
<b>Total PTO Dues Income</b>										
								2,423.60	26,959.43	24,535.83
<b>Total Income</b>										
								2,423.60	26,959.43	24,535.83
<b>Gross Profit</b>										
<b>Expense</b>										
<b>Administration Expenses</b>										
<b>Bank Fees</b>										
Check	09/09/2013	O/D F...		Chase Bank	NSF Fee for ...		Liberty Traditi...	12.00		12.00
Check	09/30/2013				Service Charge		Liberty Traditi...	15.00		27.00
Deposit	10/17/2013	1572		Amanda Kimes	Pmt for NSF ...		Liberty Traditi...	15.00	12.00	15.00
Check	10/31/2013				Service Charge		Liberty Traditi...	42.00	12.00	30.00
										30.00
<b>Total Bank Fees</b>										
<b>Box Tops Postage</b>										
Check	03/31/2014	1334		Rhonda Van Emme...	Reimb for Bo...		Liberty Traditi...	20.71		20.71
								20.71	0.00	20.71
<b>Total Box Tops Postage</b>										
<b>Furniture</b>										
Check	06/30/2014	1324		Tracey Williams	PTO copy ce...		Liberty Traditi...	52.82		52.82
								52.82	0.00	52.82
<b>Total Furniture</b>										

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08/07/14

Accrual Basis

# Liberty Traditional School PTO

## Profit & Loss Detail

July 2013 through June 2014

Type	Date	Numb	Adj	Name	Memo	Clr	Split	Debit	Credit	Balance
<b>Papers, Stamps, etc.</b>										
Check	08/27/2013	1249		Clear Copy Recharge	Ink Cartridge ...		Liberty Traditi...	29.34		29.34
Check	08/27/2013	1253		Allison Fleming	Paper, Binde...		Liberty Traditi...	192.01		192.01
Check	05/05/2014	1341		Tracey Williams	Paper for P.T...		Liberty Traditi...	9.99		202.00
	Total Papers, Stamps, etc.							202.00	0.00	202.00
<b>Software</b>										
Check	09/03/2013	1256		Yvonne Allen	Quick Books ...		Liberty Traditi...	152.99		152.99
	Total Software							152.99	0.00	152.99
<b>Total Administration Expenses</b>										
								470.52	12.00	458.52
<b>Box Tops Reimbursement</b>										
Check	01/22/2014	1277		Van Emmerik	Box Tops fun...		Liberty Traditi...	246.90		246.90
Check	01/22/2014	1276		Stolz	Box Tops fun...		Liberty Traditi...	125.30		372.20
Check	01/22/2014	1283		Breedlove	Classroom s...		Liberty Traditi...	28.85		401.05
Check	02/05/2014	1286		Dawson	Dawson - Cla...		Liberty Traditi...	10.40		411.45
Check	02/13/2014	1289		Cloud	Cloud - Class...		Liberty Traditi...	46.00		457.45
Check	02/27/2014	1292		Nardo, MaryAliys	Classroom S...		Liberty Traditi...	68.11		525.56
Check	02/28/2014	1295		Liberty Traditional S...	Books bough...		Liberty Traditi...	10.37		535.93
Check	03/03/2014	1297		Goelke	Goelke box to...		Liberty Traditi...	48.84		584.77
Check	03/17/2014	1299		Koll	Classroom s...		Liberty Traditi...	26.97		611.74
Check	03/31/2014	1332		Magdeleno	Mrs. Magdale...		Liberty Traditi...	65.70		677.44
Check	04/30/2014	1340		Magdeleno	Box Top reim...		Liberty Traditi...	63.84		741.28
Check	05/05/2014	1344		Pritte	Box Top reim...		Liberty Traditi...	1.40		742.68
Check	05/05/2014	1346		Magdeleno	Classroom s...		Liberty Traditi...	35.86		778.54
Check	05/05/2014	1347		Quesenberry	Activity table...		Liberty Traditi...	215.72		994.26
Check	05/05/2014	1348		Cassidy	Wireless clas...		Liberty Traditi...	358.55		1,352.81
Check	05/05/2014	1350		Breedlove	Classroom s...		Liberty Traditi...	73.95		1,426.76
Check	05/05/2014	DC		Scholastic	Brewer - Sch...		Liberty Traditi...	208.99		1,635.75
Check	05/08/2014	1352		Dawson	Classroom s...		Liberty Traditi...	149.21		1,784.96
Check	05/08/2014	1354		Poeppel	Classroom s...		Liberty Traditi...	20.00		1,804.96
Check	05/08/2014	1355		Cloud	Classroom s...		Liberty Traditi...	55.60		1,860.56
Check	05/08/2014	1356		Magdeleno	Magdaleno - ...		Liberty Traditi...	377.91		2,238.47
Check	05/12/2014	1315		Quesenberry	Mrs. Roberts ...		Liberty Traditi...	152.88		2,391.35
Check	05/14/2014	1315		Black	Mrs. Black - ...		Liberty Traditi...	175.40		2,566.75
Check	05/14/2014	1358		Koll	Koll - Classro...		Liberty Traditi...	31.18		2,597.93
Check	05/14/2014	1360		Dawson	Dawson - Cla...		Liberty Traditi...	51.89		2,649.82
Check	05/19/2014	1302		Stolz	-MULTIPLE-		Liberty Traditi...	171.90		2,821.72
Check	05/19/2014	1303		Goelke	Goelke - Clas...		Liberty Traditi...	83.78		2,905.50
Check	05/19/2014	1304		Cassidy	Cassidy - cla...		Liberty Traditi...	6.05		2,911.55
Check	05/19/2014	1308		Van Emmerik	Van Emmerik...		Liberty Traditi...	241.10		3,152.65
Check	05/19/2014	1309		Goodman, Bobby	Mr. Goodma...		Liberty Traditi...	99.32		3,251.97
Check	05/19/2014	1311		King	King - Classr...		Liberty Traditi...	114.90		3,366.87
Check	05/19/2014	1312		Derickson, Tim	Derickson, T...		Liberty Traditi...	151.96		3,518.83
Check	05/19/2014	1313		Derickson, Tim	Mr. Tim Deric...		Liberty Traditi...	16.63		3,535.46
Check	05/19/2014	1317		Magdeleno	Magdaleno - ...		Liberty Traditi...	49.21		3,584.67
Check	05/19/2014	1318		Liberty Traditional S...	Goelke-given ...		Liberty Traditi...	23.68		3,608.35

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Accrual Basis

# Liberty Traditional School PTO Profit & Loss Detail July 2013 through June 2014

Type	Date	Nu	Adj	Name	Memo	Clr	Split	Debit	Credit	Balance
Check	05/22/2014	1320		Davis	Davis - suppli...		Liberty Traditi...	60.70		3,669.05
Check	05/22/2014	1321		Magdalena	Magdalena - ...		Liberty Traditi...	14.21		3,683.26
								3,683.26	0.00	3,683.26
Total Box Tops Reimbursement										
<b>Education</b>										
<b>Art Program - Annual Supplies</b>										
Check	08/16/2013	DEBIT		Blick Art Materials	Art Supplies f...		Liberty Traditi...	368.05		368.05
Check	09/16/2013	1261		Tammi Green	Current year ...		Liberty Traditi...	40.23		408.28
								408.28	0.00	408.28
Total Art Program - Annual Supplies										
<b>Literacy Night</b>										
Check	03/31/2014	1331		Desjaden	Prizes for Lit...		Liberty Traditi...	160.99		160.99
								160.99	0.00	160.99
Total Literacy Night										
<b>Scholastic Junior Magazine</b>										
Check	08/27/2013	1248		Scholastic	Magz Renewl		Liberty Traditi...	278.77		278.77
Check	01/09/2014	1274		Goeko	Scholarship f...		Liberty Traditi...	28.00		306.77
Deposit	01/10/2014			Yvonne Allen	Donation tow...		Liberty Traditi...	1.50	1.50	305.27
Deposit	02/25/2014			Mile High Hockey	Money receiv...		Liberty Traditi...	11.00	11.00	294.27
								306.77	12.50	294.27
Total Scholastic Junior Magazine										
Total Education										
<b>Events</b>										
<b>Back to School</b>										
Check	09/03/2013	1257		Tracey Scheffert	Balloons for ...		Liberty Traditi...	6.52		6.52
								6.52	0.00	6.52
Total Back to School										
<b>Chalk the Block</b>										
Check	11/18/2013	1271		Yvonne Allen	Chalk for Ch...		Liberty Traditi...	21.67		21.67
Check	12/16/2013	1273		Tracey Williams	Reimburse...		Liberty Traditi...	23.04		44.71
Check	01/31/2014	WD		Yvonne Allen	Cash W/D to ...		Liberty Traditi...	100.00		144.71
Deposit	02/05/2014				Returned cas...		Liberty Traditi...		100.00	44.71
								144.71	100.00	44.71
Total Chalk the Block										
<b>Christmas Program</b>										
Check	12/16/2013	1273		Tracey Williams	Chamber sin...		Liberty Traditi...	51.95		51.95
								51.95	0.00	51.95
Total Christmas Program										
<b>Last Day Popsicles</b>										
Check	05/22/2014	1322		HUSD Food and Nu...	11 cases of p...		Liberty Traditi...	184.65		184.65
								184.65	0.00	184.65
Total Last Day Popsicles										
<b>Liberty on the Lawn</b>										
Check	04/03/2014	DC		Freedom Station	Deposit for Fr...		Liberty Traditi...	500.00		500.00
Check	05/06/2014	1345		Freedom Station	Final Payme...		Liberty Traditi...	2,715.39		3,215.39
								3,215.39	0.00	3,215.39
Total Liberty on the Lawn										

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Accrual Basis

# Liberty Traditional School PTO Profit & Loss Detail July 2013 through June 2014

Type	Date	Num	Adj	Name	Memo	Cir	Split	Debit	Credit	Balance
<b>Walk-a-Thon</b>										
Check	10/15/2013	DEBIT		Sam's Club	Copy Paper f...		Liberty Traditi...	30.30		30.30
Check	10/17/2013	1263		Allison Fleming	Copy Paper ...		Liberty Traditi...	70.27		100.57
Check	10/25/2013	DC		Baja Fresh	2-\$10 gift car...		Liberty Traditi...	20.00		120.57
Check	10/26/2013	DC		Wal-Mart	Gift cards for ...		Liberty Traditi...	180.00		300.57
Check	10/26/2013	DC		Bath & Body Works	Walk a Thon...		Liberty Traditi...	45.00		345.57
Check	10/28/2013	DC		Freedom Station	6-\$10 gift car...		Liberty Traditi...	60.00		405.57
Check	10/28/2013	DC		Harkins	8-\$10 & 3-\$1...		Liberty Traditi...	125.00		530.57
Check	10/28/2013	DC		Sam's Club	Snacks for w...		Liberty Traditi...	28.67		559.24
Check	10/28/2013	DC		Chili's Grill & Bar	Walk a Thon ...		Liberty Traditi...	20.00		579.24
Check	10/29/2013	DC		Full Swing Sports C...	Walk a Thon ...		Liberty Traditi...	60.00		639.24
Check	10/30/2013	DC		Robeks	18-\$5 gift car...		Liberty Traditi...	90.00		729.24
Check	11/02/2013	DC		Wal-Mart	Walk a Thon ...		Liberty Traditi...	40.00		769.24
Check	11/05/2013	DC		Amazon	iPod Shuffle ...		Liberty Traditi...	155.97		925.21
Deposit	11/12/2013			Kim Wagner	Walk a Thon ...		Liberty Traditi...		50.00	875.21
Check	11/12/2013	1267		Gina Stevenson	-MULTIPLE-		Liberty Traditi...	90.00		965.21
Check	11/12/2013	1268		Sam's Club	Banner for w...		Liberty Traditi...	90.00		1,055.21
Deposit	01/10/2014				Returned trail...		Liberty Traditi...		7.53	1,047.68
Total Walk-a-Thon								1,105.21	57.53	1,047.68
Total Events								4,708.43	157.53	4,550.90
<b>Extra-Curricular Fund T-Shirt \$</b>										
<b>Art Program-Replenish Supplies</b>										
Check	08/16/2013	DEBIT		Black Art Materials	Art Supplies f...		Liberty Traditi...	260.01		260.01
Check	08/27/2013	1251		Tammi Green	Refund - Pen...		Liberty Traditi...	13.44		273.45
Check	09/03/2013	DEBIT		Black Art Materials	Art Supplies f...		Liberty Traditi...	7.47		280.92
Check	09/16/2013	1261		Tammi Green	Restock supp...		Liberty Traditi...	14.95		295.87
Total Art Program-Replenish Supplies								295.87	0.00	295.87
Total Extra-Curricular Fund T-Shirt \$								295.87	0.00	295.87
<b>Misc.-Expense</b>										
<b>Sports Fees</b>										
Check	08/12/2013	1247		Trinity School	Referees		Liberty Traditi...	110.00		110.00
Total Sports Fees								110.00	0.00	110.00
Total Misc.-Expense								110.00	0.00	110.00
<b>Recognition - Students</b>										
<b>8th Grade Promotion</b>										
Check	05/22/2014	1323		Desjaden	8th grade pro...		Liberty Traditi...	219.06		219.06
Total 8th Grade Promotion								219.06	0.00	219.06

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Accrual Basis

# Liberty Traditional School PTO Profit & Loss Detail July 2013 through June 2014

Type	Date	Num	Adj	Name	Memo	Clr	Split	Debit	Credit	Balance
Check	04/03/2014	DC		CostCo	Water and G...		Liberty Traditi...	214.33		214.33
Check	04/07/2014	1336		Tracey Williams	Additional sn...		Liberty Traditi...	57.22		271.55
								271.55	0.00	271.55
	Total Aims Testing									
Check	09/02/2013	1254		National Geography...	Entry Fee		Liberty Traditi...	100.00		100.00
Check	10/02/2013	DEBIT		Amazon	1st, 2nd, and ...		Liberty Traditi...	50.00		150.00
Check	10/25/2013	1264		Melody Black	Geography B...		Liberty Traditi...	100.00		250.00
								250.00	0.00	250.00
	Total Geography Bee									
Check	11/03/2013	1265		HUSD Food and Nu...	Invoice 1001 ...		Liberty Traditi...	240.00		240.00
Check	01/22/2014	1281		HUSD Food and Nu...	Invoice 1002		Liberty Traditi...	244.00		484.00
Check	04/10/2014	1337		HUSD Food and Nu...	Invoice 1203...		Liberty Traditi...	180.00		664.00
Check	05/05/2014	1343		Liberty Traditional S...	Lunches for v...		Liberty Traditi...	68.40		732.40
Check	05/19/2014	1319		Liberty Traditional S...	Lunches for ...		Liberty Traditi...	68.40		800.80
								800.80	0.00	800.80
	Total Honor Roll Lunches									
Check	01/09/2014	1275		Pritie	VOID: Scienc...	X	Liberty Traditi...	0.00		0.00
General Journal	01/09/2014	1		Pritie	For CHK 127...		Liberty Traditi...	71.53		71.53
Check	02/12/2014	1287		Pritie	Science Fair ...		Liberty Traditi...	71.53		143.06
General Journal	02/13/2014	1R		Pritie	Reverse of G...		Liberty Traditi...	60.51	71.53	71.53
Check	05/19/2014	1313		Dartekson, Tim	Supplies for ...		Liberty Traditi...	203.57	71.53	132.04
								203.57		132.04
	Total Science Fair									
Check	01/23/2014	DC		Amazon	Amazon Gift ...		Liberty Traditi...	150.00		150.00
								150.00	0.00	150.00
	Total Spelling Bee									
Check	05/19/2014	1301		Tracey Williams			Liberty Traditi...	39.90		39.90
								39.90	0.00	39.90
	Total Recognition - Students - Other									
	Total Recognition - Students - Other							1,934.88	71.53	1,863.35
	Total Recognition - Students									
	Total Recognition - Teachers/Staff									
Check	04/24/2014	DC		Baja Fresh	Lunch for offi...		Liberty Traditi...	47.28		47.28
								47.28	0.00	47.28
	Total Morale									
Check	11/25/2013	1269		Tracey Scheffert	Gift boxes for...		Liberty Traditi...	20.00		20.00
Check	12/16/2013	1273		Tracey Williams	Teacher Chrl...		Liberty Traditi...	225.00		245.00
								245.00	0.00	245.00
	Total Teacher - Christmas Gifts									


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Accrual Basis

# Liberty Traditional School PTO Profit & Loss Detail July 2013 through June 2014

Type	Date	Nbr	Adj	Name	Memo	Clr	Split	Debit	Credit	Balance
Cloud										
Check	02/13/2014	1289		Cloud	Classroom s...		Liberty Traditi...	54.00		54.00
Check	05/08/2014	1355		Cloud	Classroom s...		Liberty Traditi...	46.00		100.00
Total Cloud								100.00	0.00	100.00
Corradi										
Check	02/27/2014	1293		Corradi	Supplies for ...		Liberty Traditi...	100.00		100.00
Total Corradi								100.00	0.00	100.00
Davis										
Check	01/22/2014	1280		Davis	Classroom in...		Liberty Traditi...	43.58		43.58
Check	02/05/2014	1284		Davis	Crafts for Chr...		Liberty Traditi...	27.50		71.08
Check	05/22/2014	1320		Davis	supplies for s...		Liberty Traditi...	14.72		85.80
Total Davis								85.80	0.00	85.80
Dawson										
Check	11/04/2013	1266		Dawson	Amazon orde...		Liberty Traditi...	29.70		29.70
Check	02/05/2014	1286		Dawson	Classroom S...		Liberty Traditi...	70.30		100.00
Total Dawson								100.00	0.00	100.00
Derickson, Tim										
Check	02/28/2014	1295		Liberty Traditional S...	Eooks bought...		Liberty Traditi...	36.96		36.96
Check	05/19/2014	1313		Derickson, Tim	Classroom s...		Liberty Traditi...	63.04		100.00
Total Derickson, Tim								100.00	0.00	100.00
Desjador										
Check	02/28/2014	1295		Liberty Traditional S...	Eooks bought...		Liberty Traditi...	37.96		37.96
Total Desjador								37.96	0.00	37.96
Gentzen										
Check	05/19/2014	1306		Gentzen	classroom s...		Liberty Traditi...	24.58		24.58
Total Gentzen								24.58	0.00	24.58
Goeke										
Check	10/02/2013	1262		Goeke	Classroom c...		Liberty Traditi...	61.50		61.50
Check	05/19/2014	1303		Goeke	Classroom s...		Liberty Traditi...	38.50		100.00
Total Goeke								100.00	0.00	100.00
Goodman, Bobby										
Check	01/22/2014	1278		Goodman, Bobby	supplies for s...		Liberty Traditi...	41.32		41.32
Check	05/19/2014	1309		Goodman, Bobby	classroom s...		Liberty Traditi...	58.68		100.00
Total Goodman, Bobby								100.00	0.00	100.00
Harcey										
Check	05/19/2014	1305		Harcey	classroom s...		Liberty Traditi...	88.24		88.24
Total Harcey								88.24	0.00	88.24



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Accrual Basis

# Liberty Traditional School PTO Profit & Loss Detail July 2013 through June 2014

Type	Date	Numb	Adj	Name	Memo	Clr	Split	Debit	Credit	Balance
Check	02/27/2014	1291		Stooks - Nurse	Nurse office ...		Liberty Traditi...	50.00		50.00
				Total Stooks - Nurse				50.00	0.00	50.00
Check	02/28/2014	1295		Taghon	Books bough...		Liberty Traditi...	15.49		15.49
				Total Taghon				15.49	0.00	15.49
Check	09/16/2013	1260		Van Emmerik			Liberty Traditi...	100.00		100.00
				Total Van Emmerik				100.00	0.00	100.00
Check	01/22/2014	1282		Van Orden	equipment re...		Liberty Traditi...	8.66		8.66
Check	02/05/2014	1285		Van Orden	Music CD for ...		Liberty Traditi...	7.57		16.23
Check	03/31/2014	1333		Van Orden	For supplies f...		Liberty Traditi...	7.60		23.83
Check	05/19/2014	1316		Van Orden	expenses for ...		Liberty Traditi...	76.17		100.00
				Total Van Orden				100.00	0.00	100.00
Check	08/27/2013	1250		Willis	Teacher Rei...		Liberty Traditi...	97.76		97.76
				Total Willis				97.76	0.00	97.76
Check	02/28/2014	1295		Teacher Reimbursements - Other	Books bough...		Liberty Traditi...	54.98		54.98
				Total Teacher Reimbursements - Other				54.98	0.00	54.98
				Total Teacher Reimbursements				2,618.87	0.00	2,618.87
				Unpaid expenses 2012 / 2013						
Check	08/12/2013	1243		Katie Hayden	Reimburse fo...		Liberty Traditi...	30.49		30.49
Check	08/12/2013	1245		Poeppel	Checks #124...		Liberty Traditi...	66.05		96.54
Check	08/12/2013	1246		Poeppel	Checks #124...		Liberty Traditi...	6.01		102.55
Check	08/27/2013	1252		Desjardon	Reimburse...		Liberty Traditi...	50.00		152.55
				Total Misc. Expense				152.55	0.00	152.55
				Total Unpaid expenses 2012 / 2013				152.55	0.00	152.55
				Total Expense				15,857.78	266.06	15,591.72
				Net Ordinary Income				18,281.38	27,225.49	8,944.11
				Net Income				18,281.38	27,225.49	8,944.11

## Liberty Traditional School PTO

## Deposit Detail

July 2013 through June 2014

Type	Num	Date	Name	Account	Amount
Deposit		08/01/2013		Liberty Traditional...	3,915.13
				Opening Balance E...	-3,915.13
TOTAL					-3,915.13
Deposit		08/06/2013		Liberty Traditional...	700.00
				Dues	-700.00
TOTAL					-700.00
Deposit		08/06/2013		Liberty Traditional...	280.00
				Dues	-280.00
TOTAL					-280.00
Deposit		08/06/2013		Liberty Traditional...	1,186.20
			Box Tops	Box Tops 2012/2013	-1,186.20
TOTAL					-1,186.20
Deposit		08/06/2013		Liberty Traditional...	158.18
			Albertson	Albertson's	-18.18
			Harvey	Dues	-20.00
			Scheffert	Dues	-20.00
			Fleming	Dues	-20.00
			Sanders	Dues	-20.00
			Huff	Dues	-20.00
			McCall	Dues	-20.00
			Scharrer	Dues	-20.00
TOTAL					-158.18
Deposit		08/06/2013	Adjustment	Liberty Traditional...	20.00
				Dues	-20.00
TOTAL					-20.00
Deposit		08/26/2013	Electronic Scrip R...	Liberty Traditional...	12.43
				Safeway	-12.43
TOTAL					-12.43
Deposit		08/31/2013		Liberty Traditional...	100.00
			Cademartori	Dues	-20.00
			Willis	Dues	-20.00
			PTO Dues Cash	Dues	-60.00
TOTAL					-100.00
Deposit		09/05/2013		Liberty Traditional...	132.05
			Magdeleno	Dues	-20.00
			Cassidy	Dues	-20.00
			Quesenberry	Dues	-20.00
			Poeppel	Prior School Year A...	-72.05
TOTAL					-132.05





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**Liberty Traditional School PTO**  
**Deposit Detail**  
July 2013 through June 2014

Type	Num	Date	Name	Account	Amount
Deposit		09/05/2013		Liberty Traditional...	494.10
			Rowader	Recorders	-494.10
TOTAL					-494.10
Deposit		09/05/2013		Liberty Traditional...	360.00
			Rowader	Recorders	-360.00
TOTAL					-360.00
Deposit		09/13/2013		Liberty Traditional...	140.00
				Dues	-140.00
TOTAL					-140.00
Deposit		09/24/2013	Electronic Scrip R...	Liberty Traditional...	16.18
				Safeway	-16.18
TOTAL					-16.18
Deposit		09/30/2013		Liberty Traditional...	40.00
				Dues	-40.00
TOTAL					-40.00
Deposit		10/02/2013		Liberty Traditional...	60.00
			Stolz	Dues	-20.00
			Goeke	Dues	-20.00
				Dues	-20.00
TOTAL					-60.00
Deposit		10/04/2013		Liberty Traditional...	546.30
				Free Dress Day	-546.30
TOTAL					-546.30
Deposit		10/04/2013		Liberty Traditional...	900.00
			Paterson Orthodonti...	Eagle Walk-a-thon ...	-200.00
			Matthew D Arnall P...	Eagle Walk-a-thon ...	-150.00
			Driven Auto Access...	Eagle Walk-a-thon ...	-150.00
			Fusion of Movemen...	Eagle Walk-a-thon ...	-100.00
			Cornerstone Pediatr...	Eagle Walk-a-thon ...	-150.00
			Lamb Chevrolet	Eagle Walk-a-thon ...	-150.00
TOTAL					-900.00

