

**Silvercrest Elementary PTA
General Meeting Minutes
September 23, 2021**

The September General meeting of the Silvercrest PTA was called to order on September 23, 2021 at 6:34 PM in the Silvercrest cafeteria by PTA President, Angela Perez. Victoria Tran, acting as Secretary, recorded the meeting in its entirety. Stephanie Boehm, Secretary, listened to the recording in its entirety at the conclusion of the meeting to compile the minutes. A quorum was established.

Dhara Mistry, First Vice President, led the members in the Pledge of Allegiance.

The minutes of the PTA General Meeting held on May 20, 2021 were approved as submitted by the committee of Cheiu Foo, Heidi Nuttall, and Angela Perez.
The minutes stand approved as submitted.

Officer Reports

President Perez started off by welcoming everyone to the General Meeting and introducing herself. Ms. Perez introduced the other Executive Officers this year: Dhara Mistry as 1st Vice President/Fundraising, Tangeka Turner as 2nd Vice President/Programs, Victoria Tran as Treasurer, and Stephanie Boehm as Secretary. The Executive Officers present introduced themselves.

Treasurer’s Report, Victoria Tran (please see attachments):

The Treasurer’s report from 07/01/2021 to 09/22/2021 showed:

Beginning Balance (07/01/2021)	\$ 31,706.96
Deposits	\$ 6,403.34
Expenditures	\$ -2,724.21
Escrow	\$ 0.00
Ending Balance (09/23/2021)	\$ 35,386.09

The report was filed for financial reconciliation.

President’s Report, Angela Perez (please see attachments):

President Perez acknowledged and thanked the Executive Board Members that were in attendance. Ms. Perez also acknowledged and thanked the Silvercrest teachers, staff, and administrators for their hard work and dedication to our students. President Perez asked attendees to note that following the PTA meeting, a representative from PISD was present to share information about the upcoming VATRE (Voter-Approval Tax Rate Election), and an ice cream social and opportunity for committee sign-ups with Ms. Rose, Volunteer Coordinator.

President Perez noted that we have vacant positions on our board. Available positions were listed as Parliamentarian, Historian, Grants, Legislative, MVIP (Male Volunteers in Public Schools), and VIP Room Coordinator.

Ms. Perez asked that attendees join the PTA if they had not already done so, and introduced Ms. Wolff, the Membership Chair, who was available for help in joining the PTA. Ms. Perez noted that while everyone is welcome at the General Meetings, only registered members' votes count. Finally, Ms. Perez brought attention to the raffle tickets at the sign-in table, and noted that she would be drawing names at the conclusion of the meeting for a give-away of previous years' spirit shirts. Ms. Perez noted that past years' spirit shirts were also for sale after the meeting.

Next, President Perez thanked board members for their volunteer services:

- * Shannon Farrimond, Julie Riley, and Annette Wolff headed up the annual financial reconciliation committee over the summer.
- * Shana Kutac organized our school supply sale over the summer.
- * Heidi Nuttall set up and promoted our online spirit shirt store in conjunction with TrendMonkey.
- * Jerry Restrepo and Julie Riley organized Chalk the Walk to welcome the teachers and students back to school.
- * Jerry Restrepo, Troop 464, Jami O'Day and her son Jackson completed the garden clean-up in August.
- * Jerry Restrepo set up the Welcome Back Stallions sign in the front of the school.
- * Annette Wolff recruited PTA members and created and printed the QR code posters.
- * Courtney Dale prepared articles for the school newsletter and local publications and sent the weekend emails through PTez.
- * Candy Edeker updated and maintained the PTA website.
- * Anna Rueda organized the first Spirit Night last week, and set up the Spirit Nights for October, and promoted Box Tops, Retail Partners, and Share Cards.
- * Samye Peterson and Sarah Hawks arranged the meal to feed the teachers before Meet the Teacher night, and also arranged a food truck for faculty and staff.
- * Dhara Mistry promoted a successful Gallop and Groove Boosterthon Fall Fundraiser.
- * Tangeka Turner promoted the first General PTA meeting and arranged the childcare and ice cream social.
- * Julie Dahl created the school bulletin board display.
- * Jaclyn Rios prepared this year's Student Directory.
- * Julie Riley started arranging and promoting the Reflections Competition.

President Perez then brought attention to the handouts distributed at the sign-in table.

