Parents In Partnership Board Meeting

2/3/15

In attendance: Jennifer Christensen, Stephanie Pickle, Asa Neckam-Thedvall, Kathie Byler, and Karen Kimball. Notes taken by Kathie Byler.

**6:30 p.m. – 6:45 p.m. Review of 2013-2014 Question & Answer**

Asa asked for copy of January bank statements. Jennifer stated the information she is seeking is posted on our website.

Asa requested fleece invoices and receipts. Jennifer declined stating Spirit Wear Committee Chairs, Treasurer and President Elect have reconciled accounts at this time. Information that is necessary for parents can be found on our website.

Asa requested to view checkbook. Jennifer provided checkbook.

Asa asked about Paypal account and Jennifer stated it has been reconciled. There is $2283.60 representing 70 people (15 checks and 2 cash) for 87 directories purchased.

Asa asked for Spreadsheet for teacher appreciation money. PIP board members demonstrated to the other board members the way in which funds are received. Amount breakdowns are money spent $7469.29 and total money collected is $14650.20 leaving $7180.91 for the second semester.

Asa asked about money in the safe, Jennifer stated there was $1197 and that it had already been deposited.

Asa asked about homecoming budget of $600 and $790 was spent. Asa asked why over budget and Stephanie explained PYP turned in receipts to help pay for expenses. Asa stated over budget.

Asa asked why dragon fund has not been closed and how much money is in it. Jennifer stated $3.53 and it’s not closed because Jennifer hasn’t closed it yet.

Karen discussed how PIP is an evolving organization and all of our policies are not yet refined. Policy and procedures must evolve and be put into place. Discussed an opportunity for Asa to focus her energy towards helping the board develop these policies and procedures for cash handling, etc.

Asa asked why a check was not being written for $1800 to 15x15 fund and why $584 was being subtracted from the amount. Explained to Asa that several parents had made their checks out to IIA-NT instead of PiP. Instead of having parents re-write the checks PiP deposited them with Imagine for a total of $584 and will subtract that amount out of the remaining balanced owed by PiP for the 15x15 fund. Karen re-explained to Asa why this process is in place.

Jennifer stated as a board member need to stay within own job requirements and not pressure Spirit Wear committee over receipts, inventory, and money. Need to present a positive supportive board member and not place demands on volunteers.

There were no additional financial questions asked.

**6:45 p.m. – 7:15 p.m. Review of Tax Liabilities, CPA Consultation, Budget Discussion**

Jennifer researched CPAs using Chamber of Commerce, asked school board treasurer, and asked Karen and came up with two choices:

1. CPA- focused on tax returns
2. Jennifer met for a consultation with a local CPA and half hour meeting turned long due to all concerns that need to be fixed.

Concerns:

Current liabilities and need to resolve dating back to founders of PIP and the original board financial structured part. Even as a non-profit (without 501c-3 status) not supposed to make a profit. In 2013 profit of over $16,000. Treasurer should have had a zero budget at first meeting. In 2014 there was an additional profit gain of over $15,000.

Plan of Action

1. Beg IRS to back 501C-3 status to PIP inception for tax benefits. Organization started July 19, 2012 and 501c-3 marked July 2014. Need to submit an application and letter to change back to first inception.
2. Build a zero budget, allocate to programs amount of money. Need to re-do 2013 and 2014 budgets to meet guidelines.
3. Need to request wish list from school and have a standing wish list to allocate funds to. Karen clarified if we need the list before end of summer or a revolving list. All money for the current fiscal year needs to be spent by June 30, 2015. Kathie asked about creating teacher wish list forms and discussed money would be on a larger scale requests and teachers wish list are on the Above and Beyond portion of the website.
4. CPA recommended using Quickbooks. Softwear license has been purchased.
5. Will need to breakdown all receipts for the past three years in to categories (ie. Food, rental) and enter them.
6. CPA estimated fees will be $2000. $250 filing fees, $750 for returns (expecting two), $200-400 to convert forms, and 1 hour consultation. Potential liability could be up to $5000 as an estimate from the CPA due to taking a profit. Can include CPA fees to budget.

Even without 501c-3 would still be in same financial situation. Due to current CPA concerns and need to take care of plan of action do not have time to continually re-hashing numbers. Karen asked how the group can help. Jennifer asked for respect and that she is not a certified CPA and is a parent volunteer and will need time to resolve. Jennifer will communicate with CPA via e-mail and report back to the group.

**7:15 p.m. – 7:25 p.m. Cash Handling/Deposit Process Discussion**

Stephanie and Jennifer met with the Spirit wear committee and discussed cash handling process for spirit wear sales and discussed policy and procedures. The new cash handling procedures require two volunteers to count funds, both to sign off on the deposit, and deposits that can be made during the day will be taken to the bank by designated volunteer(s) and deposited and in the evenings will be placed in the night drop box. Records will be kept by Treasurer and Spirit Wear. Jennifer made it very clear that this is a decision due to questions raised about money by Asa in order to accommodate the board members request is has required the board to operate outside of the by-laws. By-laws state all deposits shall be made by the Treasurer as practicable. Current cash box with chairs or locked in cabinet. Discussed volunteers logging in time they worked and using square accounts to record transactions. Will need the parent group to vote on the new procedure, which is:

Recommended procedures:

1. Count money in the till box
2. In the receipt book mark previous money
3. Complete transactions using a square reader; all transactions can be accounted with a square reading (check and cash). The pro to using square reading for all transactions will be accountability and the con is it will slow down the line. Square readers will account for each transaction and keep record of days transactions.
4. Two people will count the money and stamp checks.
5. Cash will go in to pre-handling bag, take pic of bag (clear to see deposit amount) send it to treasurer, then take it to the bank.
6. Get receipt from bank if during the day, at night will place in night deposit box.

Discussed amount of time placed on volunteers to complete recommended process and will continually evaluate this process. Karen stated process will also protect volunteers.

Asa asked if money will be deposited same day and board decided same week due to some volunteers can’t make it to the bank same day. Discussed how some deposits show long time to deposit.

Discussed class parties, process is evolving and still receive money weekly and deposit in lump sums. Jennifer and Stephanie have been communicating about the funds collected to make sure at least two people who are in the know regarding the class party system (rather than just one).

Asa stated she wants to know what days and what t-shirts make what money, deposits for cash, check, and credit cards. Karen responded to Asa that her concerns have been addressed, new policies and procedures have been established and that she was making an unreasonable request to try to hold people to a standard that had not yet been established.

Karen asked if the Board understood the gravity of the situation the board is in with the CPA and has about 8-10 weeks to work on having a resolution.

Stephanie pointed out Asa’s has a personal vendetta and her anger making where we can’t work together and that her attitude is negative. Asa stated she can’t work with board.

Discussed process for Family Fun Night and need to clarify cash process for event. Spirit wear table and check in table were next to each other last year and will need to separate due to accounting. Discussed getting square readers for Family Fun Night community code specifically routed and a google doc so people can go online to make purchases to pay online, and will establish cash handling procedures for this committee as well.

**7:25 p.m. – 7:30 p.m. Wrap-up**

Discussed next parent meeting will be 2/26 and be an Imagine Community Candy Bar Bingo Night from 6:30- 7:30.

Discussed next meeting planned for Feb. 9th location determined by availability to use Firestation. Agenda items that need to be discussed at our next meeting, Family Fun Night, Last day of school, Bike Rally, election committee and upcoming elections, volunteer appreciation, and teacher appreciation week.

7: 30 p.m. Dismissed