**Liberty Traditional School PTO**  
**Deposit Detail**  
 July 2013 through June 2014

Type	Num	Date	Name	Account	Amount
Deposit		10/17/2013		Liberty Traditional...	161.00
			Marcey Thompson	Dues	-20.00
			Tami Hartshorn	Dues	-20.00
			Dawson	Dues	-20.00
			Lane Koehl	Dues	-20.00
			Ryan Sutton	Dues	-20.00
			John VanGundy	Dues	-20.00
			Douglas Cook	Dues	-20.00
				Free Dress Day	-4.00
			Amanda Kimes	Recorders	-5.00
			Amanda Kimes	Bank Fees	-12.00
TOTAL					-161.00
Deposit		10/22/2013		Liberty Traditional...	575.00
				Dues	-40.00
				Free Dress Day	-2.00
			Stevenson	Prior School Year A...	-60.00
			89A Dental Care	Eagle Walk-a-thon ...	-200.00
			Gentzen	Dues	-20.00
			Target	Target Corp.	-103.00
			Speciality Risk Insu...	Eagle Walk-a-thon ...	-150.00
TOTAL					-575.00
Deposit		10/24/2013		Liberty Traditional...	24.91
				Safeway	-24.91
TOTAL					-24.91
Deposit		10/27/2013		Liberty Traditional...	420.00
				Liberty Bracelets	-20.00
			Derickson, Tim	Dues	-20.00
			Koll	Dues	-20.00
			Goodman, Bobby	Dues	-20.00
			McManigal	Dues	-20.00
				Dues	-20.00
			Yavapai Pediatrics	Eagle Walk-a-thon ...	-150.00
			Earnhardt Liberty KIA	Eagle Walk-a-thon ...	-150.00
TOTAL					-420.00
Deposit		10/28/2013		Liberty Traditional...	168.34
				Eagle Walk-a-thon	-168.34
TOTAL					-168.34
Deposit		10/30/2013		Liberty Traditional...	2,085.12
				Eagle Walk-a-thon	-2,085.12
TOTAL					-2,085.12
Deposit		10/31/2013		Liberty Traditional...	5,794.51
				Eagle Walk-a-thon	-5,794.51
TOTAL					-5,794.51

**Liberty Traditional School PTO**  
**Deposit Detail**  
 July 2013 through June 2014

Type	Num	Date	Name	Account	Amount
Deposit		11/01/2013		Liberty Traditional...	583.79
				Eagle Walk-a-thon	-583.79
TOTAL					-583.79
Deposit		11/12/2013		Liberty Traditional...	234.35
			Jensen, Viola	Dues	-20.00
				Walk-a-Thon	-50.00
				Eagle Walk-a-thon	-9.35
			Harcey	Dues	-20.00
			Martin	Dues	-20.00
			Davis	Dues	-20.00
			Bruce Volcheck	Eagle Walk-a-thon	-50.00
			Janiece Fontes	Eagle Walk-a-thon	-15.00
			Derois, Michael	Eagle Walk-a-thon	-30.00
TOTAL					-234.35
Deposit		11/12/2013		Liberty Traditional...	50.00
			Roy Brewer	Eagle Walk-a-thon	-15.00
			Goodman, Bobby	Eagle Walk-a-thon	-10.00
			Roy Brewer	Eagle Walk-a-thon	-15.00
			Goodman, Bobby	Eagle Walk-a-thon	-10.00
TOTAL					-50.00
Deposit		11/29/2013		Liberty Traditional...	16.45
			Electronic Scrip Re...	Safeway	-16.45
TOTAL					-16.45
Deposit		12/20/2013		Liberty Traditional...	458.94
				Free Dress Day	-458.94
TOTAL					-458.94
Deposit		01/02/2014		Liberty Traditional...	16.32
			Safeway	Safeway	-16.32
TOTAL					-16.32
Deposit		01/10/2014		Liberty Traditional...	1,734.58
			Yvonne Allen	Scholastic Junior M...	-1.50
			Sam's Club	Walk-a-Thon	-7.53
				Free Dress Day	-6.00
			Albertson	Albertson's	-24.55
			Box Tops	Box Tops	-1,695.00
TOTAL					-1,734.58
Deposit		01/21/2014		Liberty Traditional...	104.50
			Safeway	Safeway	-104.50
TOTAL					-104.50

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## Liberty Traditional School PTO

## Deposit Detail

July 2013 through June 2014

Type	Num	Date	Name	Account	Amount
Deposit		01/30/2014		Liberty Traditional...	15.63
			Safeway	Safeway	-15.63
TOTAL					-15.63
Deposit		02/05/2014		Liberty Traditional...	198.00
			Donations	Chalk the Block	-100.00
				L.O.L. Freedom Fu...	-98.00
TOTAL					-198.00
General Journal	1R	02/13/2014	Prittle	Liberty Traditional...	71.53
				Science Fair	-71.53
TOTAL					-71.53
Check	1290	02/17/2014	The Rotary Club of...	Liberty Traditional...	
TOTAL					0.00
Deposit		02/25/2014		Liberty Traditional...	352.00
			Donations	L.O.L. Freedom Fu...	-241.00
			Donations	Liberty on the Lawn	-100.00
			Mile High Hockey	Scholastic Junior M...	-11.00
TOTAL					-352.00
Deposit		02/27/2014		Liberty Traditional...	13.78
			Safeway	Safeway	-13.78
TOTAL					-13.78
Deposit		03/07/2014	Donations	Liberty Traditional...	453.25
				Free Dress Day	-453.25
TOTAL					-453.25
Deposit		03/20/2014		Liberty Traditional...	185.69
			Donations	Free Dress Day	-21.25
			Papa Johns	L.O.L. Papa Johns ...	-164.44
TOTAL					-185.69
Deposit		03/20/2014		Liberty Traditional...	1,863.00
			Donations	Harkins Summer Ti...	-343.00
			Chris Adkins	Harkins Summer Ti...	-1.00
			Tracey Scheffert	Harkins Summer Ti...	-21.00
			Stacey Nunez	Harkins Summer Ti...	-28.00
			Norma King	Harkins Summer Ti...	-28.00
			Besty Rice	Harkins Summer Ti...	-70.00
			Steve Rovinson	Harkins Summer Ti...	-14.00
			Steve Hargrove	Harkins Summer Ti...	-28.00
			Lydia Cademartori	Harkins Summer Ti...	-14.00
			June Beswick	Harkins Summer Ti...	-21.00
			Mark Harrington	Harkins Summer Ti...	-56.00
			Timoth Reynolds	Harkins Summer Ti...	-35.00
				Harkins Summer Ti...	-21.00




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## Liberty Traditional School PTO

## Deposit Detail

July 2013 through June 2014

Type	Num	Date	Name	Account	Amount
			Brandon Wells	Harkins Summer Ti...	-28.00
			Robert McDonald	Harkins Summer Ti...	-56.00
			Tracey Williams	Harkins Summer Ti...	-21.00
			Aaron DeBord	Harkins Summer Ti...	-28.00
			Shannon Chaney	Harkins Summer Ti...	-28.00
			Jenny Wohlrabe	Harkins Summer Ti...	-21.00
			Jerome Bevers	Harkins Summer Ti...	-14.00
			Anthony Franklin	Harkins Summer Ti...	-14.00
			Ryan Sutton	Harkins Summer Ti...	-98.00
			Kevin Ray	Harkins Summer Ti...	-28.00
			Sergio Montes	Harkins Summer Ti...	-42.00
			Judith McLaughlin	Harkins Summer Ti...	-7.00
			Larry Fullmer	Harkins Summer Ti...	-21.00
			Judith McLaughlin	Harkins Summer Ti...	-7.00
			Trista Porter	Harkins Summer Ti...	-42.00
			John Van Gundy, Jr.	Harkins Summer Ti...	-21.00
			John Desjarlais	Harkins Summer Ti...	-14.00
			Doug Baillie	Harkins Summer Ti...	-35.00
			Robert Robison	Harkins Summer Ti...	-28.00
			Sarah Martin	Harkins Summer Ti...	-35.00
			Branden Henline	Harkins Summer Ti...	-35.00
			Chelsea Eckerman	Harkins Summer Ti...	-21.00
			Joshua Rice	Harkins Summer Ti...	-28.00
			Mark Harcey	Harkins Summer Ti...	-56.00
			David Wagner	Harkins Summer Ti...	-28.00
			Shawn Betlan	Harkins Summer Ti...	-21.00
			Philip Hoops	Harkins Summer Ti...	-21.00
			Wallace Stooks	Harkins Summer Ti...	-28.00
			Ben Bush	Harkins Summer Ti...	-28.00
			Mark Thiele	Harkins Summer Ti...	-35.00
			Brian Eisenhower	Harkins Summer Ti...	-14.00
			Rhonda Caballero	Harkins Summer Ti...	-35.00
			Allison Fleming	Harkins Summer Ti...	-35.00
			Margaret Woolley	Harkins Summer Ti...	-35.00
			Barbara Rozum	Harkins Summer Ti...	-28.00
			Nick Randall II	Harkins Summer Ti...	-14.00
			Amber Owens	Harkins Summer Ti...	-42.00
			Yvonne Allen	Harkins Summer Ti...	-28.00
			Joseph McCamish	Harkins Summer Ti...	-35.00
			Virginia Roxum	Harkins Summer Ti...	-28.00
TOTAL					-1,863.00
Deposit		03/27/2014		Liberty Traditional...	259.04
				Liberty on the Lawn	-100.00
			Donations	L.O.L. Freedom Fu...	-76.00
			Albertson	Albertson's	-20.04
			Rosamaria Corradi	Harkins Summer Ti...	-28.00
			David Horn	Harkins Summer Ti...	-35.00
TOTAL					-259.04
Deposit		03/27/2014		Liberty Traditional...	10.48
			Safeway	Safeway	-10.48
TOTAL					-10.48
Deposit		04/24/2014		Liberty Traditional...	9.43
			Safeway	Safeway	-9.43
TOTAL					-9.43



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**Liberty Traditional School PTO**  
**Deposit Detail**  
July 2013 through June 2014

Type	Num	Date	Name	Account	Amount
Deposit		05/02/2014		Liberty Traditional...	1,000.00
			Donations	L.O.L. Wristband S...	-1,000.00
TOTAL					-1,000.00
Deposit		05/05/2014		Liberty Traditional...	137.00
			Donations	L.O.L. Wristband S...	-113.00
			Donations	L.O.L. Food Sales	-24.00
TOTAL					-137.00
Deposit		05/05/2014		Liberty Traditional...	2,548.83
			Box Tops	Box Tops	-2,548.83
TOTAL					-2,548.83
Deposit		05/05/2014		Liberty Traditional...	45.00
			Donations	Art Auction	-45.00
TOTAL					-45.00
Deposit		05/09/2014		Liberty Traditional...	171.00
			Donations	Free Dress Day	-171.00
TOTAL					-171.00
Deposit		05/29/2014		Liberty Traditional...	13.41
			Safeway	Safeway	-13.41
TOTAL					-13.41
Deposit	DC	06/05/2014	Sam's Club	Liberty Traditional...	12.50
				Teacher Appreciation	-12.50
TOTAL					-12.50
Deposit		06/26/2014		Liberty Traditional...	11.76
			Safeway	Safeway	-11.76
TOTAL					-11.76



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**Liberty Traditional School PTO**  
**Reconciliation Summary**  
Liberty Traditional School PTO, Period Ending 06/30/2014

	Jun 30, 14
<b>Beginning Balance</b>	13,742.02
<b>Cleared Transactions</b>	
Checks and Payments - 8 Items	-849.22
Deposits and Credits - 2 Items	24.26
<b>Total Cleared Transactions</b>	-824.96
<b>Cleared Balance</b>	<u>12,917.06</u>
<b>Uncleared Transactions</b>	
Checks and Payments - 2 Items	-57.82
<b>Total Uncleared Transactions</b>	-57.82
<b>Register Balance as of 06/30/2014</b>	<u>12,859.24</u>
<b>New Transactions</b>	
Checks and Payments - 3 Items	-166.48
<b>Total New Transactions</b>	-166.48
<b>Ending Balance</b>	<u><u>12,692.76</u></u>



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## Liberty Traditional School PTO

## Reconciliation Detail

Liberty Traditional School PTO, Period Ending 06/30/2014

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						13,742.02
<b>Cleared Transactions</b>						
<b>Checks and Payments - 8 Items</b>						
Check	04/10/2014	1337	HUSD Food and Nu...	X	-180.00	-180.00
Check	05/19/2014	1302	Stolz	X	-171.90	-351.90
Check	05/19/2014	1310	Martin	X	-100.00	-451.90
Check	05/19/2014	1305	Harcey	X	-88.24	-540.14
Check	05/19/2014	1316	Van Orden	X	-76.17	-616.31
Check	05/19/2014	1306	Gentzen	X	-24.58	-640.89
Check	05/19/2014	1318	Liberty Traditional S...	X	-23.68	-664.57
Check	05/22/2014	1322	HUSD Food and Nu...	X	-184.65	-849.22
<b>Total Checks and Payments</b>					-849.22	-849.22
<b>Deposits and Credits - 2 Items</b>						
Deposit	06/05/2014	DC	Sam's Club	X	12.50	12.50
Deposit	06/26/2014			X	11.76	24.26
<b>Total Deposits and Credits</b>					24.26	24.26
<b>Total Cleared Transactions</b>					-824.96	-824.96
<b>Cleared Balance</b>					-824.96	12,917.06
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	05/05/2014	1342	Debbie Raasch		-5.00	-5.00
Check	06/30/2014	1324	Tracey Williams		-52.82	-57.82
<b>Total Checks and Payments</b>					-57.82	-57.82
<b>Total Uncleared Transactions</b>					-57.82	-57.82
<b>Register Balance as of 06/30/2014</b>					-882.78	12,859.24
<b>New Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	07/07/2014	dc	Scholastic		-130.31	-130.31
Check	07/07/2014	dc	Amazon		-9.77	-140.08
Check	07/09/2014	1325	Shannon Chaney		-26.40	-166.48
<b>Total Checks and Payments</b>					-166.48	-166.48
<b>Total New Transactions</b>					-166.48	-166.48
<b>Ending Balance</b>					-1,049.26	12,692.76



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

May 31, 2014 through June 30, 2014  
Primary Account: 000000992404574

00116066 DRE 601 14118214 NNNNNNNYNN T 1 000000000 65 0000  
LIBERTY TRADITIONAL SCHOOL PTO  
3300 N LAKE VALLEY RD  
PRESCOTT VALLEY AZ 86314-2287

#### 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



#### CONSOLIDATED BALANCE SUMMARY

##### ASSETS

##### Checking & Savings

	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase BusinessSelect Checking	000000992404574	\$13,742.02	\$12,917.06
Chase Business Select High Yield Savings	000002980441477	0.51	0.51
<b>Total</b>		<b>\$13,742.53</b>	<b>\$12,917.57</b>

##### TOTAL ASSETS

**\$13,742.53**      **\$12,917.57**

All Summary Balances shown are as of June 30, 2014 unless otherwise stated. For details of your retirement accounts, credit accounts or securities accounts, you will receive separate statements. Balance summary information for annuities is provided by the issuing insurance companies and believed to be reliable without guarantee of its completeness or accuracy.

#### CHASE BUSINESSSELECT CHECKING

LIBERTY TRADITIONAL SCHOOL PTO

Account Number: 000000992404574

#### CHECKING SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$13,742.02
Deposits and Additions	2	24.26
Checks Paid	8	- 849.22
<b>Ending Balance</b>	<b>10</b>	<b>\$12,917.06</b>



May 31, 2014 through June 30, 2014  
Primary Account: 000000992404574

## DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
06/05	Purchase Return 06/05 Samsclub #4977 Prescott Vall AZ Card 4096	\$12.50
06/26	Electronic Scrip Rebate 6528330 CCD ID: 3943290619	11.76
Total Deposits and Additions		\$24.26

## CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1302 ^		06/24	\$171.90
1305 * ^		06/03	88.24
1306 ^		06/30	24.58
1310 * ^		06/04	100.00
1316 * ^		06/03	76.17
1318 * ^		06/03	23.68
1322 * ^		06/03	184.65
1337 * ^		06/03	180.00
Total Checks Paid			\$849.22

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.

\* All of your recent checks may not be on this statement, either because they haven't cleared yet or they were listed on one of your previous statements.

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

## ATM & DEBIT CARD SUMMARY

Allison L Fleming Card 4096

Total ATM Withdrawals & Debits	\$0.00
Total Card Purchases	\$0.00
Total Card Deposits & Credits	\$12.50

ATM & Debit Card Totals

Total ATM Withdrawals & Debits	\$0.00
Total Card Purchases	\$0.00
Total Card Deposits & Credits	\$12.50

## DAILY ENDING BALANCE

DATE	AMOUNT
06/03	\$13,189.28
06/04	13,089.28
06/05	13,101.78



May 31, 2014 through June 30, 2014  
Primary Account: 000000992404574

## DAILY ENDING BALANCE (continued)

DATE	AMOUNT
06/24	12,929.88
06/26	12,941.64
06/30	12,917.06

## SERVICE CHARGE SUMMARY

You were not charged a monthly service fee this month. Your monthly service fee can continue to be waived in five different ways during any statement period:

- Maintain an average daily balance of \$7,500.00. Your average daily balance was \$13,128.00. OR
- Maintain a relationship balance of \$25,000.00 or more during the statement period. Your relationship balance was \$13,154.00. OR
- Link a qualifying personal checking account to your Chase BusinessSelect Checking account. Your Premier Plus personal checking account is linked. OR
- Spend at least \$1,000.00 on a linked Chase Business Credit Card. You spent \$0.00. OR
- Pay at least \$50.00 in qualifying checking-related services or fees. You paid \$0.00.

See your Account Rules and Regulations or stop in to see a banker today to find out more.

### TRANSACTIONS FOR SERVICE FEE CALCULATION

Checks Paid / Debits  
Deposits / Credits  
Deposited Items  
Transaction Total

### NUMBER OF TRANSACTIONS

7  
1  
0  
8

### SERVICE FEE CALCULATION

Service Fee  
Service Fee Credit  
Net Service Fee

### AMOUNT

\$15.00  
-\$15.00  
\$0.00  
\$0.00  
\$0.00

Excessive Transaction Fees (Above 200)  
Total Service Fees

## CHASE BUSINESS SELECT HIGH YIELD SAVINGS

LIBERTY TRADITIONAL SCHOOL PTO

Account Number: 000002980441477

## SAVINGS SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$0.51
Ending Balance	0	\$0.51
Annual Percentage Yield Earned This Period		0.00%

The monthly service fee for this account was waived as an added feature of Chase BusinessSelect Checking account.



11160660302000000063



May 31, 2014 through June 30, 2014  
Primary Account: **000000992404574**

You earned a higher interest rate on your Chase Business Select High Yield Savings account during this statement period because you had a qualifying Chase BusinessSelect Checking account.

30 deposited items are provided with your account each month. There is a \$0.20 fee for each additional deposited item.



May 31, 2014 through June 30, 2014  
Primary Account: **000000992404574**

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**Liberty Traditional School PTO**  
**Check Detail**  
 July 2013 through June 2014

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		09/30/2013			Liberty Traditional...		-15.00
TOTAL					Bank Fees	-15.00	15.00
						-15.00	15.00
Check		10/31/2013			Liberty Traditional...		-15.00
TOTAL					Bank Fees	-15.00	15.00
						-15.00	15.00
Check	DC	10/25/2013	Baja Fresh		Liberty Traditional...		-20.00
TOTAL					Walk-a-Thon	-20.00	20.00
						-20.00	20.00
Check	DC	10/26/2013	Wal-Mart		Liberty Traditional...		-180.00
TOTAL					Walk-a-Thon	-180.00	180.00
						-180.00	180.00
Check	DC	10/26/2013	Bath & Body Works		Liberty Traditional...		-45.00
TOTAL					Walk-a-Thon	-45.00	45.00
						-45.00	45.00
Check	DC	10/28/2013	Freedom Station		Liberty Traditional...		-60.00
TOTAL					Walk-a-Thon	-60.00	60.00
						-60.00	60.00
Check	DC	10/28/2013	Harkins		Liberty Traditional...		-125.00
TOTAL					Walk-a-Thon	-125.00	125.00
						-125.00	125.00
Check	DC	10/28/2013	Sam's Club		Liberty Traditional...		-28.67
TOTAL					Walk-a-Thon	-28.67	28.67
						-28.67	28.67

# Liberty Traditional School PTO Check Detail July 2013 through June 2014

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	DC	10/28/2013	Chill's Grill & Bar		Liberty Traditional...		-20.00
TOTAL					Walk-a-Thon	-20.00	20.00
						-20.00	20.00
Check	DC	10/29/2013	Full Swing Sports ...		Liberty Traditional...		-60.00
TOTAL					Walk-a-Thon	-60.00	60.00
						-60.00	60.00
Check	DC	10/30/2013	Robeks		Liberty Traditional...		-90.00
TOTAL					Walk-a-Thon	-90.00	90.00
						-90.00	90.00
Check	DC	11/02/2013	Wal-Mart		Liberty Traditional...		-40.00
TOTAL					Walk-a-Thon	-40.00	40.00
						-40.00	40.00
Check	DC	11/05/2013	Amazon		Liberty Traditional...		-155.97
TOTAL					Walk-a-Thon	-155.97	155.97
						-155.97	155.97
Check	DC	01/23/2014	Amazon		Liberty Traditional...		-150.00
TOTAL					Spelling Bee	-150.00	150.00
						-150.00	150.00
Check	DC	03/20/2014	Harkins Theatres		Liberty Traditional...		-1,347.50
TOTAL					Harkins Summer Ti...	-1,347.50	1,347.50
						-1,347.50	1,347.50
Check	DC	04/03/2014	Freedom Station		Liberty Traditional...		-500.00
TOTAL					Liberty on the Lawn	-500.00	500.00
						-500.00	500.00

# Liberty Traditional School PTO Check Detail July 2013 through June 2014

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	DC	04/03/2014	CostCo		Liberty Traditional...	-214.33	-214.33
TOTAL					Aims Testing	-214.33	214.33
						-214.33	214.33
Check	DC	04/24/2014	Baja Fresh		Liberty Traditional...	-47.28	-47.28
TOTAL					Morale	-47.28	47.28
						-47.28	47.28
Check	DC	05/05/2014	Scholastic		Liberty Traditional...	-208.99	-208.99
TOTAL					Box Tops Reimburs...	-208.99	208.99
						-208.99	208.99
Check	DC	05/05/2014	Sam's Club		Liberty Traditional...	-155.43	-155.43
TOTAL					Teacher Appreciation	-155.43	155.43
						-155.43	155.43
Check	DC	05/05/2014	Fry's Food		Liberty Traditional...	-23.52	-23.52
TOTAL					Teacher Appreciation	-23.52	23.52
						-23.52	23.52
Check	DC	05/09/2014	Albertson		Liberty Traditional...	-32.73	-32.73
TOTAL					Teacher Appreciation	-32.73	32.73
						-32.73	32.73
Check	DEBIT	08/16/2013	Black Art Materials		Liberty Traditional...	-628.06	-628.06
TOTAL					Art Program - Annu...	-368.05	368.05
					Art Program-Replen...	-260.01	260.01
						-628.06	628.06



**Liberty Traditional School PTO**  
**Check Detail**  
 July 2013 through June 2014

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	DEBIT	09/03/2013	Blick Art Materials		Liberty Traditional...		-7.47
TOTAL					Art Program-Replen...	-7.47	7.47
						-7.47	7.47
Check	DEBIT	10/02/2013	Amazon		Liberty Traditional...		-50.00
TOTAL					Geography Bee	-50.00	50.00
						-50.00	50.00
Check	DEBIT	10/15/2013	Sam's Club		Liberty Traditional...		-30.30
TOTAL					Walk-a-Thon	-30.30	30.30
						-30.30	30.30
Check	O/D F...	09/09/2013	Chase Bank		Liberty Traditional...		-12.00
TOTAL					Bank Fees	-12.00	12.00
						-12.00	12.00
Check	RTN ...	09/09/2013	Chase Bank		Liberty Traditional...		-5.00
TOTAL					Recorders	-5.00	5.00
						-5.00	5.00
Check	W/D	03/21/2014	Yvonne Allen		Liberty Traditional...		-100.00
TOTAL					Liberty on the Lawn	-100.00	100.00
						-100.00	100.00
Check	WD	01/31/2014	Yvonne Allen		Liberty Traditional...		-100.00
TOTAL					Chalk the Block	-100.00	100.00
						-100.00	100.00
Check	WD	02/21/2014	Yvonne Allen		Liberty Traditional...		-100.00
TOTAL					Liberty on the Lawn	-100.00	100.00
						-100.00	100.00

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# Liberty Traditional School PTO Check Detail July 2013 through June 2014

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1243	08/12/2013	Katie Hayden		Liberty Traditional...		-30.49
					Misc. Expense	-30.49	30.49
TOTAL						-30.49	30.49
Check	1245	08/12/2013	Poeppel		Liberty Traditional...		-66.05
					Misc. Expense	-66.05	66.05
TOTAL						-66.05	66.05
Check	1246	08/12/2013	Poeppel		Liberty Traditional...		-6.01
					Misc. Expense	-6.01	6.01
TOTAL						-6.01	6.01
Check	1247	08/12/2013	Trinity School		Liberty Traditional...		-110.00
					Sports Fees	-110.00	110.00
TOTAL						-110.00	110.00
Check	1248	08/27/2013	Scholastic		Liberty Traditional...		-278.77
					Scholastic Junior M...	-278.77	278.77
TOTAL						-278.77	278.77
Check	1249	08/27/2013	Clear Copy Rechar...		Liberty Traditional...		-29.34
					Papers, Stamps, etc.	-29.34	29.34
TOTAL						-29.34	29.34
Check	1250	08/27/2013	Karen Willis		Liberty Traditional...		-97.76
					Willis	-97.76	97.76
TOTAL						-97.76	97.76
Check	1251	08/27/2013	Tammi Green		Liberty Traditional...		-13.44
					Art Program-Replen...	-13.44	13.44
TOTAL						-13.44	13.44