Ms. Perez read the Year in Review handout to show the breakdown of what the PTA accomplished last school year (2020-2021):

Fall Fundraiser (Boosterthon)	\$ 0.00 (postponed)
Spring Fundraiser (Cash Drive)	\$ 6,025.00
Retail Partner Programs (Box Tops, Randall's and Amazon)	\$ 3,283.13
Retail Partner Programs (Spirit Nights)	\$ 1,806.79
Laura Recovery Center	\$ (-250.00 donated but returned)
PISD Education Foundation	\$ -1,000.00 donation
Silvercrest Elementary (Playground Shade Phase 2)	\$-10,000.00 donation

Ms. Perez then brought attention to the list of Officers and Chairs (attached handout). President Perez

then went over the upcoming Meeting Dates and Current Calendar (attached handout). Ms. Perez then brought attention to the Communication Quick Reference Guide (attached handout). Ms. Perez then noted the Budget handout, and Check Request/Reimbursement Form and Deposit Forms (attached handouts).

President Perez then announced the PTA goals for this year:

1. Improve communication between our PTA and all members of the Silvercrest community, particularly through increased emails both through Skyward and PTez, Facebook posts, utilization of the PTA website, and combining volunteer opportunities into one place on the signup.com webpage.
2. Grow involvement of all parents in the PTA, and identify and recruit new leaders.
3. Increase visibility and approachability of PTA board members.
4. Be “A Voice for Every Child” by meeting the goal of one PTA member for every student on campus.

Ms. Perez introduced the PTA Policies and Procedures (see attached handout).

Ms. Mistry reviewed how to make a motion according to Roberts Rules of Order.

Ms. Tran reviewed the expenses/deposits and Financial Procedures (see attached handouts). Ms. Tran asked that members keep copies of receipts and that reimbursement requests be sent to her via email or text since the VIP Room is currently inaccessible due to visitor restrictions. Ms. Tran asked that members not keep cash deposits overnight, but submit them to her or another officer the same day.

Shannon Farrimond reported that the Financial Reconciliation Committee met over the summer and examined the Treasurer records for the Silvercrest PTA from the period of July 1, 2020 to July 31, 2021. The records were found to be substantially correct. There were no recommendations made. Ms. Farrimond moved that the Silvercrest PTA 2020-2021 Financial Reconciliation Report be adopted. The motion was seconded and carried.

Tangeka Turner moved that the Silvercrest PTA Records Retention Policy (see attached handout) be adopted for the 2021-2022 school year. The motion was seconded and carried.

Committee Reports

Fall Fundraiser (Boosterthon), Dhara Mistry, 1st Vice President:

Ms. Mistry shared a Fall Fundraiser update. As of the meeting, the fundraiser total was at \$27,095 raised. The final goal is \$30,000, with one day left to meet the goal. Ms. Mistry thanked the parents, teachers, and staff who have helped with the fundraiser and welcomed feedback for next year.

Membership Report, Annette Wolff, Membership Chair:

Ms. Wolff shared that the membership drive is going well. The PTA has registered 219 members so far this year. The goal this year is 450 members. There are two membership drive competitions; first, the top three classes with the highest membership will earn a donut party. Second, there will be an additional contest for faculty and staff; a drawing will be held at the end of the membership drive, and 4 members of the faculty/staff who have joined the PTA will receive a \$25 Amazon gift card. The membership drive ends on September 30th, 2021.

Spirit Shirts, Heidi Nuttall, Spirit Wear Chair:

Ms. Perez shared an update on behalf of Ms. Nuttall regarding spirit wear. Ms. Nuttall would like to thank everyone who has purchased spirit wear and reported that the PTA has currently sold 218 shirts, amounting to \$865 for the year. There is some leftover inventory from last year, and these are available for purchase at the meeting.

Reflections, Julie Riley, Arts in Education Chair:

Ms. Perez shared an update on behalf of Ms. Riley. The Reflections theme this year is, “I will change the world by...”. Flyers will be sent to students via email, and posts will be made online to parents as this is a parent-led activity. Entries are due Thursday, October 21st, 2021, and judging will take place in mid-November. The celebration for students with advancing and placing entries in Reflections will happen after the January 2022 General Meeting, pending COVID restrictions. Three judges are confirmed, and the judging location is to-be-determined.

Spirit Night, Anna Rueda, Retail Partners and Spirit Nights Chair:

Ms. Rueda reported that the PTA made \$160.50 from Chipotle Spirit Night, which is 33% of the approximate \$480 of sales brought in from our school. The next Spirit Night will be Mod Pizza on Wednesday, October 6th, from 10:30 AM until 10 PM; online ordering is available. Jimmy Changa’s Spirit Night will take place the following week on Monday, October 18th, from 11 AM until 9 PM. Ms. Rueda asked that Box Tops be collected via the Box Tops app downloaded on any smart device and to take pictures of the receipts when groceries are purchased. Ms. Rueda also asked that members make purchases through the Silvercrest PTA Amazon Smile page which ensures a percentage of proceeds goes to the PTA. Ms. Rueda shared that you can also add Silvercrest PTA onto any Randall’s share card since they are a retail partner.

