

Rolling Hills  
Elementary School



**Rolling Hills PTA Association Meeting  
&  
Presentation by Superintendent Phillips  
Multi-Purpose Room  
February 16, 2006, 6:30 p.m.**

- |  |                                |
|--|--------------------------------|
| 1. Call meeting to order   | President                      |
| 2. Presentation of past President's pins to:<br>Patricia Tracy (2003-04)<br>Ron Bostater (2004-05) | President                      |
| 3. Approval of September 2005 Association meeting minutes  | President                      |
| 4. Approval of Treasurer's report  | Treasurer                      |
| 5. Adoption of final FY 2004-05 audit  | Treasurer                      |
| 6. Election of Nominating Committee  | President &<br>Parliamentarian |
| 7. Approval of revised Standing Rules  | President                      |
| 8. New business  |                                |

**Community Program: Presentation by PUSD Superintendent Phillips on college readiness**

**Upcoming Association meetings**

Thursday, April 27, 6:30 p.m. (annual election meeting) -- Multi-Purpose Room  
Thursday, June 15, 6:30 p.m. – location to be announced

**Deposits 8/10/05 to 2/7/06**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
8/20/2005	Membership Dues- 41 members	328.00
8/23/2005	Check Enclosed Fee Reversal	3.00
8/31/2005	8/05 Interest Eraned	0.32
8/31/2005	Membership Dues- 118 members	944.00
	Donation	13.60
9/1/2005	Check Enclosed Fee Reversal	3.00
9/9/2005	Entertainment Book	220.00
9/9/2005	Entertainment Book	320.00
9/9/2005	Scrip	50.00
9/12/2005	Membership Dues- 49 members	376.00
	Donation	18.00
9/14/2005	Entertainment Book	760.00
9/16/2005	Entertainment Book	2,110.00
9/16/2005	Entertainment Book	1,275.00
9/16/2005	Entertainment Book	4,325.00
9/16/2005	Scrip Inventory Sold To Foundation	1,211.00
9/19/2005	Membership Dues- 21 members	168.00
9/20/2005	Book Fair Sales - NSF/Bank Fee Paid	307.28
	Credited Back to Advance	250.00
9/20/2005	Entertainment Book	1,330.00
9/21/2005	Book Fair Sales	813.55
9/22/2005	Book Fair Sales	599.32
9/23/2005	Entertainment Book	1,020.00
9/23/2005	Book Fair Sales	796.67
9/23/2005	Book Fair Sales	1,338.45
9/27/2005	Entertainment Book	80.00
9/27/2005	Renaissance Faire	100.00
	Renaissance Faire Proceeds	79.75
9/30/2005	9/05 Interest Eraned	0.90
9/30/2005	Entertainment Book	60.00
9/30/2005	Book Fair Sales - NSF Paid	40.83
	Bank Fee Paid	6.00
10/5/2005	Exssive ACT Fee Reversal	4.00
10/5/2005	Check Enclosed Fee Reversal	3.00
10/5/2005	Membership Dues- 18 members	144.00
	Donation	8.00
10/11/2005	Membership Dues- 11 members	88.00
	Donation	48.00
10/11/2005	Entertainment Book	40.00
10/26/2005	Membership Dues- 12 members	96.00
	Bank Fee Paid	6.00
	Donation	2.00
10/26/2005	Halloween Party Ticket Sale	328.50
	Credited Back to Advance	200.00
10/28/2005	Gift Wrap Sale	5,939.00
10/28/2005	Membership Dues- 2 members	16.00

**Deposits 8/10/05 to 2/7/06**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
10/31/2005	10/05 Interest Eraned	1.65
10/31/2005	Halloween Party Ticket Sale	1,309.00
10/31/2005	Gift Wrap Sale	3,405.50
11/3/2005	Halloween Party Ticket Sale	63.00
11/3/2005	Membership Dues- 8 members	64.00
11/4/2005	Check Enclosed Fee Reversal	3.00
11/8/2005	Gift Wrap - Stop Payment Paid	37.50
	Bank Fee Paid	6.00
	Gift Wrap Sale	304.00
11/8/2005	Membership Dues- 6 members	48.00
11/14/2005	Membership Dues- 2 members	16.00
11/14/2005	Gift Wrap- NSF Paid	36.00
	Bank Fee Paid	6.00
11/30/2005	11/05 Interest Eraned	2.14
12/12/2005	Check Enclosed Fee Reversal	3.00
12/13/2005	Gift Wrap Sale	8.00
12/13/2005	Membership Dues- 1 members	8.00
12/13/2005	Family Directory - Foundation Paid 1/2	312.47
12/30/2005	12/05 Interest Eraned	1.57
1/9/2006	Check Enclosed Fee Reversal	3.00
1/26/2006	Membership Dues- 1 members	8.00
1/26/2006	Cookie-Dough Sales	6,524.00
	Donation	55.00
1/31/2006	1/06 Interest Eraned	1.71
2/2/2006	Membership Dues- 1 members	8.00
2/2/2006	Gift Wrap Sale	133.00
2/3/2006	Entertainment Book	40.00
2/3/2006	Cookie-Dough Sales- NSF Paid	48.00
	Bank Fee Paid	6.00
2/7/2006	Check Enclosed Fee Reversal	3.00
	TOTAL 8/10/05 - 2/7/06	38,334.71