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**Liberty Traditional School PTO**  
**Check Detail**  
 July 2013 through June 2014

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1252	08/27/2013	Desjardon		Liberty Traditional...		-50.00
					Misc. Expense	-50.00	50.00
TOTAL						-50.00	50.00
Check	1253	08/27/2013	Allison Fleming		Liberty Traditional...		-162.67
					Papers, Stamps, etc.	-162.67	162.67
TOTAL						-162.67	162.67
Check	1254	09/02/2013	National Geograph...		Liberty Traditional...		-100.00
					Geography Bee	-100.00	100.00
TOTAL						-100.00	100.00
Check	1256	09/03/2013	Yvonne Allen		Liberty Traditional...		-152.99
					Software	-152.99	152.99
TOTAL						-152.99	152.99
Check	1257	09/03/2013	Tracey Scheffert		Liberty Traditional...		-6.52
					Back to School	-6.52	6.52
TOTAL						-6.52	6.52
Check	1258	09/05/2013	Peripote Inc.		Liberty Traditional...		-360.00
					Recorders	-360.00	360.00
TOTAL						-360.00	360.00
Check	1259	09/10/2013	Empire Music		Liberty Traditional...		-494.10
					Recorders	-494.10	494.10
TOTAL						-494.10	494.10
Check	1260	09/16/2013	Van Emmerik		Liberty Traditional...		-100.00
					Van Emmerik	-100.00	100.00
TOTAL						-100.00	100.00

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# Liberty Traditional School PTO Check Detail July 2013 through June 2014

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1261	09/16/2013	Tammi Green		Liberty Traditional...		-55.18
					Art Program - Annu...	-40.23	40.23
					Art Program-Replen...	-14.95	14.95
TOTAL						-55.18	55.18
Check	1262	10/02/2013	Goeke		Liberty Traditional...		-61.50
					Goeke	-61.50	61.50
TOTAL						-61.50	61.50
Check	1263	10/17/2013	Allison Fleming		Liberty Traditional...		-70.27
					Walk-a-Thon	-70.27	70.27
TOTAL						-70.27	70.27
Check	1264	10/25/2013	Melody Black		Liberty Traditional...		-100.00
					Geography Bee	-100.00	100.00
TOTAL						-100.00	100.00
Check	1265	11/03/2013	HUSD Food and N...		Liberty Traditional...		-240.00
					Honor Roll Lunches	-240.00	240.00
TOTAL						-240.00	240.00
Check	1266	11/04/2013	Dawson		Liberty Traditional...		-29.70
					Dawson	-29.70	29.70
TOTAL						-29.70	29.70
Check	1267	11/12/2013	Kim Wagner		Liberty Traditional...		-90.00
					Walk-a-Thon	-50.00	50.00
					Walk-a-Thon	-40.00	40.00
TOTAL						-90.00	90.00

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# Liberty Traditional School PTO Check Detail July 2013 through June 2014

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1268	11/12/2013	Gina Steverson		Liberty Traditional...		-90.00
TOTAL					Walk-a-Thon	-90.00	90.00
						-90.00	90.00
Check	1269	11/25/2013	Tracey Scheffert		Liberty Traditional...		-20.00
TOTAL					Teacher - Christma...	-20.00	20.00
						-20.00	20.00
Check	1270	11/04/2013	Koll		Liberty Traditional...		-100.00
TOTAL					Koll	-100.00	100.00
						-100.00	100.00
Check	1271	11/18/2013	Yvonne Allen		Liberty Traditional...		-21.67
TOTAL					Chalk the Block	-21.67	21.67
						-21.67	21.67
Check	1272	12/16/2013	Stolz		Liberty Traditional...		-100.00
TOTAL					Stolz	-100.00	100.00
						-100.00	100.00
Check	1273	12/16/2013	Tracey Williams		Liberty Traditional...		-299.99
TOTAL					Chalk the Block	-23.04	23.04
					Teacher - Christma...	-225.00	225.00
					Christmas Program	-51.95	51.95
						-299.99	299.99
Check	1274	01/09/2014	Goeke		Liberty Traditional...		-28.00
TOTAL					Scholastic Junior M...	-28.00	28.00
						-28.00	28.00

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# Liberty Traditional School PTO Check Detail July 2013 through June 2014

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1275	01/09/2014	Prittle		Liberty Traditional...		0.00
TOTAL						0.00	
Check	1276	01/22/2014	Stolz		Liberty Traditional...		-125.30
TOTAL					Box Tops Reimburs...	-125.30	125.30
						-125.30	125.30
Check	1277	01/22/2014	Van Emmerik		Liberty Traditional...		-246.90
TOTAL					Box Tops Reimburs...	-246.90	246.90
						-246.90	246.90
Check	1278	01/22/2014	Goodman, Bobby		Liberty Traditional...		-41.32
TOTAL					Goodman, Bobby	-41.32	41.32
						-41.32	41.32
Check	1279	01/22/2014	Poeppel		Liberty Traditional...		-30.00
TOTAL					Poeppel	-30.00	30.00
						-30.00	30.00
Check	1280	01/22/2014	Davis		Liberty Traditional...		-43.58
TOTAL					Davis	-43.58	43.58
						-43.58	43.58
Check	1281	01/22/2014	HUSD Food and N...		Liberty Traditional...		-244.00
TOTAL					Honor Roll Lunches	-244.00	244.00
						-244.00	244.00
Check	1282	01/22/2014	Van Orden		Liberty Traditional...		-8.66
TOTAL					Van Orden	-8.66	8.66
						-8.66	8.66

# Liberty Traditional School PTO Check Detail July 2013 through June 2014

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1283	01/22/2014	Breedlove		Liberty Traditional...		-78.85
					Breedlove	-50.00	50.00
					Box Tops Reimburs...	-28.85	28.85
TOTAL						-78.85	78.85
Check	1284	02/05/2014	Davis		Liberty Traditional...	-27.50	-27.50
					Davis	-27.50	27.50
TOTAL						-27.50	27.50
Check	1285	02/05/2014	Van Orden		Liberty Traditional...		-7.57
					Van Orden	-7.57	7.57
TOTAL						-7.57	7.57
Check	1286	02/05/2014	Dawson		Liberty Traditional...		-80.70
					Dawson	-70.30	70.30
					Box Tops Reimburs...	-10.40	10.40
TOTAL						-80.70	80.70
Check	1287	02/12/2014	Pritte		Liberty Traditional...		-71.53
					Science Fair	-71.53	71.53
TOTAL						-71.53	71.53
Check	1288	02/12/2014	The Rotary Club of...		Liberty Traditional...		-34.00
					Teacher of the Year	-34.00	34.00
TOTAL						-34.00	34.00
Check	1289	02/13/2014	Cloud		Liberty Traditional...		-100.00
					Cloud	-54.00	54.00
					Box Tops Reimburs...	-46.00	46.00
TOTAL						-100.00	100.00

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# Liberty Traditional School PTO Check Detail July 2013 through June 2014

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1290	02/17/2014	The Rotary Club of...		Liberty Traditional...		
TOTAL						0.00	0.00
Check	1291	02/27/2014	Stooks - Nurse		Liberty Traditional...		-50.00
TOTAL					Stooks - Nurse	-50.00	50.00
						-50.00	50.00
Check	1292	02/27/2014	Nardo, MaryAllys		Liberty Traditional...		-68.11
TOTAL					Box Tops Reimburs...	-68.11	68.11
						-68.11	68.11
Check	1293	02/27/2014	Corradi		Liberty Traditional...		-100.00
TOTAL					Corradi	-100.00	100.00
						-100.00	100.00
Check	1294	02/27/2014	Poeppel		Liberty Traditional...		-52.00
TOTAL					Poeppel	-52.00	52.00
						-52.00	52.00
Check	1295	02/28/2014	Liberty Traditional...		Liberty Traditional...		-263.74
TOTAL					Magdeleno	-100.00	100.00
					Box Tops Reimburs...	-10.37	10.37
					Desjaden	-37.96	37.96
					Derickson, Tim	-36.96	36.96
					Cassidy	-7.98	7.98
					Taghon	-15.49	15.49
					Teacher Reimburse...	-54.98	54.98
						-263.74	263.74
Check	1296	02/28/2014	Yavapai County E...		Liberty Traditional...		-168.00
TOTAL					Teacher of the Year	-168.00	168.00
						-168.00	168.00



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# Liberty Traditional School PTO Check Detail July 2013 through June 2014

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1297	03/03/2014	Goeke		Liberty Traditional...		-48.84
TOTAL					Box Tops Reimburs...	-48.84	48.84
						-48.84	48.84
Check	1298	03/03/2014	Cassidy		Liberty Traditional...		-54.95
TOTAL					Cassidy	-54.95	54.95
						-54.95	54.95
Check	1299	03/17/2014	Koll		Liberty Traditional...		-26.97
TOTAL					Box Tops Reimburs...	-26.97	26.97
						-26.97	26.97
Check	1300	03/31/2014	Shannon Chaney		Liberty Traditional...		-55.96
TOTAL					Volunteer Appreciat...	-55.96	55.96
						-55.96	55.96
Check	1301	05/19/2014	Tracey Williams		Liberty Traditional...		-68.18
TOTAL					Teacher Appreciation Recognition - Stude...	-28.28 -39.90	28.28 39.90
						-68.18	68.18
Check	1302	05/19/2014	Stolz		Liberty Traditional...		-171.90
TOTAL					Box Tops Reimburs...	-24.30	24.30
					Box Tops Reimburs...	-147.60	147.60
						-171.90	171.90
Check	1303	05/19/2014	Goeke		Liberty Traditional...		-122.28
TOTAL					Goeke	-38.50	38.50
					Box Tops Reimburs...	-83.78	83.78
						-122.28	122.28

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# Liberty Traditional School PTO Check Detail July 2013 through June 2014

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1304	05/19/2014	Cassidy		Liberty Traditional...		-6.05
					Box Tops Reimburs...	-6.05	6.05
TOTAL						-6.05	6.05
Check	1305	05/19/2014	Harcey		Liberty Traditional...		-88.24
					Harcey	-88.24	88.24
TOTAL						-88.24	88.24
Check	1306	05/19/2014	Gentzen		Liberty Traditional...		-24.58
					Gentzen	-24.58	24.58
TOTAL						-24.58	24.58
Check	1307	05/19/2014	Jensen, Viola		Liberty Traditional...		-87.03
					Jensen, Viola	-87.03	87.03
TOTAL						-87.03	87.03
Check	1308	05/19/2014	Van Emmerik		Liberty Traditional...		-241.10
					Box Tops Reimburs...	-241.10	241.10
TOTAL						-241.10	241.10
Check	1309	05/19/2014	Goodman, Bobby		Liberty Traditional...		-158.00
					Goodman, Bobby	-58.68	58.68
					Box Tops Reimburs...	-99.32	99.32
TOTAL						-158.00	158.00
Check	1310	05/19/2014	Martin		Liberty Traditional...		-100.00
					Martin	-100.00	100.00
TOTAL						-100.00	100.00

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# Liberty Traditional School PTO Check Detail July 2013 through June 2014

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1311	05/19/2014	King		Liberty Traditional...		-214.90
				King		-100.00	100.00
				Box Tops Reimburs...		-114.90	114.90
TOTAL						-214.90	214.90
Check	1312	05/19/2014	Derickson, Tim		Liberty Traditional...		-151.96
				Box Tops Reimburs...		-151.96	151.96
TOTAL						-151.96	151.96
Check	1313	05/19/2014	Derickson, Tim		Liberty Traditional...		-140.18
				Derickson, Tim		-63.04	63.04
				Box Tops Reimburs...		-16.63	16.63
				Science Fair		-60.51	60.51
TOTAL						-140.18	140.18
Check	1314	05/19/2014	Scharrer		Liberty Traditional...		-99.05
				Scharrer		-99.05	99.05
TOTAL						-99.05	99.05
Check	1315	05/12/2014	Quesenberry		Liberty Traditional...		-152.88
				Box Tops Reimburs...		-152.88	152.88
TOTAL						-152.88	152.88
Check	1316	05/19/2014	Van Orden		Liberty Traditional...		-76.17
				Van Orden		-76.17	76.17
TOTAL						-76.17	76.17
Check	1317	05/19/2014	Magdeleno		Liberty Traditional...		-49.21
				Box Tops Reimburs...		-49.21	49.21
TOTAL						-49.21	49.21

**Liberty Traditional School PTO**  
**Check Detail**  
 July 2013 through June 2014

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1318	05/19/2014	Liberty Traditional...		Liberty Traditional...		-23.68
TOTAL					Box Tops Reimburs...	-23.68	23.68
						-23.68	23.68
Check	1319	05/19/2014	Liberty Traditional...		Liberty Traditional...		-68.40
TOTAL					Honor Roll Lunches	-68.40	68.40
						-68.40	68.40
Check	1320	05/22/2014	Davis		Liberty Traditional...		-75.42
TOTAL					Davis	-14.72	14.72
					Box Tops Reimburs...	-60.70	60.70
						-75.42	75.42
Check	1321	05/22/2014	Magdeleno		Liberty Traditional...		-14.21
TOTAL					Box Tops Reimburs...	-14.21	14.21
						-14.21	14.21
Check	1322	05/22/2014	HUSD Food and N...		Liberty Traditional...		-184.65
TOTAL					Last Day Popsicles	-184.65	184.65
						-184.65	184.65
Check	1323	05/22/2014	Desjaden		Liberty Traditional...		-219.06
TOTAL					8th Grade Promotion	-219.06	219.06
						-219.06	219.06
Check	1324	06/30/2014	Tracey Williams		Liberty Traditional...		-52.82
TOTAL					Furniture	-52.82	52.82
						-52.82	52.82

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# Liberty Traditional School PTO Check Detail July 2013 through June 2014

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1331	03/31/2014	Desjardon		Liberty Traditional...		-160.99
TOTAL					Literacy Night	-160.99	160.99
Check	1332	03/31/2014	Magdeleno		Liberty Traditional...		-65.70
TOTAL					Box Tops Reimburs...	-65.70	65.70
Check	1333	03/31/2014	Van Orden		Liberty Traditional...		-7.60
TOTAL					Van Orden	-7.60	7.60
Check	1334	03/31/2014	Rhonda Van Emm...		Liberty Traditional...		-20.71
TOTAL					Box Tops Postage	-20.71	20.71
Check	1335	03/31/2014	Tracey Williams		Liberty Traditional...		-91.84
TOTAL					Volunteer Appreciat...	-91.84	91.84
Check	1336	04/07/2014	Tracey Williams		Liberty Traditional...		-57.22
TOTAL					Aims Testing	-57.22	57.22
Check	1337	04/10/2014	HUSD Food and N...		Liberty Traditional...		-180.00
TOTAL					Honor Roll Lunches	-180.00	180.00
Check	1338	04/10/2014	Poeppel		Liberty Traditional...		-17.74
TOTAL					Poeppel	-17.74	17.74

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**Liberty Traditional School PTO**  
**Check Detail**  
 July 2013 through June 2014

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1339	04/14/2014	Shannon Chaney		Liberty Traditional...		-28.24
					Office Staff	-28.24	28.24
TOTAL						-28.24	28.24
Check	1340	04/30/2014	Magdeleno		Liberty Traditional...		-63.84
					Box Tops Reimburs...	-63.84	63.84
TOTAL						-63.84	63.84
Check	1341	05/05/2014	Tracey Williams		Liberty Traditional...		-44.81
					Papers, Stamps, etc. Teacher Appreciation	-9.99 -34.82	9.99 34.82
TOTAL						-44.81	44.81
Check	1342	05/05/2014	Debbie Reasch		Liberty Traditional...		-5.00
					L.O.L. Whisband S...	-5.00	5.00
TOTAL						-5.00	5.00
Check	1343	05/05/2014	Liberty Traditional...		Liberty Traditional...		-68.40
					Honor Roll Lunches	-68.40	68.40
TOTAL						-68.40	68.40
Check	1344	05/05/2014	Prittle		Liberty Traditional...		-101.40
					Prittle Box Tops Reimburs...	-100.00 -1.40	100.00 1.40
TOTAL						-101.40	101.40
Check	1345	05/06/2014	Freedom Station		Liberty Traditional...		-2,715.39
					Liberty on the Lawn	-2,715.39	2,715.39
TOTAL						-2,715.39	2,715.39

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# Liberty Traditional School PTO Check Detail July 2013 through June 2014

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1346	05/05/2014	Magdeleno		Liberty Traditional...		-35.86
TOTAL					Box Tops Reimburs...	-35.86	35.86
						-35.86	35.86
Check	1347	05/05/2014	Quesenberry		Liberty Traditional...		-315.72
TOTAL					Quesenberry Box Tops Reimburs...	-100.00 -215.72	100.00 215.72
						-315.72	315.72
Check	1348	05/05/2014	Cassidy		Liberty Traditional...		-395.62
TOTAL					Cassidy Box Tops Reimburs...	-37.07 -358.55	37.07 358.55
						-395.62	395.62
Check	1350	05/05/2014	Breedlove		Liberty Traditional...		-73.95
TOTAL					Box Tops Reimburs...	-73.95	73.95
						-73.95	73.95
Check	1351	05/05/2014	Judith McLaughlin		Liberty Traditional...		-12.00
TOTAL					L.O.L. Wristband S... L.O.L Food Sales	-7.00 -5.00	7.00 5.00
						-12.00	12.00
Check	1352	05/08/2014	Dawson		Liberty Traditional...		-149.21
TOTAL					Box Tops Reimburs...	-149.21	149.21
						-149.21	149.21
Check	1353	05/08/2014	Tracey Williams		Liberty Traditional...		-90.50
TOTAL					Teacher Appreciation	-90.50	90.50
						-90.50	90.50

8:13 PM  
08/07/14

# Liberty Traditional School PTO Check Detail July 2013 through June 2014

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1354	05/08/2014	Poeppel		Liberty Traditional...		-20.00
					Box Tops Reimburs...	-20.00	20.00
TOTAL						-20.00	20.00
Check	1355	05/08/2014	Cloud		Liberty Traditional...		-101.60
					Cloud	-46.00	46.00
					Box Tops Reimburs...	-55.60	55.60
TOTAL						-101.60	101.60
Check	1356	05/08/2014	Magdeleno		Liberty Traditional...		-377.91
					Box Tops Reimburs...	-377.91	377.91
TOTAL						-377.91	377.91
Check	1357	05/14/2014	Black		Liberty Traditional...		-275.40
					Black	-100.00	100.00
					Box Tops Reimburs...	-175.40	175.40
TOTAL						-275.40	275.40
Check	1358	05/14/2014	Koll		Liberty Traditional...		-31.18
					Box Tops Reimburs...	-31.18	31.18
TOTAL						-31.18	31.18
Check	1359	05/14/2014	Cain		Liberty Traditional...		-100.00
					Cain	-100.00	100.00
TOTAL						-100.00	100.00
Check	1360	05/14/2014	Dawson		Liberty Traditional...		-51.89
					Box Tops Reimburs...	-51.89	51.89
TOTAL						-51.89	51.89

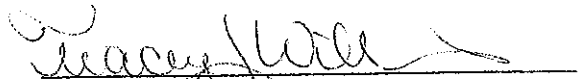
  
Page 19



**LIBERTY TRADITIONAL SCHOOL**  
**PTO BOARD 2014-2015**

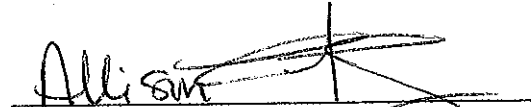
Tracey Williams, President as of 7/1/14  
5500 Long Rifle, Prescott Valley, AZ 86314

(928) 759-0430 home (928) 925-2480 cell Email: hoskinswilliams@hotmail.com

  
Signature

Allison Fleming, Vice-President as of 7/1/14  
13355 Dewey Court, Dewey, AZ 86327

(928) 830-5258 cell Email: azcactusali@gmail.com

  
Signature

Secretary – Vacant as of 7/1/14

\_\_\_\_\_  
Signature

Yvonne Allen, Treasurer as of 8/12/13  
13041 E. Ponce Street, Dewey, AZ 86327

(928) 277-4433 home (918) 329-1524 cell Email: allenymhome@yahoo.com

  
Signature



**Article I: Name**

The name and location of this organization shall be Liberty Traditional 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 Liberty Traditional School PTO are developed through committees, projects, and programs, and are governed and qualified by the basic policies set forth in Article IV.
2. The objectives of the Liberty Traditional School 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 Liberty Traditional School 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 Liberty Traditional School.
  - b) Promote the welfare of the children attending Liberty Traditional School in home, school, and community.
  - c) Maintain a well-informed membership regarding issues directly related to the school community.
  - d) Bring closer relationship 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 other organizations and agencies concerning child welfare, but persons representing the Organization in such matters shall make no commitments that will bind the Organization.

**Article V: Membership and Dues**

Membership in the Liberty Traditional School PTO shall be made available with the following terms:

1. All parents or legal guardians of current LTS students, 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 fees as determined by the Executive Board.
  - b) Registration of name, address, and telephone 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 for July 1<sup>st</sup> to June 30<sup>th</sup>.
4. Annual contribution as established by the incoming Executive Board.
5. Only enrolled adult members of this Organization shall be eligible to vote in the business meetings, election of officers, or to serve in any of its elective or appointive positions.
6. Each parent or guardian of Liberty Traditional School will be allowed voting privileges for PTO board members.

**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
2. Elective officers shall be elected by secret ballot at the election. In the event there is but one candidate for an office, the ballot for that office may be dispensed with and the election may be held by voice vote.
3. 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 June. A candidate can be elected to the same office for no more than two consecutive years. After two consecutive terms, if no other person is willing to run for an office, the current officer may continue to serve for one additional year.
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 elected by a majority vote of the Executive Board shall fill it for the unexpired term, notice of such election being given.
5. A member must appear in person to cast a vote, or by phone in the case of an emergency (discussion). The Executive Board will determine the voting arrangement.
6. The Executive Board positions will be elected by the elected board members.

## 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 articles of incorporation and 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) Be one of the Board members authorized to sign the 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 from the standing committees and maintain an updated in LAC PTO site binder, located in the office.
- d) Perform other delegated duties as assigned.
- e) Serve as ex-officio overseer of the Volunteer Committee and shall have the option of serving on other committees.

### 3. The Secretary shall:

- a) Keep an accurate record of the proceedings of all the meetings of the Organization.
- b) Distribute official meeting minutes for review to PTO board members, and others determined by the Executive Board, 3 days minimal, prior to the next scheduled PTO board meeting.
- c) Maintain the PTO Book of Record, and LAC PTO site binder, located in the office.
- d) Be prepared to refer to minutes of previous meetings.
- e) Conduct necessary correspondence for the Organization in cooperation with the Executive Board and perform other delegated duties as assigned (eg. update PTO forms, website, and bylaws).
- g) Serve as ex-officio of the PTO Communication/PR Committee, and have option of serving on another 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 event chairperson, all monies received, as counted by two committee members. Each shall keep an accurate account of all monies from the event.
- d) Keep a full and accurate account of receipts and disbursements as authorized by the President, Executive Board, or Organization as in accordance with the budget adapted by the Organization.
- e) See that checks or vouchers are properly signed by two persons on the account.
- f) Prepare financial statement each month, with copies to be distributed to each Executive Board member and others determined by the Executive Board.
- g) Arrange an end-of-year audit with an auditing committee consisting of not fewer than three members who shall be appointed by the Executive Board.
- h) Make sure that at least \$500.00 is left in the treasury for the next school year.
- i) Serve as ex-officio overseer of the Fundraising Committee and shall have the option of serving on other committees. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President, without delay, all records, books, and other materials 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 and the Principal of the school.
2. The duties of the Executive Board shall be to:
  - a) Transact necessary business in the interval between organizational meetings and such other business as may be referred to it by the Organization.
  - b) Create special and standing committees.
  - c) Approve the plans of the standing committees.
  - d) Present a report at the regular meetings of the Organization.
  - e) Select an auditor committee to audit the Treasurer's accounts.
  - f) Prepare and approve a budget for the year.
3. The duties of the Principal are to:
  - a) Provide council to the Executive Board regarding school or district policy.
  - b) Inform the board of school needs affecting school faculty and students.
  - c) Retain final approval or veto power of any function, if said function will interfere with procedures, policy and/or the best interest of Liberty Traditional School.

#### **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 shall be entitled to vote at a Board meeting. When a tie vote occurs, the vote will be null and void (failed vote) and the issue, if agreed upon, will be voted on at a future meeting.
2. Additional meetings may be scheduled as needed by the President, Vice-President, or Principal with 3 day minimal notification to all Board members.
3. Board voting shall be by show of hands or a voice vote unless any Board member requests a written ballot on an issue. The voting members, for LTS PTO Board issues, are comprised of the LTS PTO Board members, elected by the general membership population.
4. A simple majority shall decide any issue voted upon.
5. A majority vote of the Voting Members present at any meeting shall be required for any and all actions to be taken, pertaining to that particular vote.