Book Fair, Monica Rasmussen, Book Fair Chair:

Ms. Rasmussen reported that the Book Fair is planned for Monday through Thursday, October 25th through 28th. Ms. Rasmussen said that more information will be sent home about the upcoming Book Fair. There are some volunteer opportunities available for the Book Fair, please check the PTA webpage for availability and sign-ups.

Principal Announcements, Lori Campbell

Ms. Campbell thanked the PTA for arranging the Jax Burgers food truck. Ms. Campbell reported that the Phase 2 shade is being installed over the playground and should be completed over the upcoming weekend.

Adjournment

The meeting was adjourned at 7:05 PM.

Stephanie Boehm, Secretary

Approved as distributed, September 28, 2021

Silvercrest Elementary PTA – General Meeting

September 23, 2021

AGENDA

Call to Order/Quorum Confirmation with Stephanie Boehm	Angela Perez
Pledge	Dhara Mistry
Approval of Minutes	Stephanie Boehm
Welcome/Introductions	Angela Perez
Treasurer's Report	Victoria Tran
President's Report	Angela Perez
Introduction to PTA Policies and Procedures	Angela Perez
How to make a motion	Dhara Mistry
Financial Procedures: Expenses/Deposits	Victoria Tran
Financial Reconciliation	Shannon Farrimond
Records Retention Policy	Stephanie Boehm
Committee Reports	
A. Dhara Mistry – Fundraising/Boosterthon	
B. Annette Wolff – Membership Report	
C. Heidi Nuttall – Spirit Shirts	
D. Julie Riley – Reflections	
E. Anna Rueda – Spirit Night	
F. Monica Rasmussen – Book Fair	
G. Anyone else?	
Principal Announcements	Lori Campbell
Adjourn	

Silvercrest Elementary PTA FY 2021

Treasurer's Report

07/01/2021 - 09/23/2021

Income and Expenses	Income	Expenses	Year to Date	Net Budget	More/-Less
Accelerated Reader	-	-	-	-\$3,500.00	\$3,500.00
Arts in Education	-	-	-	-\$4,500.00	\$4,500.00
Bank Fee	-	-	-	-\$100.00	\$100.00
Building & Grounds	-	-	-	-\$3,800.00	\$3,800.00
Bulletin Boards	-	-	-	-\$100.00	\$100.00
Carryover from Previous Year	-	-	-	\$31,706.96	-\$31,706.96
Carryover to Next Year	-	-	-	-\$15,000.00	\$15,000.00
Communications	-	-	-	-\$100.00	\$100.00
Community Outreach	-	-	-	-\$100.00	\$100.00
Council Dues	-	\$75.00	-\$75.00	-\$75.00	-
Disability Awareness	-	-	-	-\$150.00	\$150.00
Donations	-	-	-	-	-
Executive - Administrative	-	\$159.00	-\$159.00	-\$499.96	\$340.96
Executive - Historian	-	-	-	-\$100.00	\$100.00
Executive - Insurance	-	\$845.00	-\$845.00	-\$845.00	-
Executive - Secretary	-	-	-	-\$75.00	\$75.00
Executive - Training	-	\$1,341.58	-\$1,341.58	-\$3,000.00	\$1,658.42
Executive - Treasurer	-	\$41.14	-\$41.14	-\$300.00	\$258.86
Fall Fundraiser	\$4,383.00	-	\$4,383.00	\$22,000.00	-\$17,617.00
Family Fun Nights	-	-	-	-\$3,600.00	\$3,600.00
Field Day	-	-	-	-\$7,000.00	\$7,000.00
Fourth Grade Recognition	-	-	-	-\$3,000.00	\$3,000.00
Grants	-	-	-	-\$20.00	\$20.00
Health & Safety	-	-	-	-\$550.00	\$550.00
Healthy Lifestyles	-	-	-	-\$1,000.00	\$1,000.00
Hospitality	-	-	-	-\$4,500.00	\$4,500.00
Library	-	-	-	-\$3,000.00	\$3,000.00
Membership Dues	\$1,034.00	-	\$1,034.00	\$2,558.00	-\$1,524.00
Membership/CIP	-	-	-	-\$1,600.00	\$1,600.00
NSF Check	-	-	-	-	-
NSF Check Reimbursement	-	-	-	-	-
PISD Education Foundation Donation	-	-	-	-\$1,000.00	\$1,000.00
Programs	-	-	-	-\$900.00	\$900.00
Project Graduation Donation	-	-	-	-\$500.00	\$500.00
Income and Expenses Totals	\$6,403.34	-\$2,724.21	\$3,679.13	-	\$3,679.13

