

FHES PTO Board of Managers Meeting Minutes

August 25, 2020, Zoom @ 9:15am

I. Members Present/Absent:

Name			Name		
President	Kari Armstrong	✓	VP of Hospitality	Wendy Camamile	✓
Principal	Zac Percoski		Care and Compassion	Michelle Glazer	✓
Assistant Principal	Caroline Gilbert		Celebrations	Chelsea Slabaugh	✓
Assistant Principal	Kendra Pickens	✓	New Families	Brooke Kellenberger	✓
Teacher Representative	Amanda Lewis		Teacher Appreciation	Ashley Robinson	
VP of Communications	Krista Antonuk	✓	Teacher Eats	Whitney Oppenheim	✓
Graphics	Open		Teacher Treats	Ashley Pera	
Legislative	Brian Curry	✓	VP of Volunteers	Joni Hester	✓
News	Courtney Conaway	✓	Book Fair	Kelly Galyeon	
Newsletter	Tracey Smith		Fathers of Forest Hill	Adam Parks	
Social Media	Miriam Fruitt	✓	Field Day	Yemi Emereuwaonu	✓
Website	Cris Williams		Fine Arts	Megan Hubbard	✓
VP of Events	Lisa Garten	✓	Health and Wellness	Bre Lacey	✓
Charity Basketball	Matt Mitchell	✓	Library	Sarah Howard	
Father/Daughter Event	Jenaleigh Bingham	✓	Room Parents	Katie Gabb	✓
Grandparents' Night	Toni Nygren	✓	SPED Awareness	Open	
Mother/Son Event	Maura Parks		Secretary	Jennifer Chow	✓
Pancake Breakfast	Erica Miller		Treasurer	Karen Van Steenberg	✓
VP of Fundraising	Courtney Browning	✓	Assistant Treasurer	Laurie Wissman	
Auction	Shawn Irving		Parliamentarian	Melissa Salazar	✓
Donation Drive	Ginger Wilkerson				
FUND Development	Jenny Davis	✓			
Membership	Sarah Horrell	✓			
Spring Fundraiser	Anna Moore	✓			

II. **Welcome:** Kari welcomed everyone and called the meeting to order at 9:15 am.

III. **Approval of July minutes**-no changes, Krista Antonuk moved, and it was seconded to Brian Curry. Motion carried; minutes approved.

IV. **Principal's report** – Mr. Pickens for Mr. Percoski

- a. Great first week of school! Couple of hiccups with dismissal and technology, appreciate everyone's patience and flexibility as things are adjusted. We appreciated the suggestions and ideas.

- b. Walkers started this week and exact directions where to cross were sent in an email from Mr. Percoski and posted in the newsletter. A few families are doing this and encourage other families to walk/bike if can and will help with drop off in the morning.
- c. If PTO member needed email address list from Mr. Percoski or Ms. Pickens-just re-email what you are needing.
- d. Staffing:
 - i. Added a new teacher assistant because Ms. Kaitlyn Ware (previous teacher assistant) moved to 4th grade
 - ii. Will add an assistant in preschool-job has been posted
- e. Praise for Ms. Caroline Gilbert for her first week as our new assistant principal- she has been great in not just surviving her first week but thriving!

V. Reports

- a. President – Kari Armstrong
 - i. Great first week and good reports from families!
 - ii. Fun sign coordinated by Lisa Garten to Welcome back Foxes to school!
 - iii. Amanda Lewis not able to be here, but wanted to send a Thank you from the teachers about teacher treats and stocking the teacher lounges
 - iv. Google calendar
 - 1. Keep positive about the dates for the fall
 - 2. As you finalize dates for your events and schedule zoom call, remember to add to the google calendar
 - 3. Link to the Google Calendar called “Board of Managers - FHES PTO”:
<https://calendar.google.com/calendar/r?mode=day&date=20200727T212941>
 - v. FHES PTO Zoom or Canva accounts available if you need. *Remember to schedule on the PTO so we don’t overlap meeting times.
 - vi. Ms. Holland had a baby
- b. Secretary – Jennifer Chow
 - i. No report. Remember to sign in using zoom chat and enter your name to record your attendance
- c. Treasurer – Karen VanSteenberg
 - i. Financials: attached
 - 1. July was reconciled on 8/4/2020 by Laurie Wissman and she concluded that the numbers matched the checking account balance.
 - 2. Beginning July balance \$30,569.62, Revenues: \$666.12, Expenses: \$10,000 gift to school from last year

- 3. Ending July balance \$21,235.74 (includes second \$10,000 gift to school from last year, \$10,000 reserve)
- ii. Budget (attached): July actuals are included, plan to vote on updated and final budget later in the meeting
- d. Legislative – Brian Curry
 - i. Thank Melissa for ordering the new FHES polo!
 - ii. City Funding Update:
 - 1. City no longer paying approx. \$350,000 due to Shelby county on behalf of GMSD. Settlement was a condition of starting the municipal school systems
 - 2. Funding for Houston Middle School expansion budgeted and approved for this past fiscal year was moved to FY2022 and cut from the \$5 million to \$2.5 million
 - iii. City Capital Improvements Program (CIP)-slide shared:

City Capital Improvements Program (CIP)

Section 2. Use of Funds:

CIP SUMMARY	TOTAL	FY21	FY22	FY23	FY24	FY25	FY26
General Government	4,835	120	1,800	590	1,555	250	520
Major Roads	9,910	1,410	375	4,000	-	4,125	-
Intersec/Other/Drainage	14,435	2,400	1,930	2,700	4,070	1,635	1,700
Parks	15,072	330	3,230	1,132	5,780	600	4,000
Utilities	8,028	235	2,184	2,609	1,000	1,000	1,000
Germantown Athletic Club	899	99	800	-	-	-	-
Municipal Schools	3,600	700	2,700	200	-	-	-
Contingency	2,100	350	350	350	350	350	350
Total CIP:	58,879	5,644	13,369	11,581	12,755	7,960	7,570

Duly passed and approved this _____ Day of _____, 2020.