**Rolling Hills PTA Checks #5752-5827 and Check#1712-1718  
8/10/05 to 2/7/06**

<b>Date</b>	<b>Num</b>	<b>Description</b>	<b>Memo</b>	<b>Amount</b>
8/10/2005	5752	Kim Stadler	Family Event Supplies	-43.80
			Book Fair Supplies	-14.01
8/14/2005	5753	Palomar Council PTA	500 Membership Envelopes	-10.00
8/22/2005	5754	VOID		VOID
8/22/2005	5755	Office Depot	Newsletter - Paper & Printing	-46.83
8/31/2005	EFT	Service Charge	Service Charge	-12.00
8/31/2005	EFT	Checks Enclosed Fee	Checks Enclosed Fee	-3.00
9/1/2005	5756	Palomar Council PTA	Membership Dues- 159 members x 4.40 = \$699.60	-699.60
9/1/2005	5757	VOID	VOID	VOID
9/7/2005	5758	Patricia Tracy	Badges for 2005-06 board	-112.06
9/8/2005	5759	VOID		VOID
9/9/2005	5760	Lynne Harvey	Classroom Supplies	-18.91
			Classroom Supplies	-4.29
			Classroom Supplies	-4.29
9/11/2005	5761	Kim Stadler	Family Event Supplies	-102.28
			Bookfair Event Supplies	-6.68
9/11/2005	5762	Kim Stadler	Cash Advance for Bookfair Cash Box	-250.00
9/11/2005	1712	Jo-Ann Fabrics And Crafts	Family Event Supplies	-83.57
9/12/2005	1713	Book Fair	Flyers for Book Fair	-71.01
9/14/2005	5763	Theresa Andrews	Membership Campaign Flyers and Supplies	-133.24
9/14/2005	5764	Kelly Coate	CLASSROOM SUPPLIES	-100.00
9/14/2005	EFT	Membership Dues- 2 members NSF	NSF	-16.00
			Return Check Charge	-6.00
9/14/2005	5765	Mark Stadler	Membership Envelopes	-10.00
			Secretary Book	-16.00
			Bylaws Copies	-26.25
9/14/2005	5766	Kim Stadler	Renaissance Faire	-9.78
			Recruitment Flyers	-28.84
9/15/2005	5767	REBECCA GOLDEN	Classroom Supplies	-100.00
9/15/2005	5768	Barbara Hamilton	Book Fair- Snacks for teachers preview	-66.76
9/16/2005	5769	Ninth District PTA	2 Past President's Pins for Patricia Tracy & Ron Bostater	-50.00
9/19/2005	5770	Barbara Hamilton	Book Fair- Copies	-32.28
9/19/2005	5771	BRITA POSEDEL	Classroom Supplies	-100.00
9/19/2005	5772	Kim Stadler	Advance for Renaissance Faire	-100.00
9/20/2005	EFT	Entertainment Book	NSF	-20.00
			Return Check Charge	-6.00
9/21/2005	5773	Full Spectrum Services	2 Assemblies - Mobile Planetarium	-700.00
9/21/2005	5774	Gretchen Murphy	CLASSROOM SUPPLIES	-89.36
9/21/2005	1714	Smart & Final	Renaissance Faire	-64.99
9/26/2005	5775	Literature Comes To Life	2 Assemblies	-750.00
9/26/2005	EFT	Book Fair Sales	NSF	-40.83
			Return Check Charge	-6.00
9/27/2005	5776	Scholastic Book Fairs	Account #239869	-2,618.46
9/30/2005	5777	Kim Stadler	Paper- 1 case for treasurer and officers	-24.57
9/30/2005	5778	Kim Stadler	Table Covering	-14.00
			Craft Supplies	-32.94
			Muffins, Juice and Paper Goods	-22.44
			Supplies	-13.88
9/30/2005	EFT	Checks Enclosed Fee	Checks Enclosed Fee	-3.00
9/30/2005	EFT	Additional Cash Deposited Fee	Additional Cash Deposited Fee	-4.00
9/30/2005	EFT	Entertainment Book	NSF	-20.00

