

DRAFT – PENDING EXECUTIVE BOARD APPROVAL**EXECUTIVE BOARD OF DIRECTORS MEETING – CENTENNIAL MIDDLE SCHOOL PSO****Meeting Minutes For: Tuesday, January 5, 2016****Next Meeting: Tuesday, February 16, 2016**

Presiding Officer: Tracy Belcher, President

Attendance: Mark present with 'X'

PSO EXECUTIVE BOARD					
<i>Present</i>	<i>Name</i>	<i>Board Role</i>	<i>Present</i>	<i>Name</i>	<i>Board Role</i>
X	Dana Andresen	Sec./Treasurer			
X	Bob Stevens	Principal			

Call to Order:

Meeting called to order at 2:30pm by Dana Andresen.

Prior Minutes:

Prior minutes approved outside of meeting due to president's absence.

Action Items Follow Up:

1. ~~Bob Stevens will contact 6th grade science and STEM teachers regarding science night.~~
2. ~~Dana Andresen will send email to Bob Stevens with remaining questions from Executive Board.~~
3. Dana Andresen will contact Schwan's to transfer to new org.
4. ~~Dana will identify the correct methods to communicate the Box Tops contest to first hour teachers.~~

Treasurer's Report:

Dana Andresen briefly discussed the Treasurer's report. Highlights included the Cougar Fund Drive total of 74 donations totaling \$4,565. Box Top check not received in December, quiet month for donations, checking balance \$4,687.

Unfinished Business:

It was agreed that Family Science Night will be tabled until 2016-2017 school year.

New Business:

1. 2015-2016 Budget: Dana Andresen highlighted budget categories specific to CMS including fundraising plan for May and program expense for supply request program and disbursement for Maker Space and any other school specific support.
2. Dana Andresen outlined the Supply Requests submitted and approved.

Updates:

1. 5th grade party dates established so far included Centennial 5/13 with materials by 5/01; BH TBD after January meeting; remaining elementary schools yet to be identified
2. Dana Andresen noted that 2 volunteer forms had been submitted.
3. Dana Andresen noted that a request to change accounting period to school year was submitted to IRS.

Updated Action Items:

1. Dana Andresen will contact Schwan's to transfer to new org.
2. ~~Dana Andresen will postpone February meeting to 2/16 to allow for budget info to be discussed; will post on website, In The Know, communicate new dates to Beth.~~
3. ~~Dana Andresen will email Beth with March meeting date.~~
4. Bob Stevens will prepare a 20 minute budget presentation for the February 16th membership meeting to include a 10 minute Q&A.

Meeting adjourned:

The meeting was adjourned at 2:50pm.

Attached: 12/2015 Treasurer's Report, Income Statement, Balance Sheet

Respectfully Submitted,

Dana Andresen, CMS PSO Secretary

12/2015 Treasurer's Report

	Nov. Income		Dec. Income	YTD Income	December Comments
General/donations (incl. in-kind, interest)	\$49	General/donations (incl. in-kind, interest)	\$228	\$909	\$0.18 interest; \$199.30 Scrip
Cougar Fund Drive	\$2,545	Cougar Fund Drive	\$20	\$4,565	Cougar Fund Drive = 74 donations totaling \$4,565
	<u>\$2,594</u>		<u>\$248</u>	<u>\$5,474</u>	

	Nov. Expenses		Dec. Expenses	YTD Expenses	December Comments
Federal/state fees	\$0		\$0	\$504	Postage for Box Tops/Labels for Ed., envelopes and labels, Fax to IRS, \$75 for Supply Request Program.
Postage, envelopes, labels, record the in-kind gift card exp.	\$0		\$112	\$173	
PayPal fees	\$7	PayPal fees	\$36	\$71	
	<u>\$7</u>		<u>\$149</u>	<u>\$833</u>	
Net Income:	<u>\$2,587</u>	Net Income:	<u>\$99</u>	<u>\$4,641</u>	
Checking account balance:	\$4,591	Checking account balance:	\$4,687		Undeposited GiveMN donation \$28; uncleared check for \$75
		January income to date:	\$0		

General notes:

We will be transferring half the proceeds from the Cougar Fund Drive into a Temporarily Restricted account for donation to the Media Center Renovation project at the end of the school year.

Scrip total for 2015 = \$247.96
 Box Top Check MIA - \$816.30

Centennial Middle School Parent Support Organization

Balance Sheet

01/05/16

As of December 31, 2015

Accrual Basis

	Dec 31, 15
ASSETS	
Current Assets	
Checking/Savings	
1400 · USBank Checking Account	4,612.35
Total Checking/Savings	4,612.35
Other Current Assets	
1200 · Undeposited Funds	28.53
Total Other Current Assets	28.53
Total Current Assets	4,640.88
TOTAL ASSETS	<u>4,640.88</u>
LIABILITIES & EQUITY	
Equity	
Net Income	4,640.88
Total Equity	4,640.88
TOTAL LIABILITIES & EQUITY	<u>4,640.88</u>

Centennial Middle School Parent Support Organization

01/05/16

Profit & Loss

Accrual Basis

December 2015

	Dec 15
Ordinary Income/Expense	
Income	
4300 · Direct Public Support	
4310 · Corporate, Business Contr.	199.30
4330 · Individual Contributions	48.53
Total 4300 · Direct Public Support	247.83
4600 · Other Types of Income	
4610 · Miscellaneous Revenue	0.18
Total 4600 · Other Types of Income	0.18
Total Income	248.01
Gross Profit	248.01
Expense	
6100 · Contract Services	36.46
6400 · Operations	
6420 · Postage, Mailing Service	15.97
6430 · Printing and Copying	1.00
6440 · Supplies	20.11
Total 6400 · Operations	37.08
6500 · Other Types of Expenses	
6520 · Program Expense	75.00
Total 6500 · Other Types of Expenses	75.00
Total Expense	148.54
Net Ordinary Income	99.47
Net Income	<u>99.47</u>