- iv. Germantown Alderman Candidates-slide shared:

Germantown Alderman Candidates

Position 3	Position 4	Position 5
Sherrie Hicks Terri Johnson	John Paul Miles Rod Motley Brian Ueleke	Dean Massey Jon McCreery Brandon Musso

- v. Germantown School Board Candidates-slide shared

Germantown School Board Candidates

<u>Position 1</u>	<u>Position 3</u>	<u>Position 5</u>
Ryan Strain	Brian Curry Scott Williams	Amy Eoff

- vi. School board meeting tonight at 5:30 pm: updating COVID related policies and resolution urging state to not do TCAP testing this year
 - 1. Link: <https://www.gmsdk12.org/boardofeducation1.aspx>
- e. Room parents – Katie Gabb
 - i. More challenging with virtual and campus foxes. 2-3 Virtual foxes per kindergarten class and will discuss with those teachers about room parents. Some Dogwood and Riverdale students in each of those classes also.
 - ii. Email the virtual foxes any updates or forms that go home
 - iii. Have binders for all the room parents ready
 - iv. Teacher favorites sheets are almost complete
 - v. Selecting room parents and interest forms to go home this week in Wednesday folder
 - vi. PTO members try not to be the first option for room parent so we can make sure we have other parents volunteer. But we understand that it may happen this year. If so, the board will need to know so we can approve.
- f. Grandparents’ event – Toni Nygren
 - i. A little different this year with COVID and planning an event with a vulnerable population like seniors.
 - ii. Teaming with Chill-Shannon Reed (previous FHES parent), starting grandparents’ day Sept 13th – 20th. Having a grandparents’ week to go purchase ice cream and mention FHES grandparent event
 - iii. If you mention FHES, will get a car decal saying GrandFox.
 - iv. Will be able to have grandparent or parent make a purchase that week to get a decal, planning to get plenty of decals
 - v. FHES will also receive 10% donation back to the school
 - vi. **ACTION:** Will need put on the google calendar
- g. Membership – Sarah Horrell
 - i. Not officially started, Official start date Sept 14th along with donation drive

- ii. Already have 100 Memberships completed through AtoZ, Goal is 100%
- iii. Planning with Ginger to have incentives for the drive
 - 1. Still narrowing down ideas and will discuss with admin as to feasibility
 - 2. Will have prizes for Virtual foxes-maybe to deliver treats or certificates
 - 3. Each week will have an incentive for different categories (Highest overall participation in membership and donation, 1st class to 50%, 100%)
Virtual classes competing amongst themselves. On Campus classes competing in their grade
 - 4. Incentives: free or low cost, Grand Prize overall (in person, virtual). Have several fun ideas planned.
 - 5. Courtney Browning: Praise for Sarah for getting membership up and running and doing a great job with Ginger.
- h. Donation drive – Courtney Browning for Ginger Wilkerson
 - i. Official drive starts on Sept 14th- October 12th
 - ii. Have 20 donations so far totally \$1060
 - iii. Goal: \$8,000 goal, but really want \$10,000.
 - iv. May keep it as credit card and PayPal and no checks/cash for now
 - v. Market with newsletter/social/media/class pages-going well and praise for the communications team for sending the word out and for Cris Williams in adding a PayPal button for donations on the website
 - vi. Flyers and signs will go out after Labor Day
- i. Fund development – Jenny Davis
 - i. Kroger and Box tops is up and running-remember to sign up
 - ii. Amazon smile is active-if you order online, make sure to use the smile.amazon link. If you use the app, your purchases are automatically done through amazon smile each time.
 - iii. Spirit nights: Planning 2 per month (one pizza, one non- pizza), supporting local business, working on the schedule, let her know if you have any restaurants willing to participate
- j. Care & Compassion – Michelle Glazer
 - i. Ms. Dowdle (brother in bike accident)-plant and card

- ii. Ms. Jones-grandmother passed away and funeral was recent. Sent a card and gift card at Trader Joes so she could use for her and her mother-who has been her grandmother's caregiver
- k. Teacher Treats – Wendy Camamile for Ashley Pera
 - i. August: stocked both teacher's lounges with supplies, coffee, k-cups, and microwave for the upstairs lounge.
 - ii. September: maybe to have room service snack
 - iii. No treats for virtual curriculum night needed. Some teachers will be virtual from home.
- l. Teacher Eats – Whitney Oppenheim
 - i. Teacher's Breakfast-end of July about 70-75 teachers and staff
 - 1. Able to provide Sonic burritos, Chick-fila, Rise biscuits, Panera, fruit, yogurts, coffee, and juice. Teachers loved Chick-fila and Rise.
 - 2. Thank you for donating \$305 from the board members. The donations went a long way and overall spent \$326.
 - ii. For other Eats events: Looking at local restaurants to provide a meal and discussing logistics to make sure comply with COVID procedures
- m. VP reports
 - i. VP of Volunteers-Joni Hester
 - 1. Thank you to volunteers for the first day of school drop off lane! A big help!
 - 2. Remember to keep track of your volunteer hours using the sheet in your binder.
 - 3. Nurse Allison supply list for donations (<https://www.signupgenius.com/go/10c0444ada62fa6f85-health>) and will send out one for clothing soon.

VI. Business

- a. New board member-Courtney Conaway as the News Chair- lots of experience with writing and editing. Motion to approve by Krista Antonuk, Wendy Camamile to second-motion carried, Courtney Conaway approved as the News Chair.
- b. Approve budget – with changes explained by Karen Van Steenberg

- i.** Attached
- ii.** Added an auction this year
- iii.** Gift to school in 2 transactions from last year. Made one already and one will be made later this semester.
- iv.** Celebrations budget increased to \$3000: using for AR, Student Happy, and Celebrations (K, 5th, Veterans)
- v.** Charity Basketball added and increased budget to \$300
- vi.** MAPS -pooled the money into to one and give out as needed
- vii.** Teacher Appreciation, Teacher Eats, Teacher Treats: -Increased this year and divided among the three
- viii.** Motion to approve: Since coming from the budget committee, it does not need a second. Motion carried by majority approving the budget for the 2020-2021 school year, budget adopted.