#### **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 by 3 of the LTS PTO Board members. Meeting requests must be submitted in writing to the Secretary at least 72 hours in advance of the requested meeting.
2. Meetings shall be open to the public. Email a copy of the agenda to board members 3 days prior to posting (for review), then post the finalized agenda on the website and bulletin board 24 hours prior to the board meeting.
3. The last meeting of the year in May shall be an annual meeting at which time reports shall be received and new officers shall be installed.

#### **Article XI: Committees**

1. Standing and special committees shall be created as deemed necessary by the Executive Board.
2. A standing committee may continue from year to year. Each standing committee must have a written description of goals and responsibilities of the committee. This can be referenced in the on-site LTS PTO document binder located in school office
3. The chairperson of each committee shall be totally responsible for planning and initiating all the necessary requirements to fulfill the assigned purpose of the committee.
4. Each chairperson shall report a committee progress to the President and members of the Organization and shall submit a written report to the Vice President no later than three days prior to the monthly meeting.

**Article XII: Fiscal Year**

The fiscal year of this association shall begin July 1st and end June 30<sup>th</sup>. The previous year's budget will stand until the first general meeting.

**Article XIII: Amendments**

1. The rules contained in the current edition of *Robert's Rules of Order, Newly revised*; shall govern Liberty Traditional School 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 committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the Organization, or by a two-thirds vote of 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 or information regarding the amendment must be submitted to the LTS PTO Board at the meeting prior to the meeting for 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.

**Article XIV: Miscellaneous Provisions**

All members of this organization, Governing Board, and its committees are for the discussion of 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 members of the staff.

Approved on 9-27-2012

President:

Vice-President:

Secretary:

Treasurer:





## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **K 5**  
FROM: CSES PTO Reading  
DATE: September 9, 2014 Discuss  
SUBJECT: Parent/Booster Organization Approval Action  
Consent X

---

OBJECTIVE: Goal # Goal #3-Increase parental & 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/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 organization's school related activities.


### SUMMARY & RECOMMENDATION:

**The Parent Teacher from Coyote Springs Elementary 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 the Parent Teacher Organization for Coyote Springs Elementary school for the 2014-2015 school year.**

Approved for transmittal to the Governing Board:

  
Dr. Paul H. Stanton, Superintendent

*Questions should be directed to:* Candice Blakely-Stump, Principal 759-4300

**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: Paula Poitras

Office Held: President

Address: 7820 E Montley Dr.

Prescott Valley AZ 86314

Phone(s): 928-533-8384

Email: poitras5@aol.com

Date taking office: May 20-2014

Name: Courtney Stephenson

Office Held: Treasurer

Address: 7370 E. Mountain Dr.

Prescott Valley AZ 86315

Phone(s): 928 772 8945

Email: cls5555@aol.com

Date taking office: 5-20-14

Name: Jennifer Williams

Office Held: CO-VICE PRESIDENT

Address: 6924 E Elbrook Ave

Prescott Valley AZ 86314

Phone(s): 928-899-2582

Email: JenniferWilliams@humboldtunified.com

Date taking office: May 20-2014

Name: Theresa Murray

Office Held: CO-vice president

Address: 7521 E. Conestoga Way

Prescott Valley, AZ 86314

Phone(s): 928-460-0509

Email: theresa@wickedphotography.net

Date taking office: May 20, 2014

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 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.*

Signature Paula Poitras Date 7/13/14

Signature Stephenson Date 8/5/14

Principal's Approval: Signature CBS

Signature J. Williams Date 8/5/14

Signature Theresa Murray Date 8/5/14

Date: 8.5.14

**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: Debbie Chase

Office Held: Hospitality Coord.

Address: 7627 Circle Wagon  
Prescott Valley, AZ 86315

Phone(s): (928) 772-3069

Email: randdchase@commspeed.net

Date taking office: May 20-14

Name: Kelly Lee

Office Held: Co-Hospitality Coord.

Address: 7015 E. Prairie Ln  
Prescott Valley, AZ 86315

Phone(s): (602) 309-1121

Email: Kjeannelee@aol.com

Date taking office: 5-20-14

Name: Elizabeth Herb

Office Held: Volunteer Coordinator

Address: 8101 E. Long Mesa Dr.  
Prescott Valley, AZ 86314

Phone(s): 602-565-2802

Email: E2herb@msn.com

Date taking office: 5-20-14

Name: Kari Ingerson

Office Held: Secretary

Address: 5214 N. Long Rifle Rd  
Prescott Valley AZ 86314

Phone(s): (760) 497-1378

Email: kari.ingerson@humboldtunified.edu

Date taking office: 8/5/14

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 |
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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

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.*

Signature <u>[Signature]</u>	Date <u>7-31-14</u>	Signature <u>[Signature]</u>	Date <u>8-2-14</u>
Signature <u>[Signature]</u>	Date <u>8-5-14</u>	Signature <u>[Signature]</u>	Date <u>8/5/14</u>
Principal's Approval: Signature <u>[Signature]</u>		Date: <u>8.5.14</u>	

**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: Annie Axtt Name: \_\_\_\_\_

Office Held: membership Office Held: \_\_\_\_\_

Address: 7229 E Sablewood Dr. Address: \_\_\_\_\_

Prescott Valley, AZ 86315

Phone(s): 928-772-9037 / cell 619-993-2732 Phone(s): \_\_\_\_\_

Email: annieaxtt@yahoo.com Email: \_\_\_\_\_

Date taking office: 5-20-14 Date taking office: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

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

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Date taking office: \_\_\_\_\_ Date taking office: \_\_\_\_\_

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

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- |   |   |
|---|---|
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- 1) Current operating by-laws  
2) Most recent treasurer's financial report  
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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.*

[Signature] 8-5-14 Signature \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

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

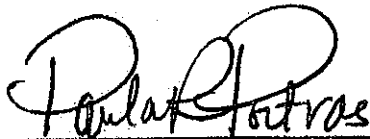
Principal's Approval: Signature [Signature] Date: 8-5-14

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.

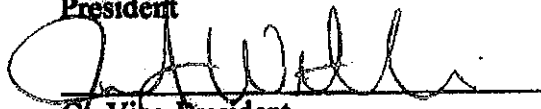
#### Article XI - Dissolution

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 August 5<sup>th</sup>, 2014.



President



Co Vice-President



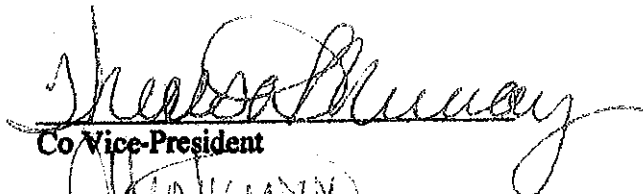
Secretary



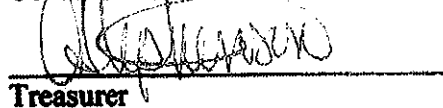
Membership Coordinator



Volunteer Coordinator



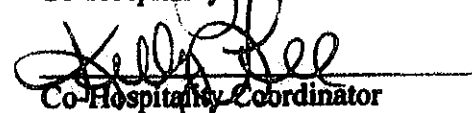
Co Vice-President



Treasurer



Co-Hospitality Coordinator



Co-Hospitality Coordinator

# **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

**Balance Sheet - As of 6/30/2014**  
(Accrual Basis)

8/5/2014

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Account	6/30/2014 Balance
<b>ASSETS</b>	
Cash and Bank Accounts	
PTO General Funds 4080	12,625.57
Reserve Accts 0188	3,854.92
Savings 1531	0.01
Change Fund	0.00
<b>TOTAL Cash and Bank Accounts</b>	<b>16,480.50</b>
<b>TOTAL ASSETS</b>	<b>16,480.50</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>LIABILITIES</b>	
Other Liabilities	
Principal's Account	831.62
Reserve for 1st Grade	0.00
Reserve for 2nd Grade	0.00
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	0.00
Reserve for Bridges Education	492.35
Reserve for Computers	0.00
Reserve for Habitat	31.49
Reserve for KG	88.26
Reserve for L. Hammond	87.85
Reserve for Library	0.00
Reserve for Music Fund	4.30
Reserve for People to People	500.00
Reserve for Social Fund	686.82
Reserve for Supplemental Field Trips	0.00
Reserve for Title One	955.57
Reserve for Yearbook	20.00
<b>TOTAL Other Liabilities</b>	<b>4,001.15</b>
<b>TOTAL LIABILITIES</b>	<b>4,001.15</b>
<b>EQUITY</b>	<b>12,479.35</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>16,480.50</b>

Reconciliation Summary

**BANK STATEMENT -- CLEARED TRANSACTIONS:**

Previous Balance:			12,754.29
Checks and Payments	6	Items	-383.25
Deposits and Other Credits	3	Items	311.08
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			12,682.12

**YOUR RECORDS -- UNCLEARED TRANSACTIONS:**

Cleared Balance:			12,682.12
Checks and Payments	5	Items	-156.55
Deposits and Other Credits	2	Items	100.00
Register Balance as of 8/4/2014:			12,625.57
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			12,625.57

06/30/14 Rec Stmt Gen

PTO General Funds 4080  
8/4/2014

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Uncleared Transaction Detail up to 8/4/2014

Date	Num	Payee	Memo	Category	Cir	Amount
<b>Uncleared Checks and Payments</b>						
10/28/2010	10038	Karen Sampson		Teachers:Teacher - Ex...		-15.00
5/4/2011	10099	Deelree Williams	ticket reimbursement	Fundrasiers:Harkins T...		-14.00
5/25/2011	10109	T. Attenberger	sci ctr parking	5th Grade		-8.00
2/29/2012	Debit	USPS		Box Top Expense		-19.55
7/15/2014		Transfer		[Savings 1531]		-100.00
<b>Total Uncleared Checks and Payments</b>				5 Items		-156.55
<b>Uncleared Deposits and Other Credits</b>						
5/8/2014	10398	Chauncey Ranch		6th Grade		0.00
7/24/2014		Transfer		[Savings 1531]		100.00
<b>Total Uncleared Deposits and Other Credits</b>				2 Items		100.00
<b>Total Uncleared Transactions</b>				7 Items		-56.55

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			4,211.43
Checks and Payments	3	Items	-223.54
Deposits and Other Credits	0	Items	0.00
Service Charge	0	Items	0.00
Interest Earned	1	Item	0.03
Ending Balance of Bank Statement:			3,987.92

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			3,987.92
Checks and Payments	5	Items	-655.00
Deposits and Other Credits	3	Items	22.00
Register Balance as of 8/4/2014:			3,354.92
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			3,354.92

Reserve Accts 0188  
8/4/2014

06/30/14 Rec Stmt

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Uncleared Transaction Detail up to 8/4/2014

Date	Num	Payee	Memo	Category	Clr	Amount
<b>Uncleared Checks and Payments</b>						
8/11/2013	2371	J. Schriener	Football referee	[Principal's Account]		-25.00
11/18/2013	2385		B-ball referee	[Principal's Account]		-40.00
11/18/2013	2398		B-ball referee	[Principal's Account]		-40.00
5/5/2014	2451		Teacher Appreciation	[Principal's Account]		-50.00
7/31/2014	2472	YCEF	Brown grant return of fun...	[Principal's Account]		-500.00
<b>Total Uncleared Checks and Payments</b>				5 Items		-655.00
<b>Uncleared Deposits and Other Credits</b>						
4/26/2014	2445	**VOID**				0.00
4/26/2014	2446	**VOID**	I. Brown grant reimburse...	[Principal's Account]		0.00
4/30/2014	DEP	Various		[Reserve for 2nd Grade]		22.00
<b>Total Uncleared Deposits and Other Credits</b>				3 Items		22.00
<b>Total Uncleared Transactions</b>				8 Items		-633.00

8/5/2014

# Transaction

7/1/2013 through 6/30/2014

Page 1

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 6/30/2013								17,835.88
9/20/2013	Checking (8...		Various		[PTO Gener...		R	-4,575.29
7/10/2013	Checking 8606		Transfer		[PTO Gener...		R	100.00
7/15/2013	Checking 8608		Transfer		[Savings 1507]		R	-100.00
7/22/2013	Checking 8608		Transfer		[Savings 1507]		R	100.00
8/10/2013	Checking 8606		Transfer		[PTO Gener...		R	100.00
8/15/2013	Checking 8606		Transfer		[Savings 1507]		R	-100.00
8/22/2013	Checking 8606		Transfer		[Savings 1507]		R	100.00
9/2/2013	Checking 8606TXFR		Transfer	To Balance	[PTO Gener...		R	-500.00
9/5/2013	Checking 8606		Transfer		[PTO Gener...		R	100.00
9/10/2013	Checking 8608		Transfer		[Savings 1507]		R	-100.00
9/15/2013	Checking 8608		Transfer		[Savings 1507]		R	100.00
9/20/2013	Checking 8606		Transfer		[PTO Gener...		R	-100.00
7/10/2013	PTO Genera...		Transfer		[Checking 86...		R	-100.00
7/15/2013	PTO Genera...		Transfer		[Savings 1531]		R	-100.00
7/22/2013	PTO Genera... 10323		Creative Co... Radios	Building			R	-4,457.28
7/22/2013	PTO Genera... 10324		Courtney Ste...caramel ap...	Appreciation ...			R	-73.92
7/22/2013	PTO Genera...		Transfer		[Savings 1531]		R	100.00
7/30/2013	PTO Genera... EFT		Safeway - El... Safeway	Store Card S...			R	180.43
7/31/2013	PTO Genera...		Service Char...	Bank Charge			R	-8.00
8/6/2013	PTO Genera... 10325		Debbie Chase welcome b...	Teachers			R	-1,139.50
8/10/2013	PTO Genera...		Transfer		[Checking 86...		R	-100.00
8/15/2013	PTO Genera...		Transfer		[Savings 1531]		R	-100.00
8/19/2013	PTO Genera... 10326		Amsterdam ... calendars f...	Gifts Given			R	-336.26
8/19/2013	PTO Genera... 10327		Xavier Magd... replace ck#...	Teachers:Te...			R	-87.47
8/22/2013	PTO Genera...		Transfer		[Savings 1531]		R	100.00
8/26/2013	PTO Genera... EFT		Safeway - El... Safeway	Store Card S...			R	176.31
8/27/2013	PTO Genera... DEP		Various		Membership		R	380.00
8/27/2013	PTO Genera... DEP		Various		Membership		R	120.00
8/30/2013	PTO Genera...		Service Char...		Bank Charge		R	-8.00
9/2/2013	PTO Genera...		Transfer		[Savings 1531]		R	0.01
9/2/2013	PTO Genera...		Transfer	To Balance	[Savings 1507]		R	0.01
9/2/2013	PTO Genera...		Transfer	To Balance	[Checking 86...		R	500.00
9/5/2013	PTO Genera...		Transfer		[Checking 86...		R	-100.00
9/20/2013	PTO Genera... DEP	... Various			--Split--	--Split--	R	4,580.29
9/20/2013	PTO Genera...		Transfer		[Checking 86...		R	100.00
9/23/2013	PTO Genera...		Transfer		[Savings 1531]		R	-100.00
9/24/2013	PTO Genera... EFT		Safeway - El... Safeway - J...	Store Card S...			R	204.13
9/25/2013	PTO Genera... 10328		Student Sup...		Spirit Cart E...		R	-455.43
9/26/2013	PTO Genera... DEP	... Various			--Split--	--Split--	R	143.25
9/26/2013	PTO Genera... DEP	... Various			Spirit Cart		R	186.57
9/27/2013	PTO Genera...		Transfer		[Savings 1531]		R	100.00
9/30/2013	PTO Genera... DEP	... Various			--Split--	--Split--	R	140.00
10/1/2013	PTO Genera... 10329	...Debbie Chase			--Split--	--Split--	R	-68.03
10/3/2013	PTO Genera... 10330	...Paula Poltras			--Split--	--Split--	R	-354.09
10/3/2013	PTO Genera... 10331	...Courtney Ste...			--Split--	--Split--	R	-230.57
10/7/2013	PTO Genera... DEP	... Various			Spirit Cart		R	246.68
10/14/2013	PTO Genera... DEP	... Various			--Split--	--Split--	R	80.50
10/15/2013	PTO Genera... 10332	Cash	change for ...	[Change Fund]			R	-1,000.00
10/16/2013	PTO Genera... 10333	Education Ci...			Education		R	-3,044.59
10/19/2013	PTO Genera... DEP	... Various			--Split--	--Split--	R	367.26



**Transaction**  
7/1/2013 through 6/30/2014

8/5/2014

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
10/19/2013	PTO Genera...	DEP	Various	HF Tickets	Harvest Fest...		R	1,891.10
10/19/2013	PTO Genera...	DEP	Various	donation for...	Sundogs Tix		R	85.00
10/19/2013	PTO Genera...	DEP	Various	HF Tickets	Harvest Fest...		R	256.00
10/19/2013	PTO Genera...	DEP	Various	HF Tickets	Harvest Fest...		R	250.00
10/19/2013	PTO Genera...	DEP	Various		Spirit Cart		R	188.76
10/19/2013	PTO Genera...	DEP	Various	HF change	[Change Fund]		R	875.00
10/19/2013	PTO Genera...	DEP	... Various		--Split--	--Split--	R	348.40
10/23/2013	PTO Genera...		Transfer		[Savings 1531]		R	-100.00
10/23/2013	PTO Genera...	10334	Holly Anthony		HF:HF - Tea...		R	-108.00
10/23/2013	PTO Genera...	10335	Marvin Baker		HF:HF - Tea...		R	-108.00
10/23/2013	PTO Genera...	10336	Yvonne Berry		HF:HF - Tea...		R	-108.00
10/23/2013	PTO Genera...	10337	Darlene Carl...		HF:HF - Tea...		R	-108.00
10/23/2013	PTO Genera...	10338	Pam Clark		HF:HF - Tea...		R	-108.00
10/23/2013	PTO Genera...	10339	Lani Hammo...		HF:HF - Tea...		R	-108.00
10/23/2013	PTO Genera...	10340	Adrienne Ho...		HF:HF - Tea...		R	-108.00
10/23/2013	PTO Genera...	10341	Karl Ingerson		HF:HF - Tea...		R	-108.00
10/23/2013	PTO Genera...	10342	Julie Miller		HF:HF - Tea...		R	-108.00
10/23/2013	PTO Genera...	10343	Lynn Ness		HF:HF - Tea...		R	-108.00
10/23/2013	PTO Genera...	10344	Luanne Niece		HF:HF - Tea...		R	-108.00
10/23/2013	PTO Genera...	10345	Chelsea Potts		HF:HF - Tea...		R	-108.00
10/23/2013	PTO Genera...	10346	Stacy Smith		HF:HF - Tea...		R	-108.00
10/23/2013	PTO Genera...	10347	K. Switzer		HF:HF - Tea...		R	-108.00
10/23/2013	PTO Genera...	10348	Brent Welsh		HF:HF - Tea...		R	-108.00
10/23/2013	PTO Genera...	10349	Candice Bla...		HF:HF - Tea...		R	-108.00
10/23/2013	PTO Genera...	10350	Dawn Trujillo		HF:HF - Tea...		R	-54.00
10/23/2013	PTO Genera...	10351	Bronte Casp...		HF:HF - Tea...		R	-108.00
10/23/2013	PTO Genera...	10352	Tammy Turner		HF:HF - Tea...		R	-108.00
10/23/2013	PTO Genera...	10353	Lauren		HF:HF - Tea...		R	-54.00
10/23/2013	PTO Genera...	10354	Lynn Brown		HF:HF - Tea...		R	-108.00
10/23/2013	PTO Genera...	10355	Doug Willia...		HF:HF - Tea...		R	-108.00
10/23/2013	PTO Genera...	10356	Jennifer Willi...		HF:HF - Tea...		R	-108.00
10/23/2013	PTO Genera...	10357	Margaret Del...		HF:HF - Tea...		R	-54.00
10/23/2013	PTO Genera...	10358	Student Sup...		Spirit Cart E...		R	-160.05
10/23/2013	PTO Genera...	10359	Bobby Baldwin		HF:HF - Tea...		R	-54.00
10/24/2013	PTO Genera...	EFT	Safeway - El...	Safeway - J...	Store Card S...		R	228.60
10/25/2013	PTO Genera...	Bank Chrg	Ret Ck		Return Item ...		R	-12.00
10/25/2013	PTO Genera...	Rtn Item	Returned Ch...		Bank Charge		R	-7.00
10/27/2013	PTO Genera...		Transfer		[Savings 1531]		R	100.00
10/28/2013	PTO Genera...	10360	Sopris Leam...		Education		R	-800.00
10/28/2013	PTO Genera...	DEP	Various	Domino's D...	Restaurant ...		R	168.00
11/4/2013	PTO Genera...		Balance Adj...		Misc		R	15.00
11/5/2013	PTO Genera...	10361	...Paula Poitras		--Split--	--Split--	R	-307.36
11/5/2013	PTO Genera...	10362	...Debbie Chase		--Split--	--Split--	R	-335.60
11/5/2013	PTO Genera...	10363	...Debbie Chase		--Split--	--Split--	R	-340.49
11/5/2013	PTO Genera...	10364	Student Prints	Badge Mac...	Supplies		R	-711.00
11/6/2013	PTO Genera...	DEP	Various		Membership		R	40.00
11/9/2013	PTO Genera...	DEP	Various		Spirit Cart		R	311.28
11/18/2013	PTO Genera...	10365	Student Sup...		Spirit Cart E...		R	-600.87
11/23/2013	PTO Genera...		Transfer		[Savings 1531]		R	-100.00
11/24/2013	PTO Genera...	10366	Paula Poitras	gc for Judy ...	HF		R	-26.00
11/24/2013	PTO Genera...	10367	...Courtney Ste...		--Split--	--Split--	R	-292.27
11/26/2013	PTO Genera...	10368	Harkins The...	cups, shirts...	Fundrasiers: ..		R	-2,208.00

**Transaction**  
7/1/2013 through 6/30/2014

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Date	Account	Num	Description	Memo	Category	Tag	Cir	Amount
11/27/2013	PTO Genera...		Transfer		[Savings 1531]		R	100.00
11/29/2013	PTO Genera... EFT		Safeway - El...	Safeway	Store Card S...		R	172.91
12/2/2013	PTO Genera... DEP	...	Various		--Split--	--Split--	R	344.00
12/2/2013	PTO Genera... DEP		Various		Spirit Cart		R	108.42
12/3/2013	PTO Genera... 10369		Paula Poitras		Education		R	-60.70
12/7/2013	PTO Genera... Withdraw		Cash	change for ...	[Change Fund]		R	-100.00
12/14/2013	PTO Genera... DEP		Various		Spirit Cart		R	171.40
12/14/2013	PTO Genera... DEP		Various	12/9/13	Santa Shop		R	527.80
12/15/2013	PTO Genera...		Transfer		[Savings 1531]		R	-100.00
12/16/2013	PTO Genera... DEP		Various	12/10/13	Santa Shop		R	1,824.85
12/16/2013	PTO Genera... DEP		Various	12/12/13	Santa Shop		R	1,399.32
12/16/2013	PTO Genera... DEP		Various	12/11/12 pl...	Santa Shop		R	1,292.39
12/18/2013	PTO Genera... 10370		Debbie Chase		Appreciation ...		R	-131.98
12/18/2013	PTO Genera... 10371		Paula Poitras	football party	Gifts Given		R	-32.55
12/22/2013	PTO Genera...		Transfer		[Savings 1531]		R	100.00
12/24/2013	PTO Genera... DEP		Various	12/13/13	Santa Shop		R	912.21
12/24/2013	PTO Genera... DEP		Various		[Change Fund]		R	100.00
12/24/2013	PTO Genera... DEP		Various		Harkins The...		R	2,041.00
12/24/2013	PTO Genera... DEP		Various	12/10/13	Santa Shop		R	62.50
12/24/2013	PTO Genera... DEP		Various	misc check	Santa Shop		R	8.00
12/31/2013	PTO Genera...		Service Char...		Bank Charge		R	-1.20
1/2/2014	PTO Genera... EFT		Safeway - El...	Safeway	Store Card S...		R	175.27
1/10/2014	PTO Genera... 10372		Kathy Comst...		Santa Shop ...		R	-288.80
1/15/2014	PTO Genera...		Transfer		[Savings 1531]		R	-100.00
1/18/2014	PTO Genera... DEP	...	Various		--Split--	--Split--	R	102.60
1/21/2014	PTO Genera... EFT		Safeway - El...	Safeway	Store Card S...		R	214.01
1/22/2014	PTO Genera...		Transfer		[Savings 1531]		R	100.00
1/30/2014	PTO Genera... EFT		Safeway - El...	Safeway	Store Card S...		R	163.55
2/4/2014	PTO Genera... 10373		Elizabeth Herb		6th Grade:6t...		R	-23.73
2/4/2014	PTO Genera... 10374		Beth Staub		6th Grade:6t...		R	-19.80
2/5/2014	PTO Genera... 10375	...	Paula Poitras		--Split--	--Split--	R	-721.89
2/7/2014	PTO Genera... DEP		Various		Harkins The...		R	204.35
2/7/2014	PTO Genera... DEP		Various		Spirit Cart		R	155.00
2/7/2014	PTO Genera... DEP		Various		Harkins The...		R	123.00
2/15/2014	PTO Genera...		Transfer		[Savings 1531]		R	-100.00
2/18/2014	PTO Genera... 10376		Gift Time Sh...		Santa Shop ...		R	-3,648.85
2/18/2014	PTO Genera... 10377		Paula Poitras	rockets	Education		R	-218.85
2/18/2014	PTO Genera... 10378		Student Sup...		Spirit Cart E...		R	-384.55
2/22/2014	PTO Genera...		Transfer		[Savings 1531]		R	100.00
2/27/2014	PTO Genera... DEP		Safeway - El...	Safeway	Store Card S...		R	13.10
3/6/2014	PTO Genera... 10383		Cash	change for ...	[Change Fund]		R	-200.00
3/6/2014	PTO Genera... 10384	...	Debbie Chase		--Split--	--Split--	R	-146.08
3/6/2014	PTO Genera... 10381		Pam Clark		Read Across...		R	-51.84
3/6/2014	PTO Genera... 10382		Bulletin Boar...		Read Across...		R	-50.00
3/6/2014	PTO Genera... 10380		Paula Poitras		Read Across...		R	-30.51
3/6/2014	PTO Genera... 10379	...	Debbie Chase		--Split--	--Split--	R	-90.80
3/6/2014	PTO Genera... 10385		**VOID**				R	0.00
3/7/2014	PTO Genera... 10386		Courtney Ste...		Box Top Exp...		R	-28.15
3/12/2014	PTO Genera... DEP		Various		Spirit Cart		R	219.50
3/12/2014	PTO Genera... DEP		Various	02/07/14	Spirit Cart		R	244.08
3/12/2014	PTO Genera... DEP	...	Various		--Split--	--Split--	R	231.69
3/13/2014	PTO Genera... DEP	...	Various		--Split--	--Split--	R	684.25