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<b>Date</b>	<b>Num</b>	<b>Description</b>	<b>Memo</b>	<b>Amount</b>
			Return Check Charge	-6.00
10/4/2005	5779	VOID		VOID
10/4/2005	5780	Theresa Andrews	Membership Campaign - Laminating Poster for Contest	-35.75
10/4/2005	5781	VOID		VOID
10/4/2005	5782	VOID		VOID
10/5/2005	5783	Palomar Council PTA	Membership Dues - 86 Members x \$4.40 = \$378.40	-378.40
10/6/2005	5784	Pam Logemann	Halloween Festival	-39.51
10/6/2005	5785	Pam Logemann	Advance for Fall Event Cash Box	-200.00
10/19/2005	5786	Rex Trophies	Engraved 2 Past President's Pins	-53.88
10/19/2005	5787	Palomar Council PTA	2005-06 Insurance	-200.00
10/19/2005	5788	Mark Stadler	Membership Flyer	-16.23
10/25/2005	5789	Peg Stahler	Classroom Supplies	-100.00
10/27/2005	5790	Pam Logemann	Halloween Crafts Supplies & Prizes	-37.60
10/31/2005	5791	Pam Logemann	Halloween Festival Supplies	-63.64
10/31/2005	5792	Dickerson Rix & Company	2004 Tax Return Preparation	-400.00
10/31/2005	EFT	Checks Enclosed Fee	Checks Enclosed Fee	-3.00
10/31/2005	1715	Office Depot	Newsletter Printing	-28.45
11/1/2005	5793	Pam Logemann	Halloween Festival Supplies/Prizes	-410.40
11/2/2005	5794	Junko Kajita	Classroom Supplies	-100.00
11/2/2005	5795	Palomar Council PTA	Membership Dues 31 members x \$4.40 = \$136.40	-136.40
11/2/2005	5796	Entertainment Publications, Inc.	Account #226567 6	-6,435.00
11/2/2005	5797	Dave Wigmore	Red Ribbon Week	-150.00
			Newsletter Printing/Paper	-255.19
11/2/2005	EFT	Gift Wrap	Stop Payment	-37.50
			Bank Fee	-6.00
11/3/2005	5798	Sara Derbique	Halloween Event food	-276.63
11/3/2005	5799	SOS Printing	Family Directory Printing	-624.95
11/4/2005	5800	Sally Foster Inc.	Account #226567	-4,483.45
11/4/2005	EFT	Gift Wrap	NSF	-36.00
			Return Check Charge	-6.00
11/7/2005	5801	Dory Kafoure	Speech Materials	-100.00
11/7/2005	5802	Pat & Oscar's	Pizza Party for Membership Drive winners- Room 9,10, 22	-88.33
11/7/2005	1716	VOID		VOID
11/8/2005	1717	Office Depot	Newsletter Printing	-26.67
11/12/2005	5803	VOID		VOID
11/10/2005	5804	Jan Gray	Classroom Supplies	-100.00
11/12/2005	5805	Office Depot	375 Copies - Double Side	-26.67
11/29/2005	5806	Betty Herman	Classroom Supplies	-100.00
11/29/2005	5807	Julia Eaton	Playground Equipments	-326.91
11/29/2005	5808	Chiara Lawless	Classroom Supplies	-100.00
11/29/2005	5809	Anaheim Hilton Hotel	Convention	-172.50
11/30/2005	5810	Palomar Council	Membership Dues - 8 members x \$4.40 = 35.20	-35.20
11/30/2005	EFT	Checks Enclosed Fee	Checks Enclosed Fee	-3.00
12/6/2005	5811	Cindy Watson	Classroom Supplies	-100.00
12/9/2005	5812	Sally Foster Inc.	Account #226567	-198.81
12/16/2005	5814	Carmelle Remillard	Flyer/Poster copies	-30.04
12/30/2005	EFT	Checks Enclosed Fee	Checks Enclosed Fee	-3.00
1/3/2006	5813	Palomar Council PTA	Membership Dues - 1 member	-4.40
1/4/2006	5815	Julia Eaton	Playground Equipments	-22.89
1/4/2006	5816	VOID		VOID
1/4/2006	5817	Palomar Council PTA	Convention Registration-Krask/Arvin/Stadler	-327.00