VII. Next board of managers meeting: Tuesday, September 15th – Zoom call, 9:15 am

Meeting ended at 10:16 am

Submitted by Jennifer Chow

*Attachments: Adopted budget for 2020-2021 and the updated monthly financials

BUDGET VS. ACTUALS		PROPOSED	YTD SPENT	BALANCE	
		2020-2021	2020-2021	2020-2021	
		BUDGET	ACTUALS		
INCOME					
Carryover from Prior Year		\$ 30,569.62	\$ 30,569.62	\$ -	
Auction		\$ 3,000.00	\$ -	\$ -	
Family Donation Drive		\$ 8,000.00	\$ -	\$ -	
Fund Development Spirit Nights		\$ 2,500.00	\$ 237.12	\$ (2,262.88)	
Interest Income		\$ -	\$ -	\$ -	
Kroger, Amazon Smile, Box tops		\$ 3,000.00	\$ 0.50	\$ (2,999.50)	
Membership Dues		\$ 2,500.00	\$ -	\$ -	
Miscellaneous		\$ -	\$ 428.50	\$ 428.50	Accounting error, refund amazon
PTO T-Shirts		\$ -	\$ -	\$ -	
Petty Cash		\$ -	\$ -	\$ -	
Spring Fundraiser - Family Fox Fest		\$ 5,000.00	\$ -	\$ -	
Total Income		\$ 54,569.62	\$ 31,235.74		
GENERAL EXPENSES		\$ 32,580.00	\$ 10,000.00	\$ 22,580.00	
501c3 (next payment due 2023)		\$ -	\$ -	\$ -	
Bank Fees/NSF		\$ -	\$ -	\$ -	
Gift to School (2 transactions/pandemic uncertainty)		\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	
Insurance		\$ 500.00	\$ -	\$ -	
Tax Filings		\$ 1,600.00	\$ -	\$ -	
Annual report to State of Tenn		\$ 130.00	\$ -	\$ -	
PTO/GMC Dues		\$ 350.00	\$ -	\$ -	
Reserve Budget		\$ 10,000.00	\$ -	\$ -	
BOARD EXPENSES					
President		\$ 290.00	\$ -	\$ -	
Amazon Prime		\$ 140.00	\$ -	\$ -	
Zoom		\$ 150.00	\$ -	\$ -	
Vice President Communications		\$ 704.00	\$ -	\$ -	
Go Daddy Website Domain		\$ 52.00	\$ -	\$ -	
Newsletter - Constant Contact		\$ 378.00	\$ -	\$ -	
CanvaPRO		\$ 130.00	\$ -	\$ -	
Weebly		\$ 144.00	\$ -	\$ -	
Vice President Events		\$ 50.00	\$ -	\$ -	
Vice President Fundraising		\$ 50.00	\$ -	\$ -	
Vice President Hospitality		\$ -	\$ -	\$ -	
Supplies		\$ -	\$ -	\$ -	
Vice President Volunteers		\$ -	\$ -	\$ -	
Secretary		\$ 1,000.00	\$ -	\$ -	
Office Supplies/ Paper		\$ 1,000.00	\$ -	\$ -	
Book Fair		\$ -	\$ -	\$ -	
Care & Compassion		\$ 300.00	\$ -	\$ -	
Celebrations		\$ 3,000.00	\$ -	\$ -	
Student Happy		\$ 1,000.00	\$ -	\$ -	
AR		\$ 1,800.00	\$ -	\$ -	
Veterans Day, 5th, K		\$ 200.00	\$ -	\$ -	
Family Donation Drive		\$ 500.00	\$ -	\$ -	
Misc		\$ 500.00	\$ -	\$ -	
Family Donation Drive Paypal Fees		\$ -	\$ -	\$ -	
Auction		\$ 300.00	\$ -	\$ -	
Father/Daughter Dance		\$ 500.00	\$ -	\$ -	
Fathers of Forest Hill		\$ 100.00	\$ -	\$ -	
Field Day		\$ 300.00	\$ -	\$ -	
Charity Basketball		\$ 300.00	\$ -	\$ -	
Fine Arts Night		\$ -	\$ -	\$ -	
Grandparents' Event		\$ 500.00	\$ -	\$ -	
Health & Wellness		\$ 200.00	\$ -	\$ -	

Library	\$ -	\$ -	\$ -
Map Support	\$ 500.00	\$ -	\$ -
Membership Platform (A to Z)	\$ -	\$ -	\$ -
Membership	\$ 200.00	\$ -	\$ -
Misc	\$ 200.00	\$ -	\$ -
Membership Paypal Fees	\$ -	\$ -	\$ -
Miscellaneous	\$ 500.00	\$ -	\$ -
Mother Son Event	\$ 500.00	\$ -	\$ -
New Families	\$ 550.00	\$ -	\$ -
Pancake Breakfast	\$ 500.00	\$ -	\$ -
Petty Cash	\$ -	\$ -	\$ -
PTO T-Shirts	\$ -	\$ -	\$ -
Misc	\$ -	\$ -	\$ -
T-shirt Paypal fees	\$ -	\$ -	\$ -
Room Parents	\$ 100.00	\$ -	\$ -
SPED Awareness	\$ 100.00	\$ -	\$ -
Spring Fundraiser - Family Fox Fest	\$ 2,500.00	\$ -	\$ -
STAR Awards (required)	\$ 150.00	\$ -	\$ -
Stampede (required)	\$ 100.00	\$ -	\$ -
Teacher Eats	\$ 3,390.00	\$ -	\$ -
Teacher Appreciation	\$ 2,390.00	\$ -	\$ -
Teacher Treats	\$ 1,390.00	\$ -	\$ -
Total Board Expenses	\$ 20,964.00	\$ -	
Expenses - Grand Total	\$ 53,544.00	\$ 10,000.00	
Income Over Expenses	\$ 1,025.62	\$ 21,235.74	