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
3/13/2014	PTO Genera... DEP		Various		Spell-A-Thon		R	1,018.85
3/15/2014	PTO Genera...		Transfer		[Savings 1531]		R	-100.00
3/18/2014	PTO Genera... DEP		Various		Spell-A-Thon		R	400.25
3/18/2014	PTO Genera... DEP		Various		Spell-A-Thon		R	1,898.75
3/18/2014	PTO Genera... Withdraw		Various	item adjust...	Spell-A-Thon		R	-20.45
3/21/2014	PTO Genera... Bank Chrg		Returned Ch...	Bank charge	Return Item ...		R	-12.00
3/21/2014	PTO Genera... Rtn Item		Ret Ck	Spell a thon...	Return Item ...		R	-65.00
3/24/2014	PTO Genera... TXFR		Transfer		[Savings 1531]		R	100.00
3/27/2014	PTO Genera... DEP		Safeway - El...	Safeway	Store Card S...		R	225.16
4/1/2014	PTO Genera... 10387		Debbie Chase		Supplies:Wo...		R	-142.93
4/1/2014	PTO Genera... 10388		Courtney Ste...	Quicken up...	Supplies		R	-81.51
4/1/2014	PTO Genera... 10389		Paula Poitras	banners	Supplies		R	-65.98
4/1/2014	PTO Genera... 10390		...Paula Poitras		--Split--	--Split--	R	-890.63
4/7/2014	PTO Genera... 10391		Sharlot Hall	4th grade trip	Field Trip Cost		R	-55.00
4/8/2014	PTO Genera... DEP		... Various		--Split--	--Split--	R	197.75
4/8/2014	PTO Genera... DEP		Various		Spirit Cart		R	113.00
4/8/2014	PTO Genera... DEP		... Various		--Split--	--Split--	R	370.69
4/15/2014	PTO Genera...		Transfer		[Savings 1531]		R	-100.00
4/16/2014	PTO Genera... 10392		Student Sup...		Spirit Cart E...		R	-529.98
4/16/2014	PTO Genera... 10393		...Paula Poitras		--Split--	--Split--	R	-49.30
4/22/2014	PTO Genera...		Transfer		[Savings 1531]		R	100.00
4/24/2014	PTO Genera... EFT		Safeway - El...	Safeway	Store Card S...		R	223.76
4/26/2014	PTO Genera... DEP		Various		Spirit Cart		R	14.00
4/26/2014	PTO Genera... DEP		Various	Dough Night	Fundrasiers		R	142.14
4/26/2014	PTO Genera... DEP		... Various		--Split--	--Split--	R	290.32
5/1/2014	PTO Genera... 10394		Cash	change for i...	[Change Fund]		R	-200.00
5/6/2014	PTO Genera... 10395		C. Chavira	science ce...	5th Grade		R	-12.00
5/6/2014	PTO Genera... 10396		...Debbie Chase		--Split--	--Split--	R	-295.02
5/6/2014	PTO Genera... 10397		...Paula Poitras		--Split--	--Split--	R	-733.14
5/6/2014	PTO Genera... 10398		Chauncey R...		6th Grade		R	0.00
5/6/2014	PTO Genera... 10399		...Darlene Cari...		--Split--	--Split--	R	-152.55
5/9/2014	PTO Genera... 10400		Student Prints	badge supp...	Supplies		R	-177.00
5/12/2014	PTO Genera... 10401				Scholarship		R	-400.00
5/12/2014	PTO Genera... 10402		Courtney Ste...	otter pops	Field Day		R	-57.16
5/15/2014	PTO Genera...		Transfer		[Savings 1531]		R	-100.00
5/16/2014	PTO Genera... DEP		Various		Penny Wars		R	33.53
5/16/2014	PTO Genera... DEP		Various		Penny Wars		R	50.00
5/16/2014	PTO Genera... DEP		Various		Penny Wars		R	104.50
5/22/2014	PTO Genera... 10403		HUSD F & N	leftover Al...	Field Day		R	-144.02
5/22/2014	PTO Genera... 10404		Stacy Smith	core curricu...	2nd grade		R	-184.15
5/22/2014	PTO Genera... 10405		Stacy Smith	donuts & m...	2nd grade		R	-112.39
5/22/2014	PTO Genera... 10406		Nicole Hepw...	muffins with...	1st Grade		R	-32.19
5/22/2014	PTO Genera... 10407		Julie Stuken...		1st Grade		R	-20.27
5/22/2014	PTO Genera... 10408		...Debbie Chase		--Split--	--Split--	R	-525.63
5/22/2014	PTO Genera... 10409		...Paula Poitras		--Split--	--Split--	R	-166.73
5/22/2014	PTO Genera... 10410		Kari Ingerson	hooks for li...	6th Grade		R	-22.53
5/24/2014	PTO Genera...		Transfer		[Savings 1531]		R	100.00
5/29/2014	PTO Genera... DEP		Safeway - El...	Safeway	Store Card S...		R	206.64
5/29/2014	PTO Genera... DEP		Deposit		Library		R	15.00
5/29/2014	PTO Genera... Withdraw		Cash	cash check	Library		R	-15.00
5/29/2014	PTO Genera... DEP		... Various		--Split--	--Split--	R	1,345.86
5/29/2014	PTO Genera... DEP		Various		Penny Wars		R	64.71

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
5/29/2014	PTO Genera... DEP		Various		Spirit Cart		R	218.23
5/29/2014	PTO Genera... DEP		Various		Spirit Cart		R	169.33
5/29/2014	PTO Genera... DEP		... Various		-Split-	--Split--	R	315.05
6/4/2014	PTO Genera... DEP		Safeway - El...	Safeway	Store Card S...		R	4.98
6/4/2014	PTO Genera... 10411		Paula Poitras	HR & PL lis...	Education		R	-32.28
6/4/2014	PTO Genera... 10412		...Elizabeth Herb		-Split-	--Split--	R	-52.23
6/15/2014	PTO Genera...		Transfer		[Savings 1531]		R	-100.00
6/24/2014	PTO Genera...		Transfer		[Savings 1531]		R	100.00
6/26/2014	PTO Genera... DEP		Safeway - El...	Safeway	Store Card S...		R	206.12
7/22/2013	Reserve Acc... 2350		Margaret Pa...		[Principal's A...		R	-27.00
7/22/2013	Reserve Acc... 2351		Culligan Of ...	water	[Principal's A...		R	-7.00
7/22/2013	Reserve Acc... 2352		Arizona K12 ...		[Principal's A...		R	-350.00
7/22/2013	Reserve Acc... 2353		Cheryl Taylor	Handbook r...	[Principal's A...		R	-230.00
7/22/2013	Reserve Acc... 2354		Candice Bla...	reimbursem...	[Principal's A...		R	-275.00
7/22/2013	Reserve Acc... 2355		PV Library	book replac...	[Principal's A...		R	-14.00
7/22/2013	Reserve Acc... 2356		Peter Piper ...		[Principal's A...		R	-193.81
7/22/2013	Reserve Acc... 2357		Action Graph...		[Principal's A...		R	-502.96
7/31/2013	Reserve Acc...		Interest Eam...		Interest Inc		R	0.06
8/5/2013	Reserve Acc... DEP		... Various	20 to Yearb...	-Split-	--Split--	R	90.00
8/6/2013	Reserve Acc... 2358		HUSD F & N		[Principal's A...		R	-104.00
8/6/2013	Reserve Acc... 2359		Candice Bla...	reimbursem...	[Principal's A...		R	-21.99
8/6/2013	Reserve Acc... 2360		HUSD F & N	lunch for vo...	[Principal's A...		R	-250.00
8/6/2013	Reserve Acc... 2361		Primera		[Principal's A...		R	-233.37
8/6/2013	Reserve Acc... DEP		... Various		-Split-	--Split--	R	112.78
8/19/2013	Reserve Acc... 2362		Pam Clark	reimbursem...	[Principal's A...		R	-117.83
8/19/2013	Reserve Acc... 2363		Candice Bla...	reimbursem...	[Principal's A...		R	-59.05
8/27/2013	Reserve Acc... DEP		Various	Peter Piper ...	[Principal's A...		R	52.84
8/31/2013	Reserve Acc...		Interest Eam...		Interest Inc		R	0.05
9/3/2013	Reserve Acc... 2364		CSES PTO	payback to ...	[Reserve for ...		R	-25.00
9/3/2013	Reserve Acc... 2365		Action Graph...		[Principal's A...		R	-285.21
9/3/2013	Reserve Acc... 2366		Candice Bla...	reimbursem...	[Principal's A...		R	-50.00
9/3/2013	Reserve Acc... 2367		Debbie Marks	reimbursem...	[Principal's A...		R	-433.80
9/11/2013	Reserve Acc... 2368		John Fournier	Football ref...	[Principal's A...		R	-25.00
9/11/2013	Reserve Acc... 2369		John Fournier	Football ref...	[Principal's A...		R	-25.00
9/11/2013	Reserve Acc... 2370		John Fournier	Football ref...	[Principal's A...		R	-25.00
9/11/2013	Reserve Acc... 2371		J. Schriener	Football ref...	[Principal's A...		R	-25.00
9/25/2013	Reserve Acc... 2372		Culligan Of ...	water	[Principal's A...		R	-13.00
9/26/2013	Reserve Acc... DEP		Various	cookie dou...	[Principal's A...		R	1,286.00
9/26/2013	Reserve Acc... DEP		Various	cookie dou...	[Principal's A...		R	3,499.00
9/26/2013	Reserve Acc... DEP		Various	Action Grap...	[Principal's A...		R	263.25
9/26/2013	Reserve Acc... DEP		Various	cookie dou...	[Principal's A...		R	313.50
9/26/2013	Reserve Acc... DEP		Various	cookie dou...	[Principal's A...		R	911.25
9/26/2013	Reserve Acc... DEP		Various	cookie dou...	[Principal's A...		R	809.50
9/26/2013	Reserve Acc... DEP		Various	cookie dou...	[Principal's A...		R	473.50
9/30/2013	Reserve Acc... DEP		Various	cookie dou...	[Principal's A...		R	881.50
9/30/2013	Reserve Acc...		Interest Eam...		Interest Inc		R	0.04
10/1/2013	Reserve Acc... 2373		Candice Bla...	reimbursem...	[Principal's A...		R	-93.78
10/3/2013	Reserve Acc... 2374		John Fournier	Football ref...	[Principal's A...		R	-25.00
10/3/2013	Reserve Acc... 2375		Courtney Ste...	gc for footb...	[Principal's A...		R	-50.00
10/4/2013	Reserve Acc... DEP		Various	cookie dou...	[Principal's A...		R	238.75
10/4/2013	Reserve Acc... DEP		Various	cookie dou...	[Principal's A...		R	989.00
10/4/2013	Reserve Acc... DEP		Various	cookie dou...	[Principal's A...		R	681.50

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
10/4/2013	Reserve Acc... DEP		Various	cookie dou... [Principal's A...			R	528.00
10/4/2013	Reserve Acc... DEP		Various	cookie dou... [Principal's A...			R	369.50
10/4/2013	Reserve Acc... DEP		Various	cookie dou... [Principal's A...			R	345.00
10/4/2013	Reserve Acc... DEP		Various	cookie dou... [Principal's A...			R	345.00
10/4/2013	Reserve Acc... DEP		Various	cookie dou... [Principal's A...			R	342.50
10/4/2013	Reserve Acc... DEP		Various	cookie dou... [Principal's A...			R	1,823.00
10/7/2013	Reserve Acc... DEP		Various	cookie dou... [Principal's A...			R	1,450.50
10/7/2013	Reserve Acc... DEP		Various	cookie dou... [Principal's A...			R	15.50
10/7/2013	Reserve Acc... DEP		Various	cookie dou... [Principal's A...			R	702.00
10/9/2013	Reserve Acc... Rtn Item		Returned Ch...	Bank charge [Principal's A...			R	-15.00
10/9/2013	Reserve Acc... Bank Chrg		Returned Ch...	Bank charge [Principal's A...			R	-12.00
10/14/2013	Reserve Acc... DEP	...	Various	-Split-	-Split-		R	855.00
10/15/2013	Reserve Acc... 2376		Mortimer Far...	per Candice [Principal's A...			R	-210.00
10/15/2013	Reserve Acc... 2377		Candice Bla...	reimburse... [Principal's A...			R	-173.37
10/15/2013	Reserve Acc... 2378		Action Graph...	[Principal's A...			R	-199.23
10/22/2013	Reserve Acc... 2379		Lynn Brown	[Principal's A...			R	-100.00
10/22/2013	Reserve Acc... 2380		Culligan Of ...	water [Principal's A...			R	-13.00
10/22/2013	Reserve Acc... 2381		Lynn Brown	PAWS 1st ... [Principal's A...			R	-50.00
10/22/2013	Reserve Acc... 2382		Blake Gettman	PAWS 1st ... [Principal's A...			R	-50.00
10/22/2013	Reserve Acc... 2383		Brent Welsh	PAWS 1st ... [Principal's A...			R	-50.00
10/22/2013	Reserve Acc... 2384		Chelsea Potts	PAWS 1st ... [Principal's A...			R	-50.00
10/25/2013	Reserve Acc... 2385		Scholastic B...	Book Fair [Principal's A...			R	-107.85
10/25/2013	Reserve Acc... 2386		HUSD F & N	lunch for vo... [Principal's A...			R	-150.00
10/28/2013	Reserve Acc... DEP		Various	cookie dough [Principal's A...			R	362.00
10/30/2013	Reserve Acc...		Interest Earn...	Interest Inc			R	0.15
10/31/2013	Reserve Acc... Bank Chrg		Transaction ...	Bank Charge [Principal's A...			R	-84.00
11/1/2013	Reserve Acc... 2387		Harkins The...	50 - \$10 glf... [Principal's A...			R	-500.00
11/4/2013	Reserve Acc... Rtn Item		Ret Ck	cookie dou... [Principal's A...			R	-89.00
11/4/2013	Reserve Acc... Bank Chrg		Returned Ch...	Bank charge [Principal's A...			R	-12.00
11/5/2013	Reserve Acc... 2388		Candice Bla...	reimburse... [Principal's A...			R	-90.83
11/5/2013	Reserve Acc... 2389		Culligan Of ...	water [Principal's A...			R	-13.00
11/8/2013	Reserve Acc... DEP		Various	cookie dough [Principal's A...			R	650.07
11/9/2013	Reserve Acc... 2390		CSES PTO	Spirit Cart [Principal's A...			R	-34.00
11/18/2013	Reserve Acc... 2391			B-ball referee [Principal's A...			R	-40.00
11/18/2013	Reserve Acc... 2392			B-ball referee [Principal's A...			R	-40.00
11/18/2013	Reserve Acc... 2393			B-ball referee [Principal's A...			R	-40.00
11/18/2013	Reserve Acc... 2394			B-ball referee [Principal's A...			R	-40.00
11/18/2013	Reserve Acc... 2395			B-ball referee [Principal's A...			R	-40.00
11/18/2013	Reserve Acc... 2396			B-ball referee [Principal's A...			R	-40.00
11/18/2013	Reserve Acc... 2397		Great Ameri...	cookie dou... [Principal's A...			R	-8,549.66
11/18/2013	Reserve Acc... 2398		CSES PTO	Spirit Cart [Principal's A...			R	-39.00
11/24/2013	Reserve Acc... 2399		Candice Bla...	reimburse... [Principal's A...			R	-261.44
11/24/2013	Reserve Acc... 2400		ScoutPad	[Principal's A...			R	-592.58
11/29/2013	Reserve Acc... DEP		Interest Earn...	Interest Inc			R	0.14
12/2/2013	Reserve Acc... DEP	...	Various	-Split-	-Split-		R	141.60
12/3/2013	Reserve Acc... 2401		Candice Bla...	reimburse... [Principal's A...			R	-20.00
12/3/2013	Reserve Acc... 2402		CSES PTO	Harkins pur... [Principal's A...			R	-1,025.00
12/11/2013	Reserve Acc... 2403		CSES	remotes for... [Principal's A...			R	-1,672.71
12/16/2013	Reserve Acc... 2404		Bobby Ruiz	[Principal's A...			R	-72.00
12/16/2013	Reserve Acc... 2405		Marshall Field	[Principal's A...			R	-72.00
12/16/2013	Reserve Acc... 2406		Ed Bills	[Principal's A...			R	-72.00
12/16/2013	Reserve Acc... 2407		David Grant	[Principal's A...			R	-72.00

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
12/16/2013	Reserve Acc...	2408	HUSD F & N	lunch for vo...	[Principal's A...		R	-150.00
12/18/2013	Reserve Acc...	2409	Tammy Turner	X-mas party	[Reserve for ...		R	-352.63
12/18/2013	Reserve Acc...	2410	Candice Bla...	reimbursem...	[Principal's A...		R	-94.62
12/24/2013	Reserve Acc...	DEP	... Various	misc check	-Split-	-Split-	R	542.00
12/31/2013	Reserve Acc...		Interest Earn...		Interest Inc		R	0.08
1/14/2014	Reserve Acc...	2411	CSES PTO		[Principal's A...		R	-37.00
1/14/2014	Reserve Acc...	2412	Destination I...		[Principal's A...		R	-790.00
1/14/2014	Reserve Acc...	2413	CSES PTO		[Principal's A...		R	-38.00
1/16/2014	Reserve Acc...	2414	Lauren Post...		[Principal's A...		R	-50.00
1/16/2014	Reserve Acc...	2415	Jennifer Miller		[Principal's A...		R	-50.00
1/16/2014	Reserve Acc...	2416	Pam Clark		[Principal's A...		R	-50.00
1/16/2014	Reserve Acc...	2417	Lynn Ness		[Principal's A...		R	-50.00
1/16/2014	Reserve Acc...	2418	Adrienne Ho...		[Principal's A...		R	-50.00
1/16/2014	Reserve Acc...	2419	Sparklett's		[Principal's A...		R	-40.06
1/21/2014	Reserve Acc...	DEP	... Various		-Split-	-Split-	R	4,442.66
1/23/2014	Reserve Acc...	2420	Lynn Brown	Grant reimb...	[Principal's A...		R	-597.73
1/23/2014	Reserve Acc...	2421	Qwizdom	Pam Clark ...	[Principal's A...		R	-1,949.00
1/29/2014	Reserve Acc...	2422	Oliva's Resta...	lunch	[Principal's A...		R	-388.00
1/31/2014	Reserve Acc...		Interest Earn...		Interest Inc		R	0.06
2/4/2014	Reserve Acc...	2423	Candice Bla...	reimbursem...	[Principal's A...		R	-27.06
2/7/2014	Reserve Acc...	DEP	Various		[Reserve for ...		R	19.00
2/7/2014	Reserve Acc...	DEP	Various		[Principal's A...		R	192.28
2/13/2014	Reserve Acc...	2424	Rotary Club		[Principal's A...		R	-51.00
2/18/2014	Reserve Acc...	2425	Cambrium L...		[Principal's A...		R	-163.02
2/18/2014	Reserve Acc...	2426	HUSD F & N	lunch for vo...	[Principal's A...		R	-150.00
2/28/2014	Reserve Acc...		Interest Earn...		Interest Inc		R	0.06
3/4/2014	Reserve Acc...	2427	Stacy Smith		[Principal's A...		R	-129.42
3/4/2014	Reserve Acc...	2428	Candice Bla...	reimbursem...	[Principal's A...		R	-384.95
3/6/2014	Reserve Acc...	2429	CSES PTO	Lunch Club	[Principal's A...		R	-73.00
3/12/2014	Reserve Acc...	DEP	Various	Target check	[Principal's A...		R	207.80
3/21/2014	Reserve Acc...	2430		3rd Qtr PA...	[Principal's A...		R	-50.00
3/21/2014	Reserve Acc...	2431		3rd Qtr PA...	[Principal's A...		R	-50.00
3/21/2014	Reserve Acc...	2432		3rd Qtr PA...	[Principal's A...		R	-50.00
3/21/2014	Reserve Acc...	2433		3rd Qtr PA...	[Principal's A...		R	-50.00
3/24/2014	Reserve Acc...	2434	BMX Event	special event	[Principal's A...		R	-850.00
3/31/2014	Reserve Acc...		Interest Earn...		Interest Inc		R	0.07
4/1/2014	Reserve Acc...	2435	CSES PTO		[Principal's A...		R	-40.00
4/1/2014	Reserve Acc...	2436	Lynn Brown	L. Brown G...	[Principal's A...		R	-65.12
4/7/2014	Reserve Acc...	DEP	Interest Earn...		Interest Inc		R	0.01
4/12/2014	Reserve Acc...	DEP	Various	Wells Farg...	[Principal's A...		R	60.00
4/16/2014	Reserve Acc...	2437	Candice Bla...	reimbursem...	[Principal's A...		R	-263.80
4/16/2014	Reserve Acc...	2438	Lynn Brown	L. Brown G...	[Principal's A...		R	-19.41
4/16/2014	Reserve Acc...	2439	CSES PTO		[Principal's A...		R	-35.00
4/16/2014	Reserve Acc...	2440	AZ K12 Center		[Principal's A...		R	-80.00
4/16/2014	Reserve Acc...	2441	Sparklett's		[Principal's A...		R	-25.10
4/16/2014	Reserve Acc...	2442	Out Of Africa	Out of Afric...	[Reserve for ...		R	-111.40
4/26/2014	Reserve Acc...	2443	CSES PTO		[Principal's A...		R	-14.00
4/26/2014	Reserve Acc...	2444	Sparklett's		[Principal's A...		R	-35.08
4/26/2014	Reserve Acc...	2445	**VOID**					0.00
4/26/2014	Reserve Acc...	2446	**VOID**	I. Brown gr...	[Principal's A...			0.00
4/26/2014	Reserve Acc...	DEP	Various		[Principal's A...		R	65.90
4/30/2014	Reserve Acc...	DEP	Various		[Reserve for ...			22.00

