Geggie PTO

Thursday, Oct. 12, 2023, Agenda
-Executive Board Meeting-
6 p.m. at the Geggie Library

- 6 p.m. – Call to Order
  - 6:15pm
- 6:05 p.m. - Review Financial Worksheet
  - Missing reimbursement request form and receipts for numerous checks that were written because they were accidentally thrown away
    - All checks written that are missing documentation have cleared bank account and been entered into accounting software. We know who every check was written to, we have copies of the checks on bank statements and we know what they were written for.
  - Need to make process to ensure this doesn't happen going forward as it's too easy for documentation to get misplaced switching from person to person each year and being stored in various homes.
  - Need to make process to document when checks are voided as there is currently no process.
- 6:15 p.m. - Documentation
  - How long to save
    - 3 years (per president's forum)
  - Switching to online forms
    - Moving to all electronic forms
      - Start using online forms after 2023 Winter break. Will allow paper forms through the 23-24 school year.
      - Full switch to ALL electronics forms begins 24-25 school year.
      - All documentation will be saved electronically going forward to hopefully eliminate the need for documentation to be saved at homes and reduce the possibility of documentation being misplaced.
- 6:25 p.m. - Voided check documentation policy
  - What do we want to do with unused checks that are out of sequence?
    - Voided checks (written incorrectly, accidentally washed with laundry)
    - Making a voided check Google form, option to add a picture of voided check if it is available.
    - This will help PTO track all checks that were voided
- 6:35 p.m. - Questions/Comments
- 6:40 p.m. - Adjourn
  - 7:00pm
- In attendance: Karen McBride, Starr Carroll, Lindsey Elders, Sam Long, Stephanie Silvey, Kati Vanko, Ashleigh Daniel