ACH	Transfer Date	Transaction Date	Name	Payment	Fee	Transfer Amount	Transaction ID	Committee	Notes
PayPal	08/05/2020	02/10/20	Photos Photographics	\$25.00	-\$1.03	\$23.97	08330249E07710922	MISC	Refund from last year
PayPal	08/05/2020	07/28/20	Katie Gabb	\$15.76	-\$0.76	\$15.00	71744796EA2146403	PTO board t-shirt	
PayPal	08/05/2020	07/29/20	Sarah Howard	\$15.76	\$0.00	\$15.76	5SX735190J2834916	PTO board t-shirt	
PayPal	08/05/2020	07/29/20	Michelle Glazer	\$15.76	\$0.00	\$15.76	50W29227UG847312L	PTO board t-shirt	
PayPal	08/05/2020	07/29/20	Whitney Oppenheim	\$15.76	-\$0.76	\$15.00	65471843V6694054K	PTO board t-shirt	
PayPal	08/05/2020	07/29/20	Megan Hubbard	\$15.76	-\$0.76	\$15.00	75V88404A8594624D	PTO board t-shirt	
PayPal	08/05/2020	07/29/20	Karen VanSteenberg	\$15.76	-\$0.76	\$15.00	7PY75252HB0061734	PTO board t-shirt	
PayPal	08/05/2020	07/30/20	Melanie Irving	\$15.76	-\$0.76	\$15.00	7L691245DE214154G	PTO board t-shirt	
PayPal	08/05/2020	08/03/20	Virginia L Galloway	\$15.00	-\$0.74	\$14.26	085639480W7272101	Membership Dues	
PayPal	08/05/2020	08/03/20	Ginger Wilkerson	\$15.76	-\$0.76	\$15.00	98V24025YD763425E	PTO board t-shirt	
PayPal	08/05/2020	08/03/20	William Horrell	\$15.76	-\$0.76	\$15.00	4TT26474U7918673V	PTO board t-shirt	
Paypal	8/17/20	8/8/20	Weebly, Inc.	-\$158.04	\$0.00	-\$158.04	4HE584280V876341B		
Paypal	8/17/20	8/8/20		\$158.04	\$0.00	\$158.04	8T22036898291445Y		
Paypal	8/17/20	8/11/20	Chiara Albani	\$30.00	-\$1.17	\$28.83	9NF16344BD458274D	Membership Dues	
Paypal	8/17/20	8/12/20	Sara Schmitt	\$15.00	-\$0.74	\$14.26	67L61539ND2219643	Membership Dues	
Paypal	8/17/20	8/12/20	Ginger Wilkerson	\$16.00	-\$0.76	\$15.24	224879893B655512G	Membership Dues	
Paypal	8/17/20	8/12/20	Courtney Browning	\$16.00	-\$0.76	\$15.24	6Y383857445498002	Membership Dues	
Paypal	8/17/20	8/13/20	Krista Antonuk	\$16.00	-\$0.76	\$15.24	7T009866TW925244U	Membership Dues	
Paypal	8/17/20	8/13/20	Kari Armstrong	\$16.00	-\$0.65	\$15.35	7Y301427730352904	Membership Dues	
Paypal	8/17/20	8/13/20	Stephanie Tarver	\$16.00	-\$0.65	\$15.35	52S26178DS362864G	Membership Dues	
Paypal	8/17/20	8/13/20	Michael Johnson	\$16.00	-\$0.50	\$15.50	44832060MY415631F	Membership Dues	
Paypal	8/17/20	8/13/20	Michael Johnson	\$84.00	-\$2.00	\$82.00	44832060MY415631F	Family Donation Drive	
Paypal	8/17/20	8/13/20	Julia Tate	\$16.00	-\$0.65	\$15.35	3VC29688JD5372914	Membership Dues	
Paypal	8/17/20	8/13/20	Sarah McMaster	\$16.00	-\$0.65	\$15.35	66225234XC698824L	Membership Dues	
Paypal	8/17/20	8/13/20	Deborah Haining	\$16.00	-\$0.50	\$15.50	47L79616TD737444G	Membership Dues	
Paypal	8/17/20	8/13/20	Deborah Haining	\$16.00	-\$0.50	\$15.50	47L79616TD737444G	Family Donation Drive	
Paypal	8/17/20	8/13/20	Pallavi Koppolu	\$32.00	-\$1.00	\$31.00	0FM148610P6722000	Membership Dues	
Paypal	8/17/20	8/13/20	Karen VanSteenberg	\$16.00	-\$0.50	\$15.50	73T80079BE258325G	Membership Dues	
Paypal	8/17/20	8/13/20	Karen VanSteenberg	\$100.00	-\$2.35	\$97.65	73T80079BE258325G	Family Donation Drive	
Paypal	8/17/20	8/14/20	Shelly Hughes	\$16.00	-\$0.65	\$15.35	6DS63813X4000746	Membership Dues	
Paypal	8/17/20	8/14/20	Courtney Browning	\$16.00	-\$0.65	\$15.35	7N050190S0571811D	Membership Dues	
Paypal	8/17/20	8/14/20	Courtney Browning	\$5.00	-\$0.41	\$4.59	2AC67105C1729861L	Family Donation Drive	
Paypal	8/17/20	8/14/20	melissa salazar	\$16.00	-\$0.65	\$15.35	7PY67075AX4282141	Membership Dues	
Paypal	8/17/20	8/14/20	susan krum	\$16.00	-\$0.65	\$15.35	57M50948XJ495805G	Membership Dues	
Paypal	8/17/20	8/14/20	Kate Singarella	\$16.00	-\$0.65	\$15.35	2XS2145352917751P	Membership Dues	
Paypal	8/17/20	8/14/20	Rebecca Marcuzzo	\$16.00	-\$0.65	\$15.35	91U852963R118944R	Membership Dues	
Paypal	8/17/20	8/14/20	Rebecca Spain	\$20.00	-\$0.74	\$19.26	15G86829F320105T	Family Donation Drive	
Paypal	8/17/20	8/15/20	William Horrell	\$16.00	-\$0.65	\$15.35	3X038126D8401910G	Membership Dues	
Paypal	8/17/20	8/16/20	Miriam Fruitt	\$16.00	-\$0.65	\$15.35	1YB2660605311431J	Membership Dues	
Paypal	8/17/20	8/16/20	Alyssa Cotton	\$16.00	-\$0.65	\$15.35	5YF31217Y49803230	Membership Dues	
Paypal	8/17/20	8/16/20	Valerie Hofmann	\$16.00	-\$0.50	\$15.50	3MC24262RH162141N	Membership Dues	
Paypal	8/17/20	8/16/20	Valerie Hofmann	\$50.00	-\$1.25	\$48.75	3MC24262RH162141N	Family Donation Drive	
Paypal	8/17/20	8/16/20	LaVida Giggers	\$16.00	-\$0.65	\$15.35	1BE926393X4347057	Membership Dues	
Paypal	8/17/20	8/16/20	Natalie Ray	\$16.00	-\$0.65	\$15.35	2TG254005C972253L	Membership Dues	
Paypal	8/17/20	8/16/20	Jennifer Penn	\$16.00	-\$0.65	\$15.35	9R205747GD298231X	Membership Dues	
Paypal	8/17/20	8/16/20	Jennifer Kliman	\$16.00	-\$0.65	\$15.35	0H177815UA227271G	Membership Dues	
Paypal	8/17/20	8/16/20	Michelle Glazer	\$32.00	-\$1.00	\$31.00	5YD59440VW187432L	Family Donation Drive	
Paypal	8/17/20	8/16/20	Molly Sanford	\$16.00	-\$0.65	\$15.35	4MS33009T84893908	Membership Dues	
Paypal	8/17/20	8/16/20	Stathy Heathcock	\$16.00	-\$0.50	\$15.50	6UL28383BT196221C	Membership Dues	
Paypal	8/17/20	8/16/20	Stathy Heathcock	\$20.00	-\$0.59	\$19.41	6UL28383BT196221C	Family Donation Drive	
Paypal	8/17/20	8/16/20	Kacy Head	\$16.00	-\$0.65	\$15.35	1J182824W6360062P	Membership Dues	
Paypal	8/17/20	8/16/20	Kristen Shepherd	\$16.00	-\$0.65	\$15.35	44H69745M5066801Y	Membership Dues	
Paypal	8/17/20	8/16/20	Deborah Glenn	\$16.00	-\$0.50	\$15.50	43E21813TS8628716	Membership Dues	
Paypal	8/17/20	8/16/20	Deborah Glenn	\$50.00	-\$1.25	\$48.75	43E21813TS8628716	Family Donation Drive	
Paypal	8/17/20	8/16/20	Dulaney Designs LLC	\$16.00	-\$0.50	\$15.50	2TB17074BC104241P	Membership Dues	
Paypal	8/17/20	8/16/20	Dulaney Designs LLC	\$50.00	-\$1.25	\$48.75	2TB17074BC104241P	Family Donation Drive	
Paypal	8/17/20	8/16/20	Courtney Berggren	\$16.00	-\$0.65	\$15.35	6XS95022C49368533	Membership Dues	
Paypal	8/17/20	8/16/20	Melanie Irving	\$16.00	-\$0.50	\$15.50	96V42726C9985705N	Membership Dues	
Paypal	8/17/20	8/16/20	Melanie Irving	\$100.00	-\$2.35	\$97.65	96V42726C9985705N	Family Donation Drive	
Paypal	8/17/20	8/16/20	Sally Gillum	\$16.00	-\$0.65	\$15.35	3VR112424D899183T	Membership Dues	
Paypal	8/17/20	8/16/20	Kate Umsted	\$16.00	-\$0.65	\$15.35	7623609374891631W	Membership Dues	
Paypal	8/17/20	8/16/20	Laurie Wissman	\$16.00	-\$0.65	\$15.35	0YN06645S1478554W	Membership Dues	
Paypal	8/17/20	8/16/20	Joel Walen	\$16.00	-\$0.65	\$15.35	24285387J14745034	Membership Dues	
Paypal	8/17/20	8/16/20	Stephanie Breuer	\$16.00	-\$0.65	\$15.35	60T55604TV798480A	Membership Dues	
Paypal	8/17/20	8/16/20	Jennifer Pierce	\$16.00	-\$0.65	\$15.35	73E41456LT383134V	Membership Dues	
Paypal	8/17/20	8/16/20	Jennifer Corbin	\$32.00	-\$1.00	\$31.00	2HM173888E3829019	Membership Dues	
Paypal	8/17/20	8/16/20	Tim Graham	\$16.00	-\$0.65	\$15.35	10R900081V707620T	Membership Dues	
Paypal	8/17/20	8/16/20	Ghazal Williams	\$16.00	-\$0.65	\$15.35	8P90072513235322P	Membership Dues	
Paypal	8/17/20	8/16/20	Ghazal Williams	\$200.00	-\$4.70	\$195.30	1WD48448GS0639104	Family Donation Drive	
Paypal	8/17/20	8/16/20	Lilia Bentcheva	\$16.00	-\$0.65	\$15.35	1FV17363KS005830F	Membership Dues	
Paypal	8/17/20	8/16/20	Tamara Redmond	\$16.00	-\$0.50	\$15.50	1XG181462R3343028	Membership Dues	
Paypal	8/17/20	8/16/20	Tamara Redmond	\$5.00	-\$0.26	\$4.74	1XG181462R3343028	Family Donation Drive	
Paypal	8/17/20	8/16/20	Amanda Brooks	\$16.00	-\$0.65	\$15.35	22878394AK021624P	Membership Dues	
Paypal	8/17/20	8/16/20	MaryJane Archer	\$16.00	-\$0.50	\$15.50	81G52422U9878510U	Membership Dues	
Paypal	8/17/20	8/16/20	MaryJane Archer	\$20.00	-\$0.59	\$19.41	81G52422U9878510U	Family Donation Drive	
Paypal	8/17/20	8/17/20	Elissa Pizza	\$16.00	-\$0.65	\$15.35	4SU181623M902894E	Membership Dues	
Paypal	8/17/20	8/17/20	Jenny Duncan	\$16.00	-\$0.65	\$15.35	0HN95910TM5799509	Membership Dues	
Paypal	8/17/20	8/17/20	Courtney Conaway	\$16.00	-\$0.65	\$15.35	6NN601762G139673G	Membership Dues	