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
4/30/2014	Reserve Acc...	2447	Lani Hammo...		[Reserve for ...		R	-88.15
4/30/2014	Reserve Acc...	DEP	Various		[Reserve for ...		R	176.00
4/30/2014	Reserve Acc...		Interest Earn...		Interest Inc		R	0.04
5/5/2014	Reserve Acc...	2448		Teacher Ap...	[Principal's A...		R	-50.00
5/5/2014	Reserve Acc...	2449		Teacher Ap...	[Principal's A...		R	-50.00
5/5/2014	Reserve Acc...	2450		Teacher Ap...	[Principal's A...		R	-50.00
5/5/2014	Reserve Acc...	2451		Teacher Ap...	[Principal's A...		R	-50.00
5/5/2014	Reserve Acc...	2452		Teacher Ap...	[Principal's A...		R	-50.00
5/5/2014	Reserve Acc...	2453	HUSD F & N	lunch for vo...	[Principal's A...		R	-100.00
5/6/2014	Reserve Acc...	2454	Candice Bla...	reimbursem...	[Principal's A...		R	-91.48
5/6/2014	Reserve Acc...	2455	D. Grant	security at ...	[Principal's A...		R	-144.00
5/6/2014	Reserve Acc...	2456	Jason Lohman	security at ...	[Principal's A...		R	-144.00
5/9/2014	Reserve Acc...	2457	HUSD F & N	Appreciatio...	[Principal's A...		R	-140.00
5/16/2014	Reserve Acc...	2458	Triumph Lea...		[Principal's A...		R	-718.76
5/19/2014	Reserve Acc...	2459	CSES PTO	lunch club t...	[Principal's A...		R	-40.00
5/19/2014	Reserve Acc...	2460		4th Qtr PA...	[Principal's A...		R	-50.00
5/19/2014	Reserve Acc...	2461		4th Qtr PA...	[Principal's A...		R	-50.00
5/19/2014	Reserve Acc...	2462		4th Qtr PA...	[Principal's A...		R	-50.00
5/19/2014	Reserve Acc...	2463		4th Qtr PA...	[Principal's A...		R	-50.00
5/19/2014	Reserve Acc...	2464	Sparklett's	water	[Principal's A...		R	-2.14
5/22/2014	Reserve Acc...	2465	HUSD F & N	AIMS water	Field Day		R	-144.01
5/22/2014	Reserve Acc...	2466	Stacy Smith	donuts & m...	[Reserve for ...		R	-47.79
5/22/2014	Reserve Acc...	2467	Tammy Turner	retirement c...	[Reserve for ...		R	-100.39
5/22/2014	Reserve Acc...	2468	Doug Willa...		[Reserve for ...		R	-152.87
5/22/2014	Reserve Acc...	2469	Nicole Hepw...	muffins with...	[Reserve for ...		R	-29.53
5/22/2014	Reserve Acc...	2470	Candice Bla...	reimbursem...	[Principal's A...		R	-203.36
5/27/2014	Reserve Acc...	2471	CSES PTO	lunch club t...	[Principal's A...		R	-37.00
5/29/2014	Reserve Acc...	DEP	Various		[Principal's A...		R	72.00
5/29/2014	Reserve Acc...	DEP	Deposit	Dance fund	Reserve for ...		R	90.00
5/31/2014	Reserve Acc...		Interest Earn...		Interest Inc		R	0.04
6/30/2014	Reserve Acc...		Interest Earn...		Interest Inc		R	0.03
9/20/2013	Savings (868...		Various		[PTO Gener...		R	-5.00
7/15/2013	Savings 1507		Transfer		[Checking 86...		R	100.00
7/22/2013	Savings 1507		Transfer		[Checking 86...		R	-100.00
7/31/2013	Savings 1507		Interest Earn...		Interest Inc		R	0.01
8/15/2013	Savings 1507		Transfer		[Checking 86...		R	100.00
8/22/2013	Savings 1507		Transfer		[Checking 86...		R	-100.00
9/2/2013	Savings 1507 TXFR		Transfer	To Balance	[PTO Gener...		R	-0.01
9/10/2013	Savings 1507		Transfer		[Checking 86...		R	100.00
9/15/2013	Savings 1507		Transfer		[Checking 86...		R	-100.00
7/15/2013	Savings 1531		Transfer		[PTO Gener...		R	100.00
7/22/2013	Savings 1531		Transfer		[PTO Gener...		R	-100.00
8/15/2013	Savings 1531		Transfer		[PTO Gener...		R	100.00
8/22/2013	Savings 1531		Transfer		[PTO Gener...		R	-100.00
9/2/2013	Savings 1531 TXFR		Transfer		[PTO Gener...		R	-0.01
9/23/2013	Savings 1531		Transfer		[PTO Gener...		R	100.00
9/27/2013	Savings 1531		Transfer		[PTO Gener...		R	-100.00
10/23/2013	Savings 1531		Transfer		[PTO Gener...		R	100.00
10/27/2013	Savings 1531		Transfer		[PTO Gener...		R	-100.00
11/23/2013	Savings 1531		Transfer		[PTO Gener...		R	100.00
11/27/2013	Savings 1531		Transfer		[PTO Gener...		R	-100.00
12/15/2013	Savings 1531		Transfer		[PTO Gener...		R	100.00

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
12/22/2013	Savings 1531		Transfer		(PTO Gener...		R	-100.00
1/15/2014	Savings 1531		Transfer		(PTO Gener...		R	100.00
1/22/2014	Savings 1531		Transfer		(PTO Gener...		R	-100.00
1/31/2014	Savings 1531	DEP	Interest	Interest Inc			R	0.01
2/15/2014	Savings 1531		Transfer		(PTO Gener...		R	100.00
2/22/2014	Savings 1531		Transfer		(PTO Gener...		R	-100.00
3/15/2014	Savings 1531		Transfer		(PTO Gener...		R	100.00
3/24/2014	Savings 1531		Transfer		(PTO Gener...		R	-100.00
4/15/2014	Savings 1531		Transfer		(PTO Gener...		R	100.00
4/22/2014	Savings 1531		Transfer		(PTO Gener...		R	-100.00
5/15/2014	Savings 1531		Transfer		(PTO Gener...		R	100.00
5/24/2014	Savings 1531		Transfer		(PTO Gener...		R	-100.00
6/15/2014	Savings 1531		Transfer		(PTO Gener...		R	100.00
6/24/2014	Savings 1531		Transfer		(PTO Gener...		R	-100.00
10/15/2013	Change Fund		Cash	change for ...	(PTO Gener...			1,000.00
10/19/2013	Change Fund		Various		(PTO Gener...			-100.00
10/19/2013	Change Fund		Various	HF change	(PTO Gener...			-875.00
10/19/2013	Change Fund		Various		(PTO Gener...			-25.00
12/7/2013	Change Fund		Cash	change for ...	(PTO Gener...			100.00
12/24/2013	Change Fund		Various		(PTO Gener...			-100.00
3/6/2014	Change Fund		Cash	change for ...	(PTO Gener...			200.00
3/13/2014	Change Fund		Various		(PTO Gener...			-200.00
5/1/2014	Change Fund		Cash	change for i...	(PTO Gener...			200.00
5/29/2014	Change Fund		Various		(PTO Gener...			-200.00
7/22/2013	Principal's A...		Margaret Pa...		(Reserve Ac...			27.00
7/22/2013	Principal's A...		Culligan Of ...	water	(Reserve Ac...			7.00
7/22/2013	Principal's A...		Arizona K12 ...		(Reserve Ac...			350.00
7/22/2013	Principal's A...		Cheryl Taylor	Handbook r...	(Reserve Ac...			230.00
7/22/2013	Principal's A...		Candice Bla...	reimbursem...	(Reserve Ac...			275.00
7/22/2013	Principal's A...		PV Library	book replac...	(Reserve Ac...			14.00
7/22/2013	Principal's A...		Peter Piper ...		(Reserve Ac...			193.81
7/22/2013	Principal's A...		Action Graph...		(Reserve Ac...			502.96
8/5/2013	Principal's A...		Various	20 to Yearb...	(Reserve Ac...			-70.00
8/8/2013	Principal's A...		HUSD F & N		(Reserve Ac...			104.00
8/8/2013	Principal's A...		Candice Bla...	reimbursem...	(Reserve Ac...			21.99
8/8/2013	Principal's A...		HUSD F & N	lunch for vo...	(Reserve Ac...			250.00
8/8/2013	Principal's A...		Primera		(Reserve Ac...			233.37
8/8/2013	Principal's A...		Various		(Reserve Ac...			-112.78
8/19/2013	Principal's A...		Pam Clark	reimbursem...	(Reserve Ac...			117.83
8/19/2013	Principal's A...		Candice Bla...	reimbursem...	(Reserve Ac...			59.05
8/27/2013	Principal's A...		Various	Peter Piper ...	(Reserve Ac...			-52.64
9/3/2013	Principal's A...		Action Graph...		(Reserve Ac...			285.21
9/3/2013	Principal's A...		Candice Bla...	reimbursem...	(Reserve Ac...			50.00
9/3/2013	Principal's A...		Debbie Marks	reimbursem...	(Reserve Ac...			433.80
9/11/2013	Principal's A...		John Fournier	B-Ball referee	(Reserve Ac...			25.00
9/11/2013	Principal's A...		John Fournier	B-Ball referee	(Reserve Ac...			25.00
9/11/2013	Principal's A...		John Fournier	B-Ball referee	(Reserve Ac...			25.00
9/11/2013	Principal's A...		J. Schriener	Football ref...	(Reserve Ac...			25.00
9/25/2013	Principal's A...		Culligan Of ...	water	(Reserve Ac...			13.00
9/26/2013	Principal's A...		Various	cookie dou...	(Reserve Ac...			-1,286.00
9/26/2013	Principal's A...		Various	cookie dou...	(Reserve Ac...			-3,499.00
9/26/2013	Principal's A...		Various	Action Grap...	(Reserve Ac...			-263.25



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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
9/28/2013	Principal's A...		Various	cookie dou...	[Reserve Ac...			-313.50
9/28/2013	Principal's A...		Various	cookie dou...	[Reserve Ac...			-911.25
9/28/2013	Principal's A...		Various	cookie dou...	[Reserve Ac...			-809.50
9/28/2013	Principal's A...		Various	cookie dou...	[Reserve Ac...			-473.50
9/30/2013	Principal's A...		Various	cookie dou...	[Reserve Ac...			-881.50
10/1/2013	Principal's A...		Candice Bla...	reimbursem...	[Reserve Ac...			93.78
10/3/2013	Principal's A...		John Fournier	Football ref...	[Reserve Ac...			25.00
10/3/2013	Principal's A...		Courtney Ste...	gc for footb...	[Reserve Ac...			50.00
10/4/2013	Principal's A...		Various	cookie dou...	[Reserve Ac...			-238.75
10/4/2013	Principal's A...		Various	cookie dou...	[Reserve Ac...			-989.00
10/4/2013	Principal's A...		Various	cookie dou...	[Reserve Ac...			-681.50
10/4/2013	Principal's A...		Various	cookie dou...	[Reserve Ac...			-528.00
10/4/2013	Principal's A...		Various	cookie dou...	[Reserve Ac...			-369.50
10/4/2013	Principal's A...		Various	cookie dou...	[Reserve Ac...			-345.00
10/4/2013	Principal's A...		Various	cookie dou...	[Reserve Ac...			-345.00
10/4/2013	Principal's A...		Various	cookie dou...	[Reserve Ac...			-342.50
10/4/2013	Principal's A...		Various	cookie dou...	[Reserve Ac...			-1,823.00
10/7/2013	Principal's A...		Various	cookie dou...	[Reserve Ac...			-1,450.50
10/7/2013	Principal's A...		Various	cookie dou...	[Reserve Ac...			-15.50
10/7/2013	Principal's A...		Various	cookie dou...	[Reserve Ac...			-702.00
10/9/2013	Principal's A...		Returned Ch...	Bank charge	[Reserve Ac...			15.00
10/9/2013	Principal's A...		Returned Ch...	Bank charge	[Reserve Ac...			12.00
10/14/2013	Principal's A...		Various		[Reserve Ac...			-60.00
10/15/2013	Principal's A...		Mortimer Far...	per Candice	[Reserve Ac...			210.00
10/15/2013	Principal's A...		Candice Bla...	reimbursem...	[Reserve Ac...			173.37
10/15/2013	Principal's A...		Action Graph...		[Reserve Ac...			199.23
10/22/2013	Principal's A...		Lynn Brown		[Reserve Ac...			100.00
10/22/2013	Principal's A...		Culligan Of ...	water	[Reserve Ac...			13.00
10/22/2013	Principal's A...		Lynn Brown	PAWS 1st ...	[Reserve Ac...			50.00
10/22/2013	Principal's A...		Blake Gettman	PAWS 1st ...	[Reserve Ac...			50.00
10/22/2013	Principal's A...		Brent Welsh	PAWS 1st ...	[Reserve Ac...			50.00
10/22/2013	Principal's A...		Chelisea Potts	PAWS 1st ...	[Reserve Ac...			50.00
10/25/2013	Principal's A...		Scholastic B...	Book Fair	[Reserve Ac...			107.85
10/25/2013	Principal's A...		HUSD F & N	lunch for vo...	[Reserve Ac...			150.00
10/28/2013	Principal's A...		Various	cookie dough	[Reserve Ac...			-362.00
10/31/2013	Principal's A...		Transaction ...	Bank Charge	[Reserve Ac...			84.00
11/1/2013	Principal's A...		Harkins The...	50 - \$10 gif...	[Reserve Ac...			500.00
11/4/2013	Principal's A...		Ret Ck	cookie dou...	[Reserve Ac...			89.00
11/4/2013	Principal's A...		Returned Ch...	Bank charge	[Reserve Ac...			12.00
11/5/2013	Principal's A...		Candice Bla...	reimbursem...	[Reserve Ac...			90.83
11/5/2013	Principal's A...		Culligan Of ...	water	[Reserve Ac...			13.00
11/8/2013	Principal's A...		Various	cookie dough	[Reserve Ac...			-650.07
11/9/2013	Principal's A...		CSES PTO	Spirit Cart	[Reserve Ac...			34.00
11/18/2013	Principal's A...			B-ball referee	[Reserve Ac...			40.00
11/18/2013	Principal's A...			B-ball referee	[Reserve Ac...			40.00
11/18/2013	Principal's A...			B-ball referee	[Reserve Ac...			40.00
11/18/2013	Principal's A...			B-ball referee	[Reserve Ac...			40.00
11/18/2013	Principal's A...			B-ball referee	[Reserve Ac...			40.00
11/18/2013	Principal's A...			B-ball referee	[Reserve Ac...			40.00
11/18/2013	Principal's A...		Great Ameri...	cookie dou...	[Reserve Ac...			8,549.66
11/18/2013	Principal's A...		CSES PTO	Spirit Cart	[Reserve Ac...			39.00
11/24/2013	Principal's A...		Candice Bla...	reimbursem...	[Reserve Ac...			261.44

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
11/24/2013	Principal's A...		ScootPad		[Reserve Ac...			592.56
12/2/2013	Principal's A...		Various		[Reserve Ac...			-141.60
12/3/2013	Principal's A...		Candice Bla...	reimbursem...	[Reserve Ac...			20.00
12/3/2013	Principal's A...		CSES PTO	Harkins pur...	[Reserve Ac...			1,025.00
12/11/2013	Principal's A...		CSES	remotes for...	[Reserve Ac...			1,672.71
12/16/2013	Principal's A...		Bobby Ruiz		[Reserve Ac...			72.00
12/16/2013	Principal's A...		Marshall Field		[Reserve Ac...			72.00
12/16/2013	Principal's A...		Ed Bills		[Reserve Ac...			72.00
12/16/2013	Principal's A...		David Grant		[Reserve Ac...			72.00
12/16/2013	Principal's A...		HUSD F & N	lunch for vo...	[Reserve Ac...			150.00
12/18/2013	Principal's A...		Candice Bla...	reimbursem...	[Reserve Ac...			94.62
12/24/2013	Principal's A...		Various	misc check	[Reserve Ac...			-482.00
1/14/2014	Principal's A...		CSES PTO		[Reserve Ac...			37.00
1/14/2014	Principal's A...		Destination I...		[Reserve Ac...			790.00
1/14/2014	Principal's A...		CSES PTO		[Reserve Ac...			38.00
1/16/2014	Principal's A...		Lauren Post...		[Reserve Ac...			50.00
1/16/2014	Principal's A...		Jennifer Miller		[Reserve Ac...			50.00
1/16/2014	Principal's A...		Pam Clark		[Reserve Ac...			50.00
1/16/2014	Principal's A...		Lynn Ness		[Reserve Ac...			50.00
1/16/2014	Principal's A...		Adrienne Ho...		[Reserve Ac...			50.00
1/16/2014	Principal's A...		Sparklett's		[Reserve Ac...			40.06
1/21/2014	Principal's A...		Various		[Reserve Ac...			-4,442.66
1/23/2014	Principal's A...		Lynn Brown	Grant reimb...	[Reserve Ac...			597.73
1/23/2014	Principal's A...		Qwizdom	Pam Clark ...	[Reserve Ac...			1,949.00
1/29/2014	Principal's A...		Sundogs		[Reserve Ac...			388.00
2/4/2014	Principal's A...		Candice Bla...	reimbursem...	[Reserve Ac...			27.06
2/7/2014	Principal's A...		Various		[Reserve Ac...			-192.28
2/13/2014	Principal's A...		Rotary Club		[Reserve Ac...			51.00
2/18/2014	Principal's A...		Cambrtum L...		[Reserve Ac...			163.02
2/18/2014	Principal's A...		HUSD F & N	lunch for vo...	[Reserve Ac...			150.00
3/4/2014	Principal's A...		Stacy Smith		[Reserve Ac...			129.42
3/4/2014	Principal's A...		Candice Bla...	reimbursem...	[Reserve Ac...			384.95
3/6/2014	Principal's A...		CSES PTO	Lunch Club	[Reserve Ac...			73.00
3/12/2014	Principal's A...		Various	Target check	[Reserve Ac...			-207.80
3/21/2014	Principal's A...			3rd Qtr PA...	[Reserve Ac...			50.00
3/21/2014	Principal's A...			3rd Qtr PA...	[Reserve Ac...			50.00
3/21/2014	Principal's A...			3rd Qtr PA...	[Reserve Ac...			50.00
3/21/2014	Principal's A...			3rd Qtr PA...	[Reserve Ac...			50.00
3/24/2014	Principal's A...		BMX Event	special event	[Reserve Ac...			850.00
4/1/2014	Principal's A...		CSES PTO		[Reserve Ac...			40.00
4/1/2014	Principal's A...		Lynn Brown	L. Brown G...	[Reserve Ac...			65.12
4/12/2014	Principal's A...		Various	Wells Farg...	[Reserve Ac...			-60.00
4/16/2014	Principal's A...		Candice Bla...	reimbursem...	[Reserve Ac...			263.80
4/16/2014	Principal's A...		Lynn Brown	L. Brown G...	[Reserve Ac...			19.41
4/16/2014	Principal's A...		CSES PTO		[Reserve Ac...			35.00
4/16/2014	Principal's A...		AZ K12 Center		[Reserve Ac...			80.00
4/16/2014	Principal's A...		Sparklett's		[Reserve Ac...			25.10
4/26/2014	Principal's A...		CSES PTO		[Reserve Ac...			14.00
4/26/2014	Principal's A...		Sparklett's		[Reserve Ac...			35.08
4/26/2014	Principal's A...		Bureau Of E...	I. Brown gr...	[Reserve Ac...			0.00
4/26/2014	Principal's A...		Various		[Reserve Ac...			-55.90
5/5/2014	Principal's A...			Teacher Ap...	[Reserve Ac...			50.00

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
5/5/2014	Principal's A...			Teacher Ap...	[Reserve Ac...			50.00
5/5/2014	Principal's A...			Teacher Ap...	[Reserve Ac...			50.00
5/5/2014	Principal's A...			Teacher Ap...	[Reserve Ac...			50.00
5/5/2014	Principal's A...			Teacher Ap...	[Reserve Ac...			50.00
5/5/2014	Principal's A...		HUSD F & N	lunch for vo...	[Reserve Ac...			100.00
5/6/2014	Principal's A...		Candice Bla...	reimbursem...	[Reserve Ac...			91.48
5/6/2014	Principal's A...		D. Grant	security at ...	[Reserve Ac...			144.00
5/6/2014	Principal's A...		Jason Lohman	security at ...	[Reserve Ac...			144.00
5/8/2014	Principal's A...		HUSD F & N	Appreciatio...	[Reserve Ac...			140.00
5/18/2014	Principal's A...		Triumph Lea...		[Reserve Ac...			718.78
5/19/2014	Principal's A...		CSES PTO	lunch club t...	[Reserve Ac...			40.00
5/19/2014	Principal's A...			4th Qtr PA...	[Reserve Ac...			50.00
5/19/2014	Principal's A...			4th Qtr PA...	[Reserve Ac...			50.00
5/19/2014	Principal's A...			4th Qtr PA...	[Reserve Ac...			50.00
5/19/2014	Principal's A...			4th Qtr PA...	[Reserve Ac...			50.00
5/19/2014	Principal's A...		Sparklett's	water	[Reserve Ac...			2.14
5/22/2014	Principal's A...		Candice Bla...	reimbursem...	[Reserve Ac...			203.36
5/27/2014	Principal's A...		CSES PTO	lunch club t...	[Reserve Ac...			37.00
5/29/2014	Principal's A...		Various		[Reserve Ac...			-72.00
5/22/2014	Reserve for ...		Nicole Hepw...	muffins with...	[Reserve Ac...			29.53
4/18/2014	Reserve for ...		Out Of Africa	Out of Afric...	[Reserve Ac...			111.40
4/30/2014	Reserve for ...		Various		[Reserve Ac...			-22.00
5/22/2014	Reserve for ...		Stacy Smith	donuts & m...	[Reserve Ac...			47.79
9/3/2013	Reserve for ...		CSES PTO	payback to ...	[Reserve Ac...			25.00
4/30/2014	Reserve for ...		Various		[Reserve Ac...			-176.00
4/30/2014	Reserve for ...		Lani Hammo...		[Reserve Ac...			88.15
5/5/2014	Reserve for ...		Opening Bal...		[Reserve for ...			0.00
10/14/2013	Reserve for ...		Various		[Reserve Ac...			-795.00
12/18/2013	Reserve for ...		Tammy Turner	X-mas party	[Reserve Ac...			352.63
12/24/2013	Reserve for ...		Various	misc check	[Reserve Ac...			-50.00
2/7/2014	Reserve for ...		Various		[Reserve Ac...			-19.00
5/22/2014	Reserve for ...		Tammy Turner	retirement c...	[Reserve Ac...			100.39
5/22/2014	Reserve for ...		Doug Willia...		[Reserve Ac...			152.87
3/4/2014	Reserve for ...		Opening Bal...		[Reserve for ...			0.00
8/5/2013	Reserve for ...		Various	20 to Yearb...	[Reserve Ac...			-20.00
9/2/2013	Reserve for ...		Opening Bal...		[Reserve for ...			0.00
7/1/2013 - 8/30/2014								-5,056.30
BALANCE 8/30/2014								12,479.35

**TOTAL INFLOWS** 88,402.03

**TOTAL OUTFLOWS** -93,458.33

**NET TOTAL** -5,056.30

# Business Checking Plus

Account number: \_\_\_\_\_ ■ June 1, 2014 - June 30, 2014 ■ Page 1 of 4



COYOTE SPRINGS ELEMENTARY SCHOOL PTO  
6625 N CATTLETRACK RD  
PRESCOTT VALLEY AZ 86314-3385

## 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 6995

Portland, OR 97228-6995

## Your Business and Wells Fargo

### Wells Fargo Works for Small Business website

The Wells Fargo Works site offers free access to business information and advice through videos, articles, and other small business resources. This site offers objective information from industry experts, best practices from real business owners, as well as numerous Wells Fargo solutions that can help you run your business. Learn more about Wells Fargo Works at [wellsfargoworks.com](http://wellsfargoworks.com)

## Account options

A check mark in the box indicates you have these convenient services with your account(s). 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	\$4,211.43
Deposits/Credits	0.03
Withdrawals/Debits	- 223.54
Ending balance on 6/30	\$3,987.92
Average ledger balance this period	\$4,000.34

Account number: \_\_\_\_\_

COYOTE SPRINGS ELEMENTARY SCHOOL PTO

Arizona account terms and conditions apply

For Direct Deposit 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	\$0.03
Average collected balance	\$3,998.00
Annual percentage yield earned	0.01%
Interest earned this statement period	\$0.03
Interest paid this year	\$0.31

### Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
6/2	2485	Check		144.01	
6/2	2489	Check		28.53	4,037.89
6/5	2483	Check		50.00	3,987.89
6/30		Interest Payment	0.03		3,987.92
Ending balance on 6/30					3,987.92
Totals			\$0.03	\$223.54	

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
2483	6/5	50.00	2485 *	6/2	144.01	2489 *	6/2	28.53

\* Gap in check sequence.

### 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 06/01/2014 - 06/30/2014      Standard monthly service fee \$18.00      You paid \$0.00

The bank has waived the fee for this fee period.

#### How to avoid the monthly service fee

Have any ONE of the following account requirements

- Minimum daily balance
- Average ledger balance

or

Minimum required

\$5,000.00

\$10,000.00

This fee period

\$3,987.89 ☐

\$4,000.00 ☐

### Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Transactions	3	150	0	0.50	0.00
Total service charges					\$0.00

Account number:

■ June 1, 2014 - June 30, 2014 ■ Page 3 of 4



Did you know that you can review your safe deposit box information through Wells Fargo Business Online Banking? Sign on to business online banking at [wellsfargo.com/biz](http://wellsfargo.com/biz) and go to your account summary page to review details.



## General statement policies for Wells Fargo Bank

■ **Notice:** Wells Fargo Bank, N.A. may furnish information about accounts belonging to individuals, including sole proprietorships, to consumer reporting agencies. If this applies to you, you have the right to dispute the accuracy of information that we have reported by writing to us at: Overdraft Collections and Recovery, P.O. Box 5056, Portland, OR 97208-5056.

**You must describe the specific information that is inaccurate or in dispute and the basis for any dispute with supporting documentation. In the case of information that relates to an identity theft, you will need to provide us with an identity theft report.**

## Account Balance Calculation Worksheet

1. Use the following worksheet to calculate your overall account balance.
2. Go through your register and mark each check, withdrawal, ATM transaction, payment, deposit or other credit listed on your statement. Be sure that your register shows any interest paid into your account and any service charges, automatic payments or ATM transactions withdrawn from your account during this statement period.
3. Use the chart to the right to list any deposits, transfers to your account, outstanding checks, ATM withdrawals, ATM payments or any other withdrawals (including any from previous months) which are listed in your register but not shown on your statement.

## 四、平假名

A. The ending balance shown on your statement ..... \$ \_\_\_\_\_

**ADD**

B. Any deposits listed in your register or transfers into your account which are not shown on your statement.

\$	_____
\$	_____
\$	_____
+	\$ _____
..... TOTAL \$ _____	

**CALCULATE THE SUBTOTAL**  
(Add Parts A and B)

..... TOTAL \$ .....