Income and Expenses	Income	Expenses	Year to Date	Net Budget	More/-Less
Public Relations	-	-	-	-\$500.00	\$500.00
Retail Partner - Box Tops, Grocery & Share Cards	\$497.53	-	\$497.53	\$2,850.00	-\$2,352.47
Retail Partner -Spirit Nights	\$60.86	-	\$60.86	\$5,900.00	-\$5,839.14
School Supplies	\$427.95	-	\$427.95	-	\$427.95
Spirit Day	-	-	-	-\$500.00	\$500.00
Spirit Wear	-	-	-	\$500.00	-\$500.00
Spring Fundraiser	-	-	-	-	-
Square/Paypal Processing Fees	-	-	-	-\$150.00	\$150.00
STEP Reading Enrichment	-	-	-	-\$1,000.00	\$1,000.00
Storage Fees	-	-	-	-\$2,100.00	\$2,100.00
Student Directory	-	-	-	-\$500.00	\$500.00
VIP Room	-	\$262.49	-\$262.49	-\$1,400.00	\$1,137.51
Volunteer Coordinator	-	-	-	-\$300.00	\$300.00
Year End Gift to School 2021-2022	-	-	-	-	-
Yearbook	-	-	-	-\$150.00	\$150.00
Income and Expenses Totals	\$6,403.34	-\$2,724.21	\$3,679.13	-	\$3,679.13
Off Budget	Income	Expenses	Year to Date	Net Budget	More/-Less
Escrow - State & National Dues	-	-	-	-	-
Escrow - State Sales Tax	-	-	-	-	-
Carryover from Previous Year - Escrow	-	-	-	-	-
Carryover to Next Year - Escrow	-	-	-	-	-
Off Budget Totals	-	-	-	-	-
Grand Totals	\$6,403.34	-\$2,724.21	\$3,679.13	-	\$3,679.13

Bank Account Balances	07/01/2021	09/23/2021	Last reconciled	Summary for the Period	
Wells Fargo Checking Account	\$31,706.96	\$35,386.09	Never	Starting Total	\$31,706.96
Totals	\$31,706.96	\$35,386.09		Income	\$6,403.34
				Expenses	-\$2,724.21
				Ending Total	\$35,386.09

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

Submitted by:

Name: _____ Signature: _____

Date: _____



Important Dates

2021-2022

General Meetings (Thursdays at 6:30 PM in the school cafeteria)

September 23

November 18

January 27

March 24

May 19

Executive Board Meetings (Wednesdays at 9:00 AM in the Park or ^{Zoom} ~~VIP~~ Room, TBD)

September 22

October 20

November 17

December 15 (11:00 am, Holiday Luncheon @ La Madeleine)

January 26

February 16

March 23

April 20

May 18

CALENDAR

October

- 6 MOD Pizza Spirit Night, 10:30 am-10:00 pm
- 8 Membership Drive Prizes Distributed
- 11 Columbus Day Holiday (Staff Inservice) No School
- 11-15 National School Lunch Week/Healthy Snacks Week
- 12 PISD Board Meeting, 5:00 pm
- 12 PISD Swap Shop, 5-7 pm
- 15 SPIRIT DAY #1
- 15 End of 1st Nine Weeks
- 18 Jimmy Changas Spirit Night, 11 am-9:00 pm
- 20 Executive Board Meeting, 9:00 am
- 20 Report Cards
- 21 Reflections Entry Deadline
- 21 Hospitality Luncheon
- 21-22 Book Fair Set Up
- 25-28 Book Fair
- 25-29 Red Ribbon Week
- 26 Fall PTA in the Park, 5:30-7 pm
- 29 Book Fair Take Down

November

- 1-12 Fall Food Drive
- 3 Marcos Pizza Spirit Night
- 4 Dawson Concessions, 5:30-10:00 pm, Pearland Stadium
- 9 PISD Board Meeting, 5:00 pm
- 9 PISD Swap Shop, 5-7 pm
- 10 Progress Reports
- 10 Hospitality Luncheon
- 15 PISD Council of PTAs Meeting, 6:15 pm
- 17 Executive Board Meeting, 9:00 am
- 18 **General PTA Meeting, 6:30 pm**
- 22-26 Thanksgiving Break: No School