Paypal	8/17/20	8/17/20	Kyle Hagan	\$16.00	-\$0.65	\$15.35	1AX35827C55430846	Membership Dues		
Paypal	8/17/20	8/17/20	Melissa H. Berry	\$16.00	-\$0.65	\$15.35	51X465730F853533H	Membership Dues		
Paypal	8/17/20	8/17/20	vanessa armenise	\$16.00	-\$0.65	\$15.35	8S770145K30156339	Membership Dues		
Paypal	8/17/20	8/17/20	Mary Ballard	\$16.00	-\$0.65	\$15.35	3NW512893M0437933	Membership Dues		
Paypal	8/17/20	8/17/20	rebekah kessler	\$16.00	-\$0.65	\$15.35	4SN19229TS5256738	Membership Dues		
Paypal	8/17/20	8/17/20	Robert Yeager	\$16.00	-\$0.65	\$15.35	4LY05489B0082244W	Membership Dues		
Paypal	8/17/20	8/17/20	Fatima Neves	\$16.00	-\$0.65	\$15.35	8HB44883372168111	Membership Dues		
Paypal	8/17/20	8/17/20	Brooke leggett	\$16.00	-\$0.65	\$15.35	0TY45519LU097515H	Membership Dues		
				\$1,741.00	-\$57.73	\$1,683.27				