## SUBTRACT

C. The total outstanding checks and withdrawals from the chart above ..... - \$ \_\_\_\_\_

**CALCULATE THE ENDING BALANCE**  
(Part A + Part B - Part C)

This amount should be the same as the current balance shown in your check register . . . . . \$ \_\_\_\_\_

[illegible]

# Wells Fargo Combined Statement of Accounts

Primary account number:

June 1, 2014 - June 30, 2014 Page 1 of 6



COYOTE SPRINGS ELEMENTARY SCHOOL PTO  
6625 N CATTLETRACK RD  
PRESCOTT VALLEY AZ 86314-3385

## 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)

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P.O. Box 6995

Portland, OR 97228-6995

## Your Business and Wells Fargo

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## Account options

A check mark in the box indicates you have these convenient services with your account(s). 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/Prepaid and Savings

Account	Page	Account number	Ending balance last statement	Ending balance this statement
Advantage Business Package Checking	2		12,754.29	12,662.12
Business Market Rate Savings	4		0.01	0.01
Total deposit accounts			\$12,754.30	\$12,662.13





## Advantage Business Package Checking

### Activity summary

Beginning balance on 6/1	\$12,754.29
Deposits/Credits	311.08
Withdrawals/Debits	- 383.25
Ending balance on 6/30	\$12,682.12
Average ledger balance this period	\$12,519.98

Account number:

COYOTE SPRINGS ELEMENTARY SCHOOL PTO

Arizona account terms and conditions apply

For Direct Deposit 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

### Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
6/2	10403	Check		144.02	
6/2	10408	Check		32.19	
6/2	10410	Check		22.53	12,655.55
6/4		Electronic Scrip Rebate 140602 6492250 Coyote Springs Element	4.96		12,660.51
6/6	10412	Cashed Check		52.23	12,608.28
6/13	10411	Check		32.28	12,476.00
6/18		Recurring Transfer to Coyote Springs Elem Business Market Rate Savings Ref #Op02MS0Hbi xxxxxx1531		100.00	12,376.00
6/23		Recurring Transfer From Coyote Springs Elem Business Market Rate Savings Ref #Op05Jwhb4x xxxxxx1531	100.00		12,476.00
6/28		Electronic Scrip Rebate 140625 6492250 Coyote Springs Element	206.12		12,682.12
Ending balance on 6/30					12,682.12
Totals			\$311.08	\$383.25	

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
10403	6/2	144.02	10410 *	6/2	22.53	10412	6/9	52.23
10408 *	6/2	32.19	10411	6/13	32.28			

\* Gap in check sequence.

### 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/feesfaq](http://wellsfargo.com/feesfaq) to find answers to common questions about the monthly service fee on your account.

Fee period 06/01/2014 - 06/30/2014

Standard monthly service fee \$8.00

You paid \$0.00

How to avoid the monthly service fee (complete 1 AND 2)

Minimum required

This fee period

1) Have any ONE of the following account requirements

**Monthly service fee summary (continued)****How to avoid the monthly service fee (complete 1 AND 2)**

- Average ledger balance
- Monthly automatic transfer to a Wells Fargo savings account
- Qualifying transaction from a linked Wells Fargo Business Payroll Services account
- Qualifying transaction from a linked Wells Fargo Merchant Services account
- Combined balances in linked accounts, which may include
  - Average ledger balances in business checking, savings, and time accounts
  - Most recent statement balance of business credit card, Wells Fargo Secured Credit Card, BusinessLine<sup>®</sup> line of credit, Secured BusinessLine<sup>®</sup> line of credit, Wells Fargo Express Equity<sup>®</sup> line of credit, and Wells Fargo BusinessLoan<sup>®</sup> term loan
  - Combined average daily balances from the previous month for Business PrimeLoan<sup>™</sup>, Wells Fargo Express Equity<sup>®</sup> loan, Wells Fargo Express Refi<sup>®</sup> loan, Wells Fargo Purchase Advantage<sup>™</sup> loan, Wells Fargo Small Business Advantage<sup>®</sup> line of credit, Equipment Express<sup>®</sup> loan, and Equipment Express<sup>®</sup> Single Even<sup>®</sup> loan

Minimum required  
\$6,000.00  
\$100.00  
1  
1  
\$6,000.00

This fee period  
\$12,520.00 ☒  
\$100.00 ☒  
0 ☐  
0 ☐  
☒

**2) Complete the package requirements**

- Have qualifying linked accounts or services in separate categories\*

3

☒

\*Includes Wells Fargo business accounts and services such as debit card, savings accounts, active Online Banking, credit card, loans and lines of credit.  
wowa

**Account transaction fees summary**

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Transactions	7	150	0	0.50	0.00
<b>Total service charges</b>					<b>\$0.00</b>

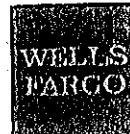


Did you know that you can review your safe deposit box information through Wells Fargo Business Online Banking? Sign on to business online banking at [wellsfargo.com/biz](http://wellsfargo.com/biz) and go to your account summary page to review details.

**IMPORTANT ACCOUNT INFORMATION**

Effective September 15, 2014, the bonus interest rate applied to Business Market Rate Savings accounts linked to an eligible Wells Fargo Business Services<sup>®</sup> Package will be discontinued. The interest rate on your Business Market Rate Savings account will revert to the Bank's current standard interest rate and is subject to change at any time.

If you have questions about this change contact your local banker or call the number listed at the top of your statement. Please note, the Business Account Fee and Information Schedule and the Business Account Agreement, as amended, continue to apply.



## Business Market Rate Savings

### Activity summary

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

Account number:

COYOTE SPRINGS ELEMENTARY SCHOOL PTO

Arizona account terms and conditions apply

For Direct Deposit 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
6/16	Recurring Transfer From Coyote Springs Elem Business Checking Ref #Ops2M88Hbl xxxxxx4080	100.00		100.01
6/23	* Recurring Transfer to Coyote Springs Elem Business Checking Ref #Ops5Jh1b4x xxxxxx4080		100.00	0.01
	Ending balance on 6/30			0.01
	Totals	\$100.00	\$100.00	

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

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

### 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/feesfaq](http://wellsfargo.com/feesfaq) to find answers to common questions about the monthly service fee on your account.

Fee period 06/01/2014 - 06/30/2014	Standard monthly service fee \$6.00	You paid \$0.00
How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following account requirements		
• Average collected balance	\$500.00	\$23.00 <input type="checkbox"/>
• Automatic transfer from an eligible Wells Fargo business checking account	\$100.00	\$100.00 <input checked="" type="checkbox"/>

v/c/c



## IMPORTANT ACCOUNT INFORMATION

### Excess Activity in a Savings Account

Regulation D and the Bank limit certain types of withdrawals and transfers from each savings or money market account to a combined total of six (6) per monthly statement period (exceptions to the statement period may apply). The limited items include all transfers and payments through Online Banking (including Mobile and Text Banking) or the telephone (automated and banker-assisted); pre-authorized transfers and withdrawals (including recurring and one time); checks and debit or ATM card purchases; transfers for Overdraft Protection; transfers and payments to Wells Fargo credit cards, lines of credit, and loans; and all wires (whether in person, on the telephone or online).

Except for wire transfers, there are no limits on withdrawals or transfers made in person, at an ATM or Wells Fargo banking location or any types of deposits.

An excess activity fee of \$15 is assessed for transactions exceeding the limit and accounts that exceed the limit on more than an occasional basis will be converted to a checking account (or closed). If the withdrawal and transfer limit is reached, we may decline transfers and withdrawals for the remainder of the monthly statement period (exceptions to the statement period may apply) to help you avoid a fee and account conversion or closure.

For additional information, see your Account Agreement, talk with a local banker, or call the number on the top of your statement.



## General statement policies for Wells Fargo Bank

**Notice:** Wells Fargo Bank, N.A. may furnish information about accounts belonging to individuals, including sole proprietorships, to consumer reporting agencies. If this applies to you, you have the right to dispute the accuracy of information that we have reported by writing to us at: Overdraft Collections and Recovery, P.O. Box 5058, Portland, OR 97208-5058.

**You must describe the specific information that is inaccurate or in dispute and the basis for any dispute with supporting documentation. In the case of information that relates to an identity theft, you will need to provide us with an identity theft report.**

## Account Balance Calculation Worksheet

1. Use the following worksheet to calculate your **overall** account balance.
2. Go through your register and mark each check, withdrawal, ATM transaction, payment, deposit or other credit listed on your statement. Be sure that your register shows any interest paid into your account and any service charges, automatic payments or ATM transactions withdrawn from your account during this statement period.
3. Use the chart to the right to list any deposits, transfers to your account, outstanding checks, ATM withdrawals, ATM payments or any other withdrawals (including any from previous months) which are listed in your register but not shown on your statement.

**— 274 —**

**A. The ending balance**  
shown on your statement ..... \$

**ADD**

8. Any deposits listed in your register or transfers into your account which are not shown on your statement. + \$ \_\_\_\_\_

..... **TOTAL \$** \_\_\_\_\_

### CALCULATE THE SUBTOTAL

**(Add Parts A and B)**

.....TOTAL \$

## SUBTRACT

**C. The total outstanding checks and withdrawals from the chart above ..... - \$**

**CALCULATE THE ENDING BALANCE**

**(Part A + Part B - Part C)**

**This amount should be the same as the current balance shown in your check register . . . . .**

\$.

[illegible]



## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **K 6**  
FROM: JoAnne Bindell, Principal MVES Reading  
DATE: September 9, 2014 Discuss  
SUBJECT: Approval of MVES PTO Action  
Consent **X**

---

OBJECTIVE: Goal #3 Increase parental and 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 are to be recognized by the Board. This recognition allows the District's liability insurance carrier, the Arizona Risk Retention Trust, to cover the organization's school related activities.

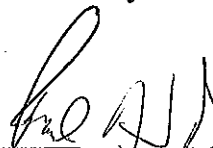
### SUMMARY & RECOMMENDATION:

The MVES PTO 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.

(Sample Motion) It is recommended that the Governing Board approve  
**Move to recognize the MVES PTO for the 2014-2015 school year**

Approved for transmittal to the Governing Board:

  
Dr. Paul H. Stanton, Superintendent

Questions should be directed to: JoAnne Bindell - 759-4705

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

Name of Organization Parent Teacher Organization School Mountain View

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

OFFICERS:  
Name: Dawn Medford

Name: Teri Medrano

Office Held: President

Office Held: Treasurer

Address: 9100 E Manley Dr  
PV AZ 86314

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

Phone(s): 928-899-4942

Phone(s): (928) 759-2755

Email: damedford@gmail.com

Email: mrs.kine@msn.com

Date taking office: 7-31-2014

Date taking office: 7/31/14

Name: Sue Ward

Name: Micki Mraz

Office Held: Vice President

Office Held: Secretary

Address: 8650 E Rustler Dr  
PV AZ 86314

Address: 3475 N Sycarro Dr  
4384 PV AZ 86314

Phone(s): 759-2706

Phone(s): 460-3964

Email: Susan.Ward@humboldt

Email: \_\_\_\_\_

Date taking office: 7-31-14

Date taking office: 7/31/14

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 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? QUARTERLY

*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] 8/4/2014  
Signature Date

[Signature] 8-18-14  
Signature Date

[Signature] 8/18/14  
Signature Date

[Signature] 8/18/14  
Signature Date

Principal's Approval: Signature [Signature] Date: 8/18/14



# **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. APTO 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.



JPMorgan Chase Bank, N.A.  
P O Box 669754  
San Antonio, TX 78265-9754

July 01, 2014 through July 31, 2014  
Account Number: 000000785318528

00053667 1 AV 0.381



00053667 DRE 001 141 21514 NNNNNNNNNN T 1 000000000 65 0000 T2242983 P69322

MOUNTAIN VIEW SOCIAL COMMITTEE PTO  
8801 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: 1-713-282-1679

### CHECKING SUMMARY

Chase Nonprofit Business Classic

	INSTANCES	AMOUNT
Beginning Balance		\$370.04
Fees and Other Withdrawals	1	- 2.00
Ending Balance	1	\$368.04

### FEES AND OTHER WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
07/31	Service Fee	\$2.00
Total Fees & Other Withdrawals		\$2.00

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

### DAILY ENDING BALANCE

DATE	AMOUNT
07/31	\$368.04

### SERVICE CHARGE SUMMARY

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

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

July 01, 2014 through July 31, 2014

Account Number: 000000785319526

## CUSTOMER SERVICE INFORMATION

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

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

100000 65 0000 T2242953 P69322  
 O

## My Transaction Summary

\*\*\*\*\*

Transaction #29  
 Account Number Ending In: 9526  
 Checking Deposit \$143.97

Further review may result in delayed availability of this deposit

JPMorgan Chase Bank, N.A.  
 Prescott Valley, Branch 000277  
 1-800-935-9935  
 Member FDIC, Equal Housing Lender  
 Please keep your receipt  
 08/12/2014 12:22

Business Date 08/12/2014  
 Session #14

Thank you - Frank  
 Cashbox #08

## Inprofit BusinessClassic

ICES	AMOUNT
	\$370.04
1	- 2.00
1	\$368.04

ALS

AMOUNT  
 \$2.00  
 \$2.00

## Total Fees &amp; Other Withdrawals

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
07/31	\$368.04

## SERVICE CHARGE SUMMARY

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

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





## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # *K 7*  
FROM: Bucky Bates, Principal, Granville Elementary School Reading  
DATE: September 9, 2014 Discuss  
SUBJECT: Approval of Parent Support Organization for Granville Elementary School Action  
Consent *X*

---

OBJECTIVE: Goal # 3 - Increase Parent/Community Involvement

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### 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 2014-2015 school year.*

Approved for transmittal to the Governing Board:

  
Dr. Paul H. Stanton, Superintendent

Questions should be directed to: Bucky Bates, Principal - 759-4805

# 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:

Name: Karrie Platt  
President  
Office Held: \_\_\_\_\_  
4361 N. Lone Cactus Drive  
Address: \_\_\_\_\_  
Prescott Valley, AZ 86314  
480-240-8042  
Phone(s): \_\_\_\_\_  
ierkarplatt@yahoo.com  
Email: \_\_\_\_\_  
08/12/14  
Date taking office: \_\_\_\_\_

Name: Lisa Pasalich  
Vice President  
Office Held: \_\_\_\_\_  
5721 N. Bronco Lane  
Address: \_\_\_\_\_  
Prescott Valley, AZ 86314  
928-925-8588  
Phone(s): \_\_\_\_\_  
brooklynemma@yahoo.com  
Email: \_\_\_\_\_  
08/12/14  
Date taking office: \_\_\_\_\_

Name: Kristi Letendre  
Treasurer  
Office Held: \_\_\_\_\_  
4768 N Calle Santa Cruz  
Address: \_\_\_\_\_  
Prescott Valley, AZ 86314  
928-533-6499  
Phone(s): \_\_\_\_\_  
letendrefamily@cableone.net  
Email: \_\_\_\_\_  
08/12/14  
Date taking office: \_\_\_\_\_

Name: Aimee Stirling  
Secretary  
Office Held: \_\_\_\_\_  
9525 N Talbot Drive  
Address: \_\_\_\_\_  
Prescott Valley, AZ 86314  
435-862-8551  
Phone(s): \_\_\_\_\_  
aimeestirling@gmail.com  
Email: \_\_\_\_\_  
08/12/14  
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? Monthly Executive meetings held how often? Quarterly

*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.*

Karrie Platt 8/18/14  
Signature Date

Kristi Letendre 8/18/14  
Signature Date

Lisa Pasalich 8-18-14  
Signature Date

Aimee Stirling 8-18-14  
Signature Date

Principal's Approval: Signature [Signature] Date: 8-18-14

# **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.

**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.



# Granville Elementary School PTO

5250 N. Stover Dr., Prescott Valley, AZ 86314

Phone: (928) 759-4800 Fax: (928) 772-2647

facebook.com/GranvillePTO ■ GranvilleElementaryPTO@gmail.com

## 2014-2015 PTO Budget

### Income:

Christmas store	\$2,000.00
Fall Festival	\$3,000.00
Gecko Walk	\$3,000.00
Cookie Dough	\$10,000.00
Papa John's	\$400.00
Movie Night	\$150.00
Membership Dues	\$300.00
BoxTops	\$2,500.00
Science Boards	\$200.00
Spiritwear	\$1,200.00
Summer Movie Fun	\$1,600.00
Yearbook sales	\$3,250.00
Yearbook Advertising	\$650.00
<b>Total:</b>	<b>\$28,250.00</b>

### Expenses:

Bank Fees	\$250.00
Return Checks	\$100.00
Referee's	\$2,000.00
Teacher Requests	\$8,000.00
Christmas Store	\$1,000.00
Fall Festival	\$500.00
Gecko Walk	\$1,000.00
Family Movie Night	\$150.00
Subscriptions	\$500.00
BookTop Payout	\$2,500.00
Field Day	\$300.00
Student Recognition	\$1,500.00
Teacher App. Fall Festival	\$2,500.00
Teacher App. Meals	\$800.00
Teacher/Staff App. Week	\$800.00
Summer Movie tickets	\$1,325.00
T-Shirts / Spiritwear	\$1,125.00
Yearbook	\$3,900.00
<b>Total:</b>	<b>\$28,250.00</b>

**Granville Elementary PTO  
Budget 2014-2015**

**Income:**

Christmas store	\$2,000.00
Fall Festival	\$3,000.00
Gecko Walk	\$3,000.00
Cookie Dough	\$10,000.00
Papa John's	\$400.00
Movie Night	\$150.00
Membership Dues	\$300.00
BoxTops	\$2,500.00
Science Boards	\$200.00
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**Expenses:**

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Referee's	\$2,000.00
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Fall Festival	\$500.00
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Field Day	\$300.00
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Summer Movie tickets	\$1,325.00
T-Shirts / Spiritwear	\$1,125.00
Yearbook	\$3,900.00
<b>Total:</b>	<b>\$28,250.00</b>

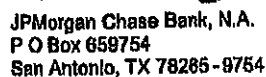
# Granville PTO Treasurer Report

May - July 2014

Date	Money In	Date	Money Out
5/8/2014	Yearbook	5/4/2014	Back Burner - Teacher appreciation
5/8/2014	Summer Movie Fun	5/8/2014	Jay Wiser - Piano Tunning
5/8/2014	Cumpeters for Education	5/8/2014	Walmart - Labies for Yearbooks
5/8/2014	Spiritwear and Papa Johns Pizza Night	5/8/2014	Az Diamondbacks - Music Field trip
5/14/2014	Yearbook, box tops, Gecko Walk	5/13/2014	ProForma Bracelets for walk a thon
5/19/2014	Yearbook & Summer movie fun tickets	5/14/2014	Box Top Money
5/19/2014	Walk - A - Thon	5/14/2014	Supplies Walk a thon
5/29/2014	Escrip - Safeway rewards	5/16/2014	Walmart - perfect attendance Gifts
		5/19/2014	Walmart - perfect attendance Gifts
		5/20/2014	Ordered PTO Checks
		5/20/2014	Walmart - 4th quarter Prize
			<b>May Total: \$3,161.09</b>
6/12/2014	LifeTouch & Summer movie fun Tickets	6/4/2014	Hydroseeding the field
6/26/2014	Escrip Safeway Reward	6/24/2014	DJ Robert - Field Day
			<b>June Total: \$5,687.74</b>
7/29/2014	Fry's / Albertsons Rewards	7/9/2014	Office Max Paper for Postcards
7/31/2014	Papa john's Pizza night from May	7/22/2014	Sir Speedy - spiritwear
		7/23/2014	Smencils - Give away pencils
		7/24/2014	Home Depot - Mower
		7/30/2014	Donut Factory - Welcome back
		7/31/2014	Dollar Tree - Supplies
			<b>July Total: \$2,512.88</b>

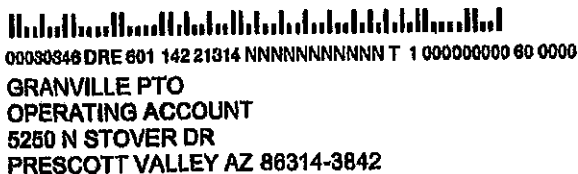
End of May Balance Checking:	\$11,453.26
End of July Balance Checking:	\$3,451.02





July 01, 2014 through July 31, 2014  
Account Number: **000000740263579**

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



## Chase BusinessSelect Checking

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$6,659.47</b>
Deposits and Additions	2	509.38
Checks Paid	1	- 56.76
ATM & Debit Card Withdrawals	6	- 2,496.07
Fees and Other Withdrawals	2	- 165.00
<b>Ending Balance</b>	<b>11</b>	<b>\$3,451.02</b>

DATE	DESCRIPTION	AMOUNT
07/29	Deposit 1336421799 Fry's + Albertson's Community Rewards	\$442.16
07/31	Deposit 1080871131 Papa John's Pizza Night From May	67.22
Total Deposits and Additions		2014 \$509.38

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1326 ^	Sir Speedy Shirts	07/22	\$56.76
<b>Total Checks Paid</b>			<b>\$56.76</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.**

<sup>a</sup> An image of this check may be available for you to view on Chase.com.



July 01, 2014 through July 31, 2014  
Account Number: 000000740263579

### ATM & DEBIT CARD WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
07/09	Card Purchase With Pin 07/09 Office Max 1931 East H Prescott AZ Card 6349 <i>Postcard Paper</i>	\$10.79
07/15	Card Purchase 07/14 Sic*Smartlivingcorp.Com 8008536502 CA Card 9666 <i>Subscription</i>	39.95
07/23	Card Purchase 07/22 Int*Scentco, Inc 619-582-9800 CA Card 6349 <i>Pencils for Mr Bates</i>	275.00 <i>to give away</i>
07/24	Card Purchase 07/22 Homedepot.Com 800-430-3376 CA Card 6349 <i>mower</i>	2,125.94
07/30	Card Purchase 07/29 Donut Factory Prescott AZ Card 6349 <i>for Teachers Welcome Back</i>	38.96
07/31	Card Purchase With Pin 07/31 DollarTree Prescott Vall AZ Card 6349 <i>meet Teacher night supplies</i>	5.43
Total ATM & Debit Card Withdrawals		\$2,496.07

### ATM & DEBIT CARD SUMMARY

Kristl Letendre Card 6349

Total ATM Withdrawals & Debits	\$0.00
Total Card Purchases	\$2,456.12
Total Card Deposits & Credits	\$0.00

Mayra Enriquez Card 9666

Total ATM Withdrawals & Debits	\$0.00
Total Card Purchases	\$39.95
Total Card Deposits & Credits	\$0.00

ATM & Debit Card Totals

Total ATM Withdrawals & Debits	\$0.00
Total Card Purchases	\$2,496.07
Total Card Deposits & Credits	\$0.00

### FEES AND OTHER WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
07/31	07/31 Withdrawal <i>Peti Cash for T-shirt sells Meet Teacher Night</i>	\$150.00
07/31	Service Fee	15.00
Total Fees & Other Withdrawals		\$165.00

### DAILY ENDING BALANCE

DATE	AMOUNT
07/09	\$5,648.68
07/15	5,608.73
07/22	5,551.97
07/23	5,276.97
07/24	3,151.03



July 01, 2014 through July 31, 2014  
Account Number: 000000740263579

### DAILY ENDING BALANCE *(continued)*

DATE	AMOUNT
07/29	3,593.19
07/30	3,554.23
07/31	3,451.02

### SERVICE CHARGE SUMMARY

You were charged a monthly service fee this month. Your Chase BusinessSelect Checking monthly Service Fee can be waived in five different ways during any statement period:

- Maintain an average daily balance of \$7,500.00. Your average daily balance was \$5,020.00. OR
- Maintain a relationship balance of \$25,000.00 or more during the statement period. Your relationship balance was \$7,415.00. OR
- Link a qualifying personal checking account to your Chase BusinessSelect Checking account. You have no qualifying personal account linked. OR
- Spend at least \$1,000.00 on a linked Chase Business Credit Card. You spent \$0.00. OR
- Pay at least \$50.00 in qualifying checking-related services or fees. You paid \$0.00.

See your Account Rules and Regulations or stop in to see a banker today to find out more.

#### TRANSACTIONS FOR SERVICE FEE CALCULATION

	NUMBER OF TRANSACTIONS
Checks Paid / Debits	8
Deposits / Credits	2
Deposited Items	3
Transaction Total	13

#### SERVICE FEE CALCULATION

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





July 01, 2014 through July 31, 2014  
Account Number: 000000740263579

## BALANCING YOUR CHECKBOOK

**Note:** Ensure your checkbook register is up to date with all transactions to date whether they are included on your statement or not.

1. Write in the Ending Balance shown on this statement:

Step 1 Balance: \$ \_\_\_\_\_

2. List and total all deposits & additions not shown on this statement:

Date	Amount	Date	Amount	Date	Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Step 2 Total: \$ \_\_\_\_\_

3. Add Step 2 Total to Step 1 Balance.

Step 3 Total: \$ \_\_\_\_\_

4. List and total all checks, ATM withdrawals, debit card purchases and other withdrawals not shown on this statement.

Check Number or Date	Amount	Check Number or Date	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Step 4 Total: -\$ \_\_\_\_\_

5. Subtract Step 4 Total from Step 3 Total. This should match your Checkbook Balance: \$ \_\_\_\_\_

**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:** Call or write us at the phone number or address on the front of this statement (non-personal accounts contact Customer Service) if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

**IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS:** Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account.