December

- 7 PISD Swap Shop, 5-7 pm
- 8 Progress Reports
- 9 Hospitality Luncheon
- 9 Evening with Santa, 5:30-7 pm
- 14 PISD Board Meeting, 5:00 pm
- 15 Executive Board Meeting/Holiday Luncheon, 11:00 am @ La Madeleine
- 16 SPIRIT DAY #2
- 17 End of 2nd Nine Weeks
- 17 Early Release, 12:55 pm/End of 1st semester
- 20-1/5 Holiday Break

Silvercrest PTA

Communication Quick Reference Guide

2021-2022

Join PTA: <https://www.joinpta.org/>

PTA Website: <https://www.silvercrestpta.org/>

Facebook: <https://www.facebook.com/groups/silvercrestpta> (Must be a PTA member to join this page)

Volunteer opportunities: <https://signup.com/go/uVXQkZc>

Silvercrest PTA President, Angela Perez: silvercrestptapresident@gmail.com

Silvercrest Elementary PTA

2020-2021 Year in Review

Three Largest Fundraisers:

Fall Fundraiser (Boosterthon Gallop and Glow Run)		Postponed for Fall 2020 due to COVID
Retail Partner Programs (Spirit Nights)	\$	1,806.79
Retail Partner Programs (Box Tops, Randall's, Amazon, et	\$	3,283.13
Spring Fundraiser (Cash Drive)	\$	6,025.00

End of Year Donations for 2020-2021

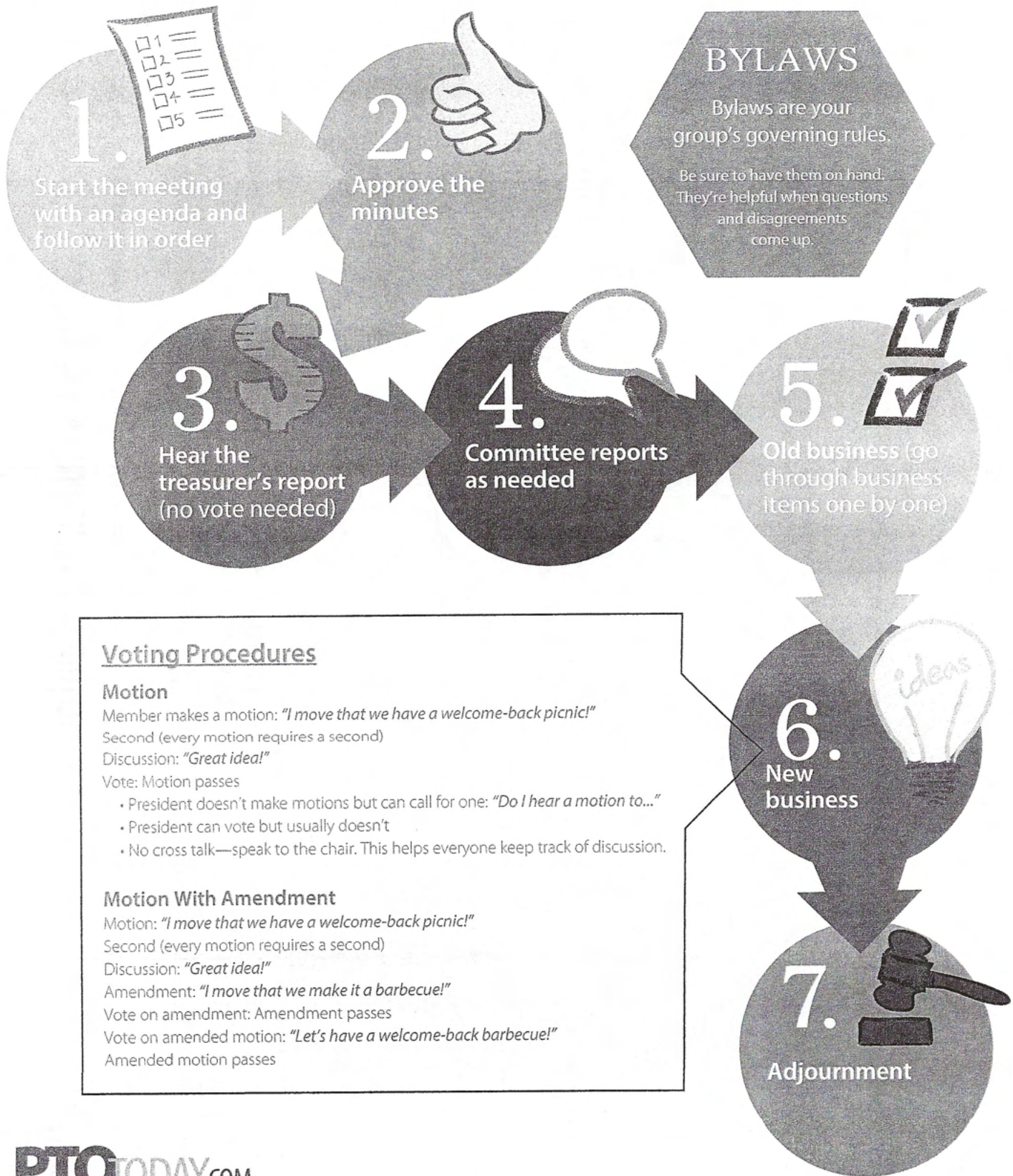
- \$1,000 donation to the Pearland ISD Education Foundation
- \$250 donation to the Laura Recovery Center in Friendswoi (returned \$250 from April 2020 donation)
- \$10,000 donation to Silvercrest Elementary School for playground shade phase 2