Date	Check/Cash	Committee	Name on check	Notes	Amount
07/28/2020	4426062	Box Tops	Box Tops Education		\$0.50
7/28/2020	1645	Misc	Gregory T and Kari A Armstrong	Accounting error on Check # 1097 for \$190.00 and check # 1093 for \$188.83	\$378.93
7/28/2020	14348	Spirit Night	Pyros Company LLC		\$237.12
07/03/20	Ach	Misc	Amazon	Refund from items purchased last year	\$49.57
8/5/2020	Ach		Paypal		\$174.75
8/6/2020	443	PTO Board T-shirts	Kelly Galyeen		\$15.00
8/6/2020	2105	PTO Board T-shirts	Bre Lacey		\$15.00
8/6/2020	Cash	PTO Board T-shirts	Yemi Emereuwaunu		\$15.00
8/5/2020	520	PTO Board T-shirts	Jeffrey W and Joni J Hester		\$27.17
8/8/2020	2192	PTO Board T-shirts	Brian J and Kristi W Curry		\$52.00
8/11/2020	521	PTO Board T-shirts	Jeffrey W and Joni J Hester		\$26.00
8/11/2020	432	PTO Board T-shirts	Jose and Melissa Salazar		\$26.00
08/13/2020	1104	Savings account	Forest Hill Elementary School PTO	Transfer funds from checking to savings	\$10,000.00

Forest Hill PTO		First check of new year:		#1098	
Monthly Transactions					
7/1/20					
Deposits:					
Date	Check/Cash	Committee	Name on check	Notes	Amount
07/28/2020	4426062	Box Tops	Box Tops Education		\$0.50
7/28/2020	1645	Misc	Gregory T and Kari A Armstrong	Accounting error on Check # 1097 for \$190.00 and check # 1093 for \$188.83	\$378.93
7/28/2020	14348	Spirit Night	Pyros Company LLC		\$237.12
07/03/20	Ach	Misc	Amazon	Refund from items purchased last year	\$49.57
Total					\$666.12
Checks:					
Date	Payee	Committee	Purpose	Check	Amount
07/30/2020	Forest Hill Elementary	Gift to School	Annual gift to school for 2019-2020 year.	1098	10,000.00
Total					\$10,000.00
Cash balances:					
		Checking			
Beginning book balance 07/1/20:		\$30,569.62			
Revenue per above:		\$666.12			
Expenses per above:		\$10,000.00			
Ending book balance 07/30/20:		\$21,235.74			
Reconciliation:					
Cleared Checks:					
#1085		\$246.15	May		
#1094		\$232.35	June		
#1095		\$232.35	June		
#1096		\$37.87	June		
#1097		\$190.00	June		
		\$938.72			
Cleared ACH Debits:		\$0.00			
Total Debits July:		\$ 938.72	per the bank statement		
Cleared Deposits:					
		\$0.50	July		
		\$237.12	July		
		\$378.93	July		
		\$616.55			
Cleared ACH Deposit:		\$49.57 Amazon			
Total Credits July:		\$666.12 per the bank statement			
O/S checks:					
#1078		\$93.89	March		
#1098		\$10,000.00	July		
O/S Deposits:		\$0.00			
Total O/S July:		\$10,093.89			
Amount agrees to July ending bank balance		\$31,329.63 LWissman 08/04/2020			

Forest Hill PTO

Monthly Transactions

8/1/20

First check of new year:

#1098

Deposits:

Date	Check/Cash	Committee	Name on check	Notes	Amount
8/6/2020	443	PTO Board T-shirts	Kelly Galyean		\$15.00
8/6/2020	2105	PTO Board T-shirts	Bre Lacey		\$15.00
8/6/2020	Cash	PTO Board T-shirts	Yemi Emeruewuun		\$15.00

Total \$45.00

Paypal Deposits:

Transfer Date	Transaction Date	Name	Payment	Fee	Transfer Amount	Transaction ID	Committee	Notes
08/05/2020	02/10/20	Photos Photographics	\$25.00	-\$1.03	\$23.97	0B330249E07710922	MISC	Refund from last year
08/05/2020	07/28/20	Katie Gabb	\$15.76	-\$0.76	\$15.00	71744796E2146403	PTO board t-shirt	
08/05/2020	07/29/20	Sarah Howard	\$15.76	\$0.00	\$15.76	55X735190J2834916	PTO board t-shirt	
08/05/2020	07/29/20	Michelle Glazer	\$15.76	\$0.00	\$15.76	50W29227UG847312L	PTO board t-shirt	
08/05/2020	07/29/20	Whitney Oppenheim	\$15.76	-\$0.76	\$15.00	65471843V6694054K	PTO board t-shirt	
08/05/2020	07/29/20	Megan Hubbard	\$15.76	-\$0.76	\$15.00	75V8840A8594624D	PTO board t-shirt	
08/05/2020	07/29/20	Karen VanSteenberg	\$15.76	-\$0.76	\$15.00	7P175252H0061734	PTO board t-shirt	
08/05/2020	07/30/20	Melanie Irving	\$15.76	-\$0.76	\$15.00	7L691245DE214154G	PTO board t-shirt	
08/05/2020	08/03/20	Virginia L Galloway	\$15.00	-\$0.74	\$14.26	085639480W7272101	Membership Dues	
08/05/2020	08/03/20	Ginger Wilkerson	\$15.76	-\$0.76	\$15.00	98V24025YD763425E	PTO board t-shirt	
08/05/2020	08/03/20	William Horrell	\$15.76	-\$0.76	\$15.00	4TT26474U7918673V	PTO board t-shirt	
8/17/20	8/11/20	Chiara Albani	\$30.00	-\$1.17	\$28.83	9NF16344BD458274D	Membership Dues	
8/17/20	8/12/20	Sara Schmitt	\$15.00	-\$0.74	\$14.26	67L61539ND2219643	Membership Dues	
8/17/20	8/12/20	Ginger Wilkerson	\$16.00	-\$0.76	\$15.24	2248798938655512G	Membership Dues	
8/17/20	8/12/20	Courtney Browning	\$16.00	-\$0.76	\$15.24	6Y383857445498002	Membership Dues	
8/17/20	8/13/20	Krista Antonuk	\$16.00	-\$0.76	\$15.24	7T009866TW925244U	Membership Dues	
8/17/20	8/13/20	Kari Armstrong	\$16.00	-\$0.65	\$15.35	7Y301427730352904	Membership Dues	
8/17/20	8/13/20	Stephanie Tarver	\$16.00	-\$0.65	\$15.35	52S261780D5362864G	Membership Dues	
8/17/20	8/13/20	Michael Johnson	\$16.00	-\$0.50	\$15.50	44832060MY415631F	Membership Dues	
8/17/20	8/13/20	Michael Johnson	\$84.00	-\$2.00	\$82.00	44832060MY415631F	Family Donation Drive	
8/17/20	8/13/20	Julia Tate	\$16.00	-\$0.65	\$15.35	3VC29688ID537291A	Membership Dues	
8/17/20	8/13/20	Sarah McMaster	\$16.00	-\$0.65	\$15.35	66225234XC698824L	Membership Dues	
8/17/20	8/13/20	Deborah Haining	\$16.00	-\$0.50	\$15.50	47L79616D737444G	Membership Dues	
8/17/20	8/13/20	Deborah Haining	\$16.00	-\$0.50	\$15.50	47L79616D737444G	Family Donation Drive	
8/17/20	8/13/20	Pallavi Koppolu	\$32.00	-\$1.00	\$31.00	0FM148610P6722000	Membership Dues	
8/17/20	8/13/20	Karen VanSteenberg	\$16.00	-\$0.50	\$15.50	73T80079BE258325G	Membership Dues	
8/17/20	8/13/20	Karen VanSteenberg	\$100.00	-\$2.35	\$97.65	73T80079BE258325G	Family Donation Drive	
8/17/20	8/14/20	Shelly Hughes	\$16.00	-\$0.65	\$15.35	6D563813JX400074E	Membership Dues	
8/17/20	8/14/20	Courtney Browning	\$16.00	-\$0.65	\$15.35	7N050190S0571811D	Membership Dues	
8/17/20	8/14/20	Courtney Browning	\$5.00	-\$0.41	\$4.59	2AC67105C1729861L	Family Donation Drive	
8/17/20	8/14/20	melissa salazar	\$16.00	-\$0.65	\$15.35	7PY67075AX4282141	Membership Dues	
8/17/20	8/14/20	susan krum	\$16.00	-\$0.65	\$15.35	57M50948XJ495805G	Membership Dues	
8/17/20	8/14/20	Kate Singarella	\$16.00	-\$0.65	\$15.35	2XS2145352917751P	Membership Dues	
8/17/20	8/14/20	Rebecca Marcuozo	\$16.00	-\$0.65	\$15.35	9IU852963R118944R	Membership Dues	
8/17/20	8/14/20	Rebecca Spain	\$20.00	-\$0.74	\$19.26	15G86829F3820105T	Family Donation Drive	
8/17/20	8/15/20	William Horrell	\$16.00	-\$0.65	\$15.35	3X038126D8401910G	Membership Dues	
8/17/20	8/16/20	Miriam Frucht	\$16.00	-\$0.65	\$15.35	1YB2660605311431J	Membership Dues	
8/17/20	8/16/20	Alyssa Cotton	\$16.00	-\$0.65	\$15.35	5YF3121749803230	Membership Dues	
8/17/20	8/16/20	Valerie Hofmann	\$16.00	-\$0.50	\$15.50	3MC24262RH162141N	Membership Dues	
8/17/20	8/16/20	Valerie Hofmann	\$50.00	-\$1.25	\$48.75	3MC24262RH162141N	Family Donation Drive	
8/17/20	8/16/20	LaVida Giggers	\$16.00	-\$0.65	\$15.35	18E926393X4347057	Membership Dues	
8/17/20	8/16/20	Natalie Ray	\$16.00	-\$0.65	\$15.35	2TG254005C972253L	Membership Dues	
8/17/20	8/16/20	Jennifer Penn	\$16.00	-\$0.65	\$15.35	9R20547GD298231X	Membership Dues	
8/17/20	8/16/20	Jennifer Kliman	\$16.00	-\$0.65	\$15.35	0H177815UA227271G	Membership Dues	
8/17/20	8/16/20	Michelle Glazer	\$32.00	-\$1.00	\$31.00	5YD59440WV187432L	Family Donation Drive	
8/17/20	8/16/20	Molly Sanford	\$16.00	-\$0.65	\$15.35	4MS33009T84893908	Membership Dues	
8/17/20	8/16/20	Stathy Heathcock	\$16.00	-\$0.50	\$15.50	6UL28383BT196221C	Membership Dues	
8/17/20	8/16/20	Stathy Heathcock	\$20.00	-\$0.59	\$19.41	6UL28383BT196221C	Family Donation Drive	
8/17/20	8/16/20	Kacy Head	\$16.00	-\$0.65	\$15.35	1182824W6360062P	Membership Dues	
8/17/20	8/16/20	Kristen Shepherd	\$16.00	-\$0.65	\$15.35	44H69745M5066801Y	Membership Dues	
8/17/20	8/16/20	Deborah Glenn	\$16.00	-\$0.50	\$15.50	43E21813TS8628716	Membership Dues	
8/17/20	8/16/20	Deborah Glenn	\$50.00	-\$1.25	\$48.75	43E21813TS8628716	Family Donation Drive	
8/17/20	8/16/20	Dulaney Designs LLC	\$16.00	-\$0.50	\$15.50	2TB17074BC104241P	Membership Dues	
8/17/20	8/16/20	Dulaney Designs LLC	\$50.00	-\$1.25	\$48.75	2TB17074BC104241P	Family Donation Drive	
8/17/20	8/16/20	Courtney Berggren	\$16.00	-\$0.65	\$15.35	6XS95022C49368533	Membership Dues	
8/17/20	8/16/20	Melanie Irving	\$16.00	-\$0.50	\$15.50	96Y42726C9985705N	Membership Dues	
8/17/20	8/16/20	Melanie Irving	\$100.00	-\$2.35	\$97.65	96Y42726C9985705N	Family Donation Drive	
8/17/20	8/16/20	Sally Gillum	\$16.00	-\$0.65	\$15.35	3VR112424D899183T	Membership Dues	
8/17/20	8/16/20	Kate Umsted	\$16.00	-\$0.65	\$15.35	7623609374891631W	Membership Dues	
8/17/20	8/16/20	Laurie Wissman	\$16.00	-\$0.65	\$15.35	0YN066455I478554W	Membership Dues	
8/17/20	8/16/20	Joel Walen	\$16.00	-\$0.65	\$15.35	242838711474503A	Membership Dues	
8/17/20	8/16/20	Stephanie Breuer	\$16.00	-\$0.65	\$15.35	60T55604TV798480A	Membership Dues	
8/17/20	8/16/20	Jennifer Pierce	\$16.00	-\$0.65	\$15.35	73E41456LT383134V	Membership Dues	
8/17/20	8/16/20	Jennifer Corbin	\$32.00	-\$1.00	\$31.00	2HM173888E3829019	Membership Dues	
8/17/20	8/16/20	Tim Graham	\$16.00	-\$0.65	\$15.35	10R900081V707620T	Membership Dues	
8/17/20	8/16/20	Ghazal Williams	\$16.00	-\$0.65	\$15.35	8P90072513235322P	Membership Dues	
8/17/20	8/16/20	Ghazal Williams	\$200.00	-\$4.70	\$195.30	1WD48448G05063910A	Family Donation Drive	
8/17/20	8/16/20	Lilia Bentecheva	\$16.00	-\$0.65	\$15.35	1FV17363KS005830F	Membership Dues	
8/17/20	8/16/20	Tamara Redmond	\$16.00	-\$0.50	\$15.50	1XG181462R3343028	Membership Dues	
8/17/20	8/16/20	Tamara Redmond	\$5.00	-\$0.26	\$4.74	1XG181462R3343028	Family Donation Drive	
8/17/20	8/16/20	Amanda Brooks	\$16.00	-\$0.65	\$15.35	22878394AK021624P	Membership Dues	
8/17/20	8/16/20	MaryJane Archer	\$16.00	-\$0.50	\$15.50	81G52422U9878510U	Membership Dues	
8/17/20	8/16/20	MaryJane Archer	\$20.00	-\$0.59	\$19.41	81G52422U9878510U	Family Donation Drive	
8/17/20	8/17/20	Elissa Pizza	\$16.00	-\$0.65	\$15.35	45U181623M902894E	Membership Dues	
8/17/20	8/17/20	Jenny Duncan	\$16.00	-\$0.65	\$15.35	0HN95910TM5799509	Membership Dues	
8/17/20	8/17/20	Courtney Conaway	\$16.00	-\$0.65	\$15.35	6NN601762G139673G	Membership Dues	
8/17/20	8/17/20	Kyle Hagan	\$16.00	-\$0.65	\$15.35	1AX35827C5543084E	Membership Dues	
8/17/20	8/17/20	Melissa H. Berry	\$16.00	-\$0.65	\$15.35	51X465730F853533H	Membership Dues	
8/17/20	8/17/20	vanessa armenise	\$16.00	-\$0.65	\$15.35	8S770145K30156339	Membership Dues	
8/17/20	8/17/20	Mary Ballard	\$16.00	-\$0.65	\$15.35	3NW512893M0437933	Membership Dues	
8/17/20	8/17/20	rebekah kessler	\$16.00	-\$0.65	\$15.35	45N19229T5526738	Membership Dues	
8/17/20	8/17/20	Robert Yeager	\$16.00	-\$0.65	\$15.35	4LY0548980082244W	Membership Dues	
8/17/20	8/17/20	Fatima Neves	\$16.00	-\$0.65	\$15.35	8HB44883372168111	Membership Dues	
8/17/20	8/17/20	Brooke leggett	\$16.00	-\$0.65	\$15.35	0TY45519LU097515H	Membership Dues	