JPMorgan Chase Bank, N.A. Member FDIC

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **K 8**  
FROM: Lisa Uvila, Principal- HES Reading  
DATE: September 9, 2014 Discuss  
SUBJECT: Approval of Panda Booster Organization for Humboldt Elementary School Action  
Consent X

---

OBJECTIVE: Goal # 3- Increase parental & 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/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 organization's school related activities.

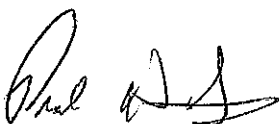
### SUMMARY & RECOMMENDATION:

The Panda Booster Organization from Humboldt Elementary 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.

(Sample Motion) It is recommended that the Governing Board approve  
***Move to recognize the Panda Booster Organization for Humboldt Elementary School for the 2014-2015 school year.***

Approved for transmittal to the Governing Board:

  
Dr. Paul H. Stanton, Superintendent

*Questions should be directed to: Lisa Uvila - 759-4405*

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

Name of Organization Panda Boosters School HES

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

OFFICERS:  
Name: Keli Neal

Office Held: President

Address: 1248 S. Hwy 69

Dewey, AZ 86327

Phone(s): 928-853-7810

Email: Kcj2202@msn.com

Date taking office: 7/31/14

Name: Amber Baltera

Office Held: Vice President

Address: 13062 E Durango

Dewey, AZ 86327

Phone(s): 831-682-0205

Email: amber\_balter@mac.com

Date taking office: 7/31/14

Name: Trish Budd

Office Held: Secretary

Address: 3472 Catherine Dr

Prescott Vly, AZ 86314

Phone(s): 928-772-0125

Email: trisha.budd@humboldtunified.com

Date taking office: 7/31/14

Name: Desirae Pitt

Office Held: Treasurer

Address: 982 N. Ceballos Ct

Dewey, AZ 86327

Phone(s): 928-713-1889

Email: desirae.pitt@hotmail.com

Date taking office: 7/31/14

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 are required**

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

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.

Signature Amber Baltera Date 8/6/14

Signature Desirae Pitt Date 8-6-14

Principal's Approval: Signature Lisa P. Vande Date: 8/7/14

Signature Trish Budd Date 8/6/14

Signature Keli Neal Date 8/7/14

Signature Lisa P. Vande Date: 8/7/14

AT1 000017199

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

2802-6188-12375

### 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

### Your BBVA Compass Account(s)

Please see important message regarding your  
CLEARCHOICE FOR BUSINESS account

## Summary of Accounts

### Deposit Accounts/ Other Products

Account	Account number	Ending balance last statement	Ending balance this statement
CLEARCHOICE FOR BUSINESS	6700978336	\$1,389.40	\$1,171.66
<b>Total Deposit Accounts</b>		<b>\$1,389.40</b>	<b>\$1,171.66</b>

\_\_\_\_\_

- Step 1** • Enter all checks, deposits, and other automated teller card (ATM) transactions in your register.
- Record all automated deductions, debit card transactions and electronic bill payments.
- Record and deduct service charges, check printing charges, or other bank fees.
- If you have an interest bearing account, add any interest earned shown on this statement.
- Step 2** • If applicable, sort checks in numerical order and mark in your register each check or other transaction that is listed on this statement.
- Step 3** • List any deposits or credits you have made that do not appear on this statement (see space provided below).
- Step 4** • List any checks you have written, debit card transactions, electronic payments and other deductions that do not appear on this statement (see space provided below).

Date/Description	Amount
<b>Step 3 Total</b>	\$

Date/Description	Check #	Amount
	<b>Step 4 Total</b>	<b>\$</b>

Step 5	Enter the "current balance" shown on this statement		
	Add total from Step 3		
	Subtotal		
	Subtract total from Step 4		
	This balance should equal your register balance		
	If it does not agree, see steps below	\$	

- Check all your addition and subtraction above in your register.
- Make sure you remembered to subtract service charges listed on this statement and add any interest earned to your register.
- Amounts of deposits and withdrawals on this statement should match your register entries.
- If you have questions or need assistance, please refer to the phone number on the front of this statement.

In case of errors or questions about your Electronic Transfers, write to BBVA Compass Bank, Operations Compliance Support, P.O. Box 10566, Birmingham, AL 35296. Or simply call your local customer service number printed on the front of this statement. Call or write as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 60 days after we sent the first statement on which the error or problem appeared.

- We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (20 on claims on accounts opened less than 30 calendar days) to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

### Overdraft Protection

**Overdraft Protection**

**Calculation of Interest Charge and Balance Subject to Interest Rate.** The interest charge is computed using your annual percentage rate divided by 365 or, in the case of a leap year, 366, which gives you the "Applicable Rate." Although we calculate the interest charge by applying the Applicable Rate to each daily balance, the interest charge can also be calculated by multiplying the Applicable Rate by the "average daily balance" (Balance Subject to Interest Rate) shown on this statement, then multiplying that sum by the number of days in the billing cycle. To get the "Balance Subject to Interest Rate" shown on this statement we take the beginning balance of your account less any unpaid finance charges each day, add any new advances or debits, and subtract any payments or credits. This gives us the daily balance. Then we add all the daily balances for the billing cycle and divide by the number of days in the billing cycle. This gives us the "average daily balance" shown on the statement as "Balance Subject to Interest Rate".

**Payments.** Payments to your overdraft protection loan account made through our tellers or deposited at our automated teller machines (ATMs) Monday through Friday before the posted cut-off time will be posted to your account on the date they are accepted. Otherwise, they will be posted on the next business day. Payments made through our ATM's via a funds transfer will be posted on the date they are received or on the next business day if made after 6pm CT (6pm MT for Arizona accounts and 6pm PT for California accounts) Monday through Friday or anytime Saturday, Sunday or bank holidays. BBVA Compass Bank business days are Monday through Friday, excluding holidays.

If you think your statement is wrong, or if you need more information about a transaction on your statement, write your issue on a separate document and send it to Bankcard Center, P.O. Box 2210, Decatur, AL 35699-0001. Telephone Inquires may be made by calling your local BBVA Compass branch listed on the front of this statement to speak with a Customer Service Representative. Please note: a telephone inquiry will not preserve your rights under federal law. We must hear from you no later than sixty (60) days after we sent you the first statement on which the error or problem appeared.

- Tell us your name and account number (if any).
- Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or what you need more information.
- Tell us the dollar amount of the suspected error.

### Reporting Other Problems

**Reporting Other Problems**  
Please review your statement carefully. It is essential that any account errors or any improper transactions on your account be reported to us as soon as reasonably possible. If you fail to notify us of any suspected problems, errors or unauthorized transactions within the time periods specified in the deposit account agreement, we are not liable to you for any loss related to the problem, error or unauthorized transaction.

519



AT1 000003423

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

**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
CLEARCHOICE FOR BUSINESS	6700978336	\$1,171.66	\$1,156.71
<b>Total Deposit Accounts</b>		<b>\$1,171.66</b>	<b>\$1,156.71</b>

9929-22153-44305

- Step 1** • Enter all checks, deposits, and other automated teller card (ATM) transactions in your register.
- Record all automated deductions, debit card transactions and electronic bill payments.
- Record and deduct service charges, check printing charges, or other bank fees.
- If you have an interest bearing account, add any interest earned shown on this statement.
- Step 2** • If applicable, sort checks in numerical order and mark in your register each check or other transaction that is listed on this statement.
- Step 3** • List any deposits or credits you have made that do not appear on this statement (see space provided below).
- Step 4** • List any checks you have written, debit card transactions, electronic payments and other deductions that do not appear on this statement (see space provided below).

Date/Description	Amount
Step 3 Total	\$

Date/Description	Check #	Amount
	<b>Step 4 Total</b>	<b>\$</b>

<b>Step 5</b>	• Enter the "current balance" shown on this statement	
	• Add total from Step 3	
	• Subtotal	
	• Subtract total from Step 4	
	• This balance should equal your register balance	
	If it does not agree, see steps below	\$

- Check all your addition and subtraction above in your register.
- Make sure you remembered to subtract service charges listed on this statement and add any interest earned to your register.
- Amounts of deposits and withdrawals on this statement should match your register entries.
- If you have questions or need assistance, please refer to the phone number on the front of this statement.

**BBVA Compass is a trade name of Compass Bank, a member of the BBVA Group. Compass Bank, Member FDIC.**

# **Humboldt Elementary School**

## **Panda Booster Club - 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. Principal emergency fund will be available with limits set at \$150 per event but not to exceed a maximum of \$500 between two consecutive meetings.
5. Fiscal year shall be July 1 through June 30.
6. PANDA BOOSTER 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 PANDA BOOSTERS 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 PANDA BOOSTER members.
  - e) Standing committees shall present a report at the regular monthly PANDA BOOSTER meeting.

**Article 6: Voting (voted to suspend) 2012-2013**

1. All members of the Boosters in attendance may vote.
2. Quorum consists of six members.

**Article 7: Nominations and Elections (voted to suspend) 2012-2013**

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 PANDA BOOSTER 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.

[illegible][illegible]

[illegible]

\_\_\_\_\_

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **K 9**  
FROM: Tusanne Cordes, Principal-LVES Reading  
DATE: September 9, 2014 Discuss  
SUBJECT: Approval of Parent Support Organization for Lake Valley Elementary School – LVES Parent Teacher Organization (PTO) Action  
Consent X

---

**OBJECTIVE:** Goal # 3-Increase parental & 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/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 organization's school related activities.

### SUMMARY & RECOMMENDATION:

The Parent Teacher Organization from Lake Valley Elementary 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 the Parent Teacher Organization for Lake Valley Elementary School for the 2014-2015 school year.***

Approved for transmittal to the Governing Board:



Dr. Paul H. Stanton, Superintendent

*Questions should be directed to: Tusanne Cordes – 759-4205*

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

Name of Organization Lake Valley Elem School PTO School Lake Valley  
Related Student Organization or Club \_\_\_\_\_ Taxpayer I.D. No. 46-8219733  
(if applicable)

OFFICERS:  
Name: Carren Rosen

Name: Kristen Munchinsky

Office Held: President

Office Held: Vice President

Address: 5700 E Market St. #2024  
Prescott Valley AZ 86314

Address: 5040 E Regina Ct  
Prescott AZ 86301

Phone(s): 928 278-7741

Phone(s): 1-928-853-6376

Email: Carren23@gmail.com

Email: kmunchinsky@gmail.com

Date taking office: 5-15-14

Date taking office: 5-15-14

Name: Robert Walker

Name: Elaine Nielson

Office Held: Treasurer

Office Held: Secretary

Address: 7986 E. Knobs Pass  
Prescott Valley AZ 86314

Address: 1326 N. Goose Flat Way  
Prescott Valley, AZ 86314

Phone(s): 623-628-4906

Phone(s): (928) 420-3522

Email: rswj12002@yahoo.com

Email: Elaine.Nielson@outlook.com

Date taking office: 5-15-14

Date taking office: 5-15-14

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 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.

Carren Rosen 7-23-14  
Signature Date

[Signature] 7-23-14  
Signature Date

K. Munchinsky 7/23/14  
Signature Date

Elaine Nielson 7/23/14  
Signature Date



Principal's Approval: Signature Jusanne Cordes Date: 7-23-14

# Lake Valley Elementary School

## PTO

### Proposed 2014/2015 Budget

Budget: Starting with \$ 856.22

	in \$'s	% to total income
<b>Fund Raiser:</b>		
Fall Gear Up	\$250.00	3.2%
BoxTops	\$500.00	6.5%
Santa's Workshop	\$2,400.00	31.1%
Spring Cookie Dough	\$3,000.00	38.9%
Summer Movie Fun	\$100.00	1.3%
Frys Community rewards	\$600.00	7.8%
Flower sales		
Total for 2014-2015	\$6,850.00	88.9%
Total Income	\$ 7,706.22	

<b>Misc. Supplies</b>	(\$250)	-3.2%
Teacher Appreciation	(\$600)	-7.8%
Santa's Workshop	(\$2,000)	-26.0%
Fire Pal Carl	(\$40)	
New Teacher Gift	(\$153)	-2.0%
Spring cookie dough	(\$1,500)	
Total Expenses	(\$6,043)	-78.4%

Total amount left \$ 1,663.22 24.3%

# Lake Valley PTO 2013 Financial Statement

Date	Type	Amount	Reason	Total
5/23/2014	Debit	(\$48.71)	Teacher Appreciation Reimbursement	\$856.22
5/7/2014	Debit	(\$550.00)	Teacher Appreciation	\$904.93
5/6/2014	Deposit	\$250.56	BoxTops	\$1,454.93
4/30/2014	Debit	(\$200.00)	Administrator professionals	\$1,204.37
4/28/2014	Debit	(\$93.09)	Teacher Appreciation	\$1,404.37
4/2/2014	Deposit	\$70.00	From Referee money not used	\$1,497.46
3/28/2014	Deposit	\$10.56	Deposit from Community Relations	\$1,427.46
3/13/2014	Debit	\$380.80	Pay for Summer Movie Fun	\$1,416.90
3/10/2014	Deposit	\$476.00	Summer movie fun	\$1,797.70
1/9/2014	Deposit	\$ 400.50	Boxtops	\$ 1,321.70
1/9/2014	Deposit	\$ 20.00	Santas wkshop 2 checks	\$ 921.20
1/9/2014	Deposit	\$ 15.90	Albertsons	\$ 901.20
12/20/2013	Debit	\$ 2,191.31	Payment to penguin workshop	\$ 885.30
12/20/2013	Deposit	\$2,463.75	Santa's workshop	\$3,076.61
12/20/2013	Deposit	\$ 149.00	Workshop free box	\$ 612.86
12/20/2013	Deposit	\$70	Payback of change	\$ 463.86
12/19/2013	debit	\$ 50.00	cupcakes for teachers	\$ 393.86
12/13/2013	debit	\$125.00	Change for workshop and basket items	\$ 443.86
11/22/2013	Debit	\$ 75.00	Referee's for Basketball for LVES	\$ 568.86
11/15/2013	Debit	\$ 685.80	Purchase of shirts from Spirit Gear	\$ 643.86
11/15/2013	Deposit	\$ 762.00	Money from Spirit Gear	\$1,329.66
10/25/2013	Deposit	\$ 65.00	Money from T-shirts	\$ 567.66
10/17/2013	Debit	\$ 40.00	Fund Petty Cash	\$502.66
10/17/2013	Deposit	\$ 140.99	Tshirt money	\$ 542.66
10/4/2013	Deposit	\$ 231.28	Tshirt money	\$ 401.67
10/3/2013	Deposit	\$ 35.00	Tshirt money	\$ 170.39
8/30/2013	Deposit	\$ 110.00	tshirt money and albertsons	\$ 135.39
8/20/2013	Deposit	\$ 25.39	donated to get account started	\$ 25.39

Petty Cash			
	Start	\$	40.00
\$	(4.35)		
\$	(11.49)	thank you cards	\$ 35.65
\$	(11.45)	candy for fall festival	\$ 24.16
\$	(12.34)	Office Supplies	\$ 12.71
\$	22.00	Postage for box tops	\$ 0.37
\$	3.55	Cash remaining	\$ 22.37
\$	6.23	Change remaining	\$ 25.92
\$5.00		Loose change from penguin patch	\$ 32.15
		Change from cupcakes	\$ 37.15



JPMorgan Chase Bank, N.A.  
P O Box 669764  
San Antonio, TX 78266-9764

June 18, 2014 through July 14, 2014

Account Number: 000000435596197

00042920 1 AV 0.381



00042920 DRE 601 141 19614 NNNNNNNNNYNN T 1 000000000 09 0000 T2200168 P67768

LAKE VALLEY ELEMENTARY SCHOOL PTO  
7966 E KNOTS PASS  
PRESCOTT VALLEY AZ 86314-1974

#### CUSTOMER SERVICE INFORMATION

Web site: Chase.com  
Service Center: 1-800-935-9936  
Deaf and Hard of Hearing: 1-800-242-7383  
Para Espanol: 1-877-312-4273  
International Calls: 1-713-262-1679



#### CHECKING SUMMARY

Chase Total Checking

	AMOUNT
Beginning Balance	\$656.22
Ending Balance	\$656.22

There has been no activity on your account during this statement period. You may not receive a statement through the mail in the future if there is no activity on your account. You can always view your account activity and statement by logging on to your account through chase.com. If you have questions, please call us at the number on this statement.



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

December 13, 2013 through January 14, 2014

Account Number: 000000435596197



00062808 DRE 601 141 01514 YNNNNNNNNNN T 1 000000000 09 0000

LAKE VALLEY ELEMENTARY SCHOOL PTO  
7986 E KNOTS PASS  
PRESCOTT VALLEY AZ 86314-1974

#### CUSTOMER SERVICE INFORMATION

Web site: Chase.com  
Service Center: 1-800-935-9935  
Deaf and Hard of Hearing: 1-800-242-7383  
Para Espanol: 1-877-312-4273  
International Calls: 1-713-262-1679

#### CHECKING SUMMARY

Chase Total Checking

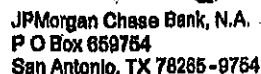
	AMOUNT
Beginning Balance	\$568.86
Deposits and Additions	3,119.15
Fees and Other Withdrawals	-2,366.31
Ending Balance	\$1,321.70

#### DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
12/20	Deposit 1286283396	\$2,463.75
12/20	Deposit 1286283482	149.00
12/20	Deposit 1286283493	70.00
01/09	Deposit 1286474247	436.40
Total Deposits and Additions		\$3,119.15

#### FEES AND OTHER WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
12/13	12/13 Withdrawal	\$125.00
12/19	12/19 Withdrawal	50.00
12/20	12/20 Withdrawal	2,191.31
Total Fees & Other Withdrawals		\$2,366.31



Account Number: 000000435596197

00062179 DRE 601 141 04514 NNNNNYNNNNNT 1 000000000 09 0000  
LAKE VALLEY ELEMENTARY SCHOOL PTO  
7986 E KNOTS PASS  
PRESCOTT VALLEY AZ 86314-1974

<b>Web site:</b>	<b>Chase.com</b>
<b>Service Center:</b>	<b>1-800-935-9935</b>
<b>Deaf and Hard of Hearing:</b>	<b>1-800-242-7383</b>
<b>Para Español:</b>	<b>1-877-312-4273</b>
<b>International Calls:</b>	<b>1-713-262-1679</b>

**Effective March 23, 2014, we will be updating your agreement, including:**

- **How we determine the exchange rate that we use for foreign-currency transactions.** See the "Transactions in a Foreign Currency" section.
- **How we handle demands for payment by another Chase customer whose item you cashed or deposited with us.** See "Our right to charge back deposited or cashed checks."
- **That we use the description of Returned Item fee if we decide to pay an item after we initially decide to return it.** See "Insufficient funds, Returned item, and Extended Overdraft fees."
- **Why we may block or delay transactions or restrict an account to protect you or us or to comply with legal requirements.** See "Restricting your account; blocking or delaying transactions."

**All other terms and conditions remain the same. For a copy of your agreement, log on to [chase.com](http://chase.com) or visit a branch. If you have questions, please call us at the telephone number listed on this statement or visit your nearest Chase branch.**

## Chase Total Checking

	AMOUNT
Beginning Balance	\$1,321.70
Ending Balance	\$1,321.70

**There has been no activity on your account during this statement period. You may not receive a statement through the mail in the future if there is no activity on your account. You can always view your account activity and statement by logging on to your account through [chase.com](http://chase.com). If you have questions, please call us at the number on this statement.**



JPMorgan Chase Bank, N.A.  
P O Box 658754  
San Antonio, TX 78265-9754

February 14, 2014 through March 13, 2014  
Account Number: 000000435596197

00063877 DRE 601 141 07814 NNNNNNNNNN T 1 000000000 09 0000  
LAKE VALLEY ELEMENTARY SCHOOL PTO  
7986 E KNOTS PASS  
PRESCOTT VALLEY AZ 86314-1974

#### CUSTOMER SERVICE INFORMATION

Web site: Chase.com  
Service Center: 1-800-935-9935  
Deaf and Hard of Hearing: 1-800-242-7383  
Para Espanol: 1-877-312-4273  
International Calls: 1-713-262-1679

#### CHECKING SUMMARY

Chase Total Checking

	AMOUNT
Beginning Balance	\$1,321.70
Deposits and Additions	476.00
Fees and Other Withdrawals	- 380.80
Ending Balance	\$1,416.90

#### DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
03/10	Deposit 603303252	\$476.00
Total Deposits and Additions		\$476.00

#### FEES AND OTHER WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
03/13	03/13 Withdrawal	\$380.80
Total Fees & Other Withdrawals		\$380.80



JPMorgan Chase Bank, N.A.  
P O Box 658754  
San Antonio, TX 78265-9754

February 14, 2014 through March 13, 2014  
Account Number: 000000435596197

00083877 DRE 601 141 07314 NNNNNNNNNN T 1 000000000 09 0000  
LAKE VALLEY ELEMENTARY SCHOOL PTO  
7986 E KNOTS PASS  
PRESCOTT VALLEY AZ 86314-1974

#### CUSTOMER SERVICE INFORMATION

Web site: Chase.com  
Service Center: 1-800-935-9935  
Deaf and Hard of Hearing: 1-800-242-7383  
Para Espanol: 1-877-312-4273  
International Calls: 1-713-262-1679

#### CHECKING SUMMARY

Chase Total Checking

	AMOUNT
Beginning Balance	\$1,321.70
Deposits and Additions	476.00
Fees and Other Withdrawals	- 380.80
Ending Balance	\$1,416.90

#### DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
03/10	Deposit 603303252	\$476.00
Total Deposits and Additions		\$476.00

#### FEES AND OTHER WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
03/13	03/13 Withdrawal	\$380.80
Total Fees & Other Withdrawals		\$380.80





March 14, 2014 through April 11, 2014  
Account Number: 000000435596197

## BALANCING YOUR CHECKBOOK

**Note:** Ensure your checkbook register is up to date with all transactions to date whether they are included on your statement or not.

1. Write in the Ending Balance shown on this statement: **Step 1 Balance:** \$ \_\_\_\_\_

2. List and total all deposits & additions not shown on this statement:

Date	Amount	Date	Amount	Date	Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Step 2 Total:** \$ \_\_\_\_\_

3. Add Step 2 Total to Step 1 Balance.

**Step 3 Total:** \$ \_\_\_\_\_

4. List and total all checks, ATM withdrawals, debit card purchases and other withdrawals not shown on this statement.

Check Number or Date	Amount	Check Number or Date	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Step 4 Total:** -\$ \_\_\_\_\_

5. Subtract Step 4 Total from Step 3 Total. This should match your Checkbook Balance: \$ \_\_\_\_\_

**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:** Call or write us at the phone number or address on the front of this statement (non-personal accounts contact Customer Service) if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

**IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS:** Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account.



JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A.  
P O Box 859754  
San Antonio, TX 78285-9754

April 12, 2014 through May 13, 2014  
Account Number: 000000435596197

00004159 DRE 801 141 13414 NNNNNNNNNN T 1 000000000 09 0000  
LAKE VALLEY ELEMENTARY SCHOOL PTO  
7986 E KNOTS PASS  
PRESCOTT VALLEY AZ 86314-1974

#### CUSTOMER SERVICE INFORMATION

Web site: Chase.com  
Service Center: 1-800-935-9935  
Deaf and Hard of Hearing: 1-800-242-7383  
Para Espanol: 1-877-312-4273  
International Calls: 1-713-262-1679

#### CHECKING SUMMARY

Chase Total Checking

	AMOUNT
Beginning Balance	\$1,497.48
Deposits and Additions	250.56
Fees and Other Withdrawals	- 843.09
Ending Balance	\$904.93

#### DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
05/06	Deposit 1323988478	\$250.56
Total Deposits and Additions		\$250.56

#### FEES AND OTHER WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
04/28	04/28 Withdrawal	\$93.09
04/30	04/30 Withdrawal	200.00
05/07	05/07 Withdrawal	550.00
Total Fees & Other Withdrawals		\$843.09





JPMorgan Chase Bank, N.A.  
P O Box 859754  
San Antonio, TX 78285-8754

June 13, 2014 through July 14, 2014  
Account Number: 000000435596197

00087165 DRE 601 141 18814 NNNNNNNVNN T 1 000000000 09 0000  
LAKE VALLEY ELEMENTARY SCHOOL PTO  
7986 E KNOTS PASS  
PRESCOTT VALLEY AZ 86314-1974

#### CUSTOMER SERVICE INFORMATION

Web site: Chase.com  
Service Center: 1-800-935-9935  
Deaf and Hard of Hearing: 1-800-242-7383  
Para Español: 1-877-312-4273  
International Calls: 1-713-262-1679



#### CHECKING SUMMARY

Chase Total Checking

	AMOUNT
Beginning Balance	\$856.22
Ending Balance	\$856.22

There has been no activity on your account during this statement period. You may not receive a statement through the mail in the future if there is no activity on your account. You can always view your account activity and statement by logging on to your account through chase.com. If you have questions, please call us at the number on this statement.

## **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 first Tuesday of each month during the school year at 3:30 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.



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.