Regular activities carried out and funded by the PTA for the benefit of our students and community

School Supplies Coordination	
Grounds Improvements/Learning Garden Maintenance	Ability Awareness Event
Membership Drive	Public Relations Outreach to Local Publications
Spirit Shirt Sales	Teacher Appreciation Week and Year Round Teacher Hospitality
Student Directory	Accelerated Reader Store
Fall Fundraiser - Gallop and Glow Fun Run	Field Day
Box Top Fundraising	Fourth Grade Recognition
Restaurant and Retail Spirit Nights	Main Street Theater and other Artist School Visits
PTA in the Park (Twice a Year)	Yearbooks
Book Fair (Twice a Year)	PTA Meeting Programs
Healthy Lunch Week Snack Distribution	Info on Marquee, Bulletin Board, Website and Facebook
Bus Driver Appreciation	Food Drive
Red Ribbon Week	Spirit Days
STEP Reading Tutoring	Reflections Art Contest
Evening with Santa	

Robert's RULES 101

Steps to keep meetings on track.



Robert's Rules for Beginners

What you should know about getting school parent group business done, and why we do it this way

What you can expect at a parent group meeting

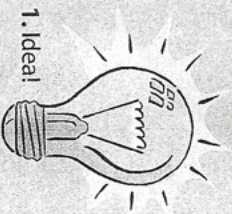
You will get a printed agenda that will be used to guide the meeting. The agenda helps keep the meeting moving, keeps the group on task, and ensures that all business is covered.

During the meeting, discussion is limited to each agenda item as it comes up. People raise their hands and wait to be called on by the chair, as a way to keep discussion orderly and to avoid confusion.

When the meeting is over, it is **adjourned**.

The business of the meeting is documented in written **minutes**. They will be presented for approval at the next meeting.

When you want to make a formal decision, it starts with an idea



1. **Idea!**

2. Any member makes a **motion**, which is just a concise way of proposing an idea.

3. Any other member **seconds** the motion, which means the motion will be discussed further.

4. The group **discusses** the motion (and only the motion) until you are ready to...

Vote on the motion (if there are enough members in attendance—that's called a **quorum**).

Table the motion until the next meeting, to allow time to consider the idea further.

Idea

Motion

Discussion

Vote

Bylaws and Robert's Rules of Order

The foundation of every well-run parent group is a strong set of **bylaws** that define the PTO's mission, its structure, its rules, its officers and how they get elected, and even how the bylaws themselves can be revised.

Robert's Rules of Order are time-tested guidelines used by groups large and small that help an organization conduct business smoothly and fairly.

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency Silvercrest Elementary PTA	
Address (Street & number, P.O. Box or Route number) 3003 Southwyck Parkway	Phone (Area code and number) 832-736-6000
City, State, ZIP code Pearland, TX 77584	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

Silvercrest Elementary PTA is a tax exempt organization under section 501(c)(3) of the Internal Revenue Code, effective 09/02/2003. EIN# 42-1535074.