\$1,922.84

-\$64.82

\$1,858.02

<u>Checks:</u>					
Date	Payee	Committee	Purpose	Check	Amount
08/06/2020	Kari Armstrong	President	Zoom conference	1099	\$149.90
08/06/2020	Krista Antonuk	VP Communications	Constant Contact (newsletter)	1100	\$378.00
08/06/2020	Krista Antonuk	VP Communications	Go Daddy (website)	1101	\$31.16
08/06/2020	AIM	Treasurer	Insurance	1102	\$480.00
08/06/2020	Kari Armstrong	Misc	Replace lost check #1078	1103	\$93.89
08/13/2020	Forest Hill Elementary School PTO	Transfer to Savings account		1104	\$10,000.00
08/14/2020	The Awards Place	PTO Board t-shirts	Silk screen t-shirts	1105	\$180.00
08/18/2020	The Awards Place	PTO Board t-shirts	Embroidery polo shirts	1106	\$156.00
Total					\$11,468.95
<u>Paypal Debits:</u>					
Date	Payee	Committee	Purpose	Transaction	Amount
8/8/20	Weebly, Inc.	Weebly	Annual subscription	4HE584280V876341B	\$158.04
Total					\$158.04
<u>Cash balances:</u>					
		<u>Checking</u>			
Beginning book balance 08/01/2020:		\$21,235.74			
Revenue per above:		\$1,903.02			
Expenses per above:		\$11,626.99			
Ending book balance 08/30/2020:		\$11,511.77			
<u>Reconciliation:</u>					
Cleared Checks:					
Cleared ACH Debits:					
		\$0.00			
Total Debits August:		\$ -	per the bank statement		
Cleared Deposits:					
Cleared ACH Deposit:					
Total Credits August:		\$0.00	per the bank statement		
O/S checks:	#1078	\$93.89	March		
	#1098	\$10,000.00	July		
O/S Deposits:		\$0.00			
Total O/S July:		\$10,093.89			