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here	Purchaser	Title	Date
	<i>Angela R. Perez</i>	PTA President	<i>July 2021 - June 2022</i>

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

**This certificate should be furnished to the supplier.
 Do not send the completed certificate to the Comptroller of Public Accounts.**

Silvercrest Elementary PTA Reimbursement Voucher 2021-2022

Attach
receipts on
back

Payable To: _____

Date submitted: _____

 Check requestor: _____
(if different)

Phone: _____

- Method of Distribution:
- 1) Leave in the Committee Box belonging to _____
 - 2) Send Home With Child - Name & Teacher _____
 - 3) Mail to vendor at address on invoice.
 - 4) Mail to _____ at address: _____

Committee Name	Item Description	Place of Purchase	Amount
Total			

- * *Sales Tax will not be reimbursed; therefore, it should not be included in amounts above.*
- When purchasing for PTA use, no sales tax is owed if you present a Texas Sales and Use Tax Exemption Certificate.
- * *Do not combine committees or expense categories on a single line; use separate lines for each.*
- * *Attach the ORIGINAL receipt/invoice to back of request. Keep a copy for your records.*

Reimbursements are usually processed within two weeks of submission. If you need it more quickly, please call/text Victoria Tran @ 281-300-1245 or email victoriamtran@hotmail.com.

Chair Approval

President Approval

For Treasurer Use Only

Date Paid: _____	check number: _____
Amount Issued: _____	_____
Notes: _____	_____

**Silvercrest Elementary PTA
Deposit Form
2021-2022**

Committee Name: _____

Date: _____

Person Completing Form: _____

Contact Number : _____

(Please make sure that there are always 2 people counting money to protect the reliability of the count.)

Check Total:

(Please create 2 adding machine tapes if more than 2 checks.)

Cash:

Bills	#	Total
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
Total		

Coins	#	Total
Dollar		
50 Cent		
Quarters		
Dimes		
Nickels		
Pennies		
Total		

Total Cash:

Total Deposit:

Counter's Signature: _____ Date: _____

2nd Counter's Signature: _____ Date: _____

Received by Treasurer: _____ Date: _____

2021-2022 Financial Procedures: Expenses & Deposits Silvercrest Elementary PTA

Below is an outline of the procedures to follow when receiving money or making expenditures on behalf of PTA. Please let me know if you have any questions.

Expenditures

Attached is a copy of PTA's Texas Sales and Use Tax Exemption Certificate. This certificate allows PTA (and you when shopping on behalf of PTA) to make purchases without paying sales tax. If you make a purchase on behalf of PTA and do not use this form, PTA **cannot** reimburse you for the sales tax you paid. Please do not include the sales tax portion of your receipt on your reimbursement request.

If shopping at Office Depot, please provide them with the following tax id number: 36874386. When shopping at Walmart, take a copy of the Texas Sales and Use Tax Exemption Certificate and your driver's license to the service counter. They will issue you an individual sales tax exemption card that can be used for future purchases.

PTA will not reimburse for expedited shipping charges unless you receive prior approval from the President.

The standing rule for reimbursement requests is that all requests should be made within 30 days of purchase. Every effort will be made to process your reimbursement within two weeks of receipt by the President for approval. Please let me know if you need the check sooner for any reason. A copy of the reimbursement request form is attached. Additional copies are available in the VIP room. Please attach the original invoice and/or receipt to the **BACK** of the reimbursement request form. If you are not the committee chair, please have the committee chair sign the request so that they can manage their budget. ***Then put the completed request in the President's box in the VIP room.***

Please keep a copy of all expense forms and receipts for your records.

Deposits

Every time you receive money on behalf of PTA, a receipt needs to be written. The receipt should state whether you received cash or a check and the name of the committee that should receive credit for the deposited funds. If payment is received by check, please include the check number on the receipt. The white receipt will be given to the individual as a proof of purchase, and the yellow receipt should remain in the receipt book. Receipt books can be found in the cabinet on the back wall of the VIP room.

When you take in money, you will need to fill out a Deposit Form. A copy of the form is attached. There also will be additional copies available in the VIP room. This form requires two signatures besides the Treasurer. List cash and checks separately on the form. *If you are taking in money for two committees, please indicate the breakout in the open area on the right hand side of the form.* When you take in more than five checks, please use the ten-key calculator in the VIP room to make a ten-key tape supporting the total amount of the checks collected. Both counters sign this form. Each of you should keep a copy of the form for your records.

When you are ready to forward the cash and/or check(s) to the Treasurer, you will need to fill out an additional receipt that is called an OTT (out to treasurer) receipt. This receipt details how much money is to be deposited, which committee(s) the money should be attributed to, and which receipt numbers from the receipt books correspond to the money being deposited. The OTT receipt also has to have two signatures. Attached is a sample. Note that "OTT" is written on the receipt.

Place the Itemized Receipt form, the OTT receipt, the ten-key tape, and all of the cash and checks in a sealed envelope and place it in the drop box in the VIP room.

Please call/text me at 281-300-1245 or send me an email at Victoriamtran@hotmail.com to let me know you placed money in the drop box, especially if it is over \$100.

Additional Information

Please do not hold onto PTA funds. They should be placed into the drop box the same day you receive them. Please do not take funds home.

Each committee operates on a budget that is based on the committee's Approved Plans of Work. You may not spend funds that are not approved in your budget.

Profit beyond what was budgeted for a committee goes into the general PTA fund to support all programs. It does not remain within the committee's budget.

Please review the financial report at each meeting and let me know if the numbers do not match your committee records. It is much easier to find and correct a discrepancy when it occurs than at the end of the school year.

Please do not hesitate to contact me if you have any questions.

Thanks for volunteering your time!

(During the COVID pandemic when parents cannot enter the school/VIP room, please text or email me to make arrangement to turn in requests for reimbursement)

Victoria Tran
Silvercrest PTA Treasurer
281-300-1245 (cell)
Victoriamtran@hotmail.com

Forms attached:
Texas Sales and Use Tax Exemption Certificate
Reimbursement Request Voucher
Deposit Form
Sample OTT (out to treasurer) receipt

Receipt Example:

RECEIPT

DATE 9-4-11 No. 687937

FROM Jane Doe \$ 17.00

Seventeen + no/yr DOLLARS

FOR RENT
 FOR \$10 Spirit shirt / \$7 Membership

ACCT. CASH
 PAID MONEY ORDER FROM #1234 TO _____
 DUE CHECK BY Jane Doe
 CREDIT CARD

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OTT (Out to Treasurer) Example:

RECEIPT

DATE 9-4-11 No. 687989

FROM OTT \$ 230.00

\$70 membership DOLLARS

FOR RENT
 FOR \$160 spirit shirts

ACCT. CASH
 PAID MONEY ORDER FROM 687950 TO 687987
 DUE CHECK BY 1st sig / 2nd sig
 CREDIT CARD

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Records Retention Policy for Local and Council PTAs

The Silvercrest Elem. PTA/PTSA adopted this policy regarding records retention on 9/22/21 (date). This policy shall be reviewed by the executive board annually and only the Storage Location (e.g., Google Drive, binder in PTA closet) may be changed by a majority vote of membership present and voting at a regular meeting. This document shall be maintained by the Secretary of this PTA.

Description of Record(s)	PTA Leader Responsible	Storage Location & Record Type (Electronic/Printed)	Disposition
Bylaws and Standing Rules	PTA Secretary		Permanent
Confidentiality, Ethics and Conflict of Interest Agreement	PTA Secretary		Permanent
Contracts and Leases	PTA Secretary		7 Years After Expiration
Correspondence – Customers and Vendors	PTA Secretary		2 Years
Correspondence – General	PTA Secretary		2 Years
Correspondence – Legal	PTA Secretary		Permanent
Financial Records – Account Statement Reviews by Non-Signer (bank, credit card and e-commerce; attached to minutes)	PTA Secretary		Permanent
Financial Records – Account Statements & Reconciliations (bank, credit card and e-commerce)	PTA Treasurer		3 Years
Financial Records – Cancelled Check Images (Incidental)	PTA Treasurer		3 Years
Financial Records – Cancelled Check Images (Legal/Contractual)	PTA Treasurer		Permanent
Financial Records – Deposit Forms	PTA Treasurer		3 Years
Financial Records – Duplicate or Image of Deposit Forms	Funds Counter		1 Year After Fiscal Year End
Financial Records - Budgets (adopted at membership/delegate meeting; attached to minutes)	PTA Secretary		7 Years
Financial Records – Financial Reports	PTA Secretary		7 Years
Financial Records - Financial Reconciliation Reports (adopted at membership/delegate meeting; attached to minutes)	PTA Secretary		Permanent
Financial Records – Funds Request Forms (including	PTA Treasurer		3 Years

associated invoices/receipts)			
Financial Records – General Ledger(s)	PTA Treasurer		Permanent
Financial Records – Tax-Exempt Documents (EIN Notification, Accepted IRS Form 990, IRS Correspondence, Sales and Use Tax Permit and Sales Tax Returns)	PTA Treasurer		Permanent
Grant Agreements	PTA Secretary		7 Years
Insurance Records – Policies, Claims and Certificates	PTA Secretary		Permanent
Inventory List – Equipment and Property	PTA Secretary		Permanent
Inventory List – Products and Materials	PTA Secretary		3 Years
Meeting Minutes – Membership/Delegate and Executive Board (and attached reports)	PTA Secretary		Permanent
Policies (adopted annually)	PTA Secretary		Permanent
PTA Charter	PTA Secretary		Permanent
Records Retention Policy	PTA Secretary		Permanent