**Rolling Hills PTA Checks #5752-5827 and Check#1712-1718  
8/10/05 to 2/7/06**

<b>Date</b>	<b>Num</b>	<b>Description</b>	<b>Memo</b>	<b>Amount</b>
			3 Early-bird Fees to 9th District	-45.00
1/9/2006	5818	Terri-Jo McNaul	Classroom Supplies	-95.71
1/9/2006	5819	Karen Wusthoff	Classroom Supplies	-95.71
1/11/2006	5820	San Diego Opera	2 Performances	-650.00
1/17/2006	5821	Lisa Petrillo	Glow Sticks for Star Party	-19.55
1/22/2006	1718	Deborah Russell	Newsletter Paper-6 Reams	-55.21
1/26/2006	5822	Ninth District PTA	Founder's Day Breakfast - M. Stadler & K. Marshack	-30.00
1/31/2006	EFT	Checks Enclosed Fee	Checks Enclosed Fee	-3.00
1/31/2006	EFT	Cookie-Dough Sales- NSF & Fee	NSF	-48.00
			Returned Check Charge	-6.00
2/1/2006	5823	Palomar Council	Membership Dues - 2members x \$4.40 = \$8.80	-8.80
2/1/2006	5824	Karen Arvin	Cups & Water for Assemblies	-5.38
2/3/2006	5825	Ninth District PTA	Founders Day Freewill Donation	-50.00
2/4/2006	5826	Lori Garcia	2 Black Cartridges/2 Color Cartridges	-102.88
2/5/2006	5827	Ninth District PTA	Fee for revised Bylaws	-4.00
			TOTAL 8/10/05 - 2/7/06	-24,212.59

**Rolling Hills Elementary PTA**  
**November, 05 Association Mtg Treasurer's Report**  
**8/10/05 through 2/7/06**

**Checking Account Balance as of 7/1/05:** **4,267.14** **4,267.14**  
**Checking Account Balance as of 8/10/05:** **3,565.88**

	<b>Actual 8/10//05-2/7/06</b>	<b>Actual YTD</b>	<b>Budget</b>	<b>Variance</b>
<b>INCOME</b>				
Net Membership Dues (287 members)	1,033.20	1,033.20	1,210.00	176.80
Ways & Means	31,903.37	31,903.37	49,000.00	17,096.63
Student Services	1,700.50	1,700.50	7,200.00	5,499.50
Program Service			20.00	20.00
Invest Inc	8.29	8.91	0.00	-8.91
Scrip Inventory Sold to Foundation	1,211.00	1,211.00	1,211.00	0.00
				0.00
<b>Total Income</b>	35,856.36	35,856.98	58,641.00	-22,784.02
<b>EXPENSES</b>				
Membership Recruitment	293.55	293.55	420.00	-126.45
Ways & Means	13,970.50	13,970.50	31,000.00	-17,029.50
Student Service Expense	1,431.30	1,631.30	8,000.00	-6,368.70
Program Expense	2,605.18	2,680.18	5,655.00	-2,974.82
Operating Expense	1,558.50	1,735.38	6,136.00	-4,400.62
Mini Grants (\$100.00 per Teacher/Specialist)	1,308.27	1,308.27	6,600.00	-5,291.73
Adult Enrichment	544.50	794.50	1,700.00	-905.50
Hospitality/Staff Appreciation	22.44	22.44	600.00	-577.56
Organization Donation	0.00	0.00	50.00	-50.00
<b>Total Expense</b>	21,734.24	22,436.12	60,161.00	-37,724.88
<b>Year End Reserve</b>			<b>2,747.14</b>	
<b>Checking Account Balance as of 2/7/06:</b>	<b>17,688.00</b>	<b>17,688.00</b>		

Note: Itemized detail report is available to all members by request, please contact PTA treasurer at: thequeen@san.rr.com

## AUDIT REPORT FORM

<b>Name of Unit:</b>	Rolling Hills Elementary PTA	<b>Date:</b>	8/6/2005
<b>Council:</b>	Palomar Council	<b>IRS FEIN:</b>	33-0034222
<b>Bank Name:</b>	Union Bank of California	<b>District:</b>	9th
		<b>Account:</b>	24100-10804

<b>BALANCE ON HAND at time of last audit 12/31/04</b>		\$	33,979.90
<b>RECEIPTS since last audit</b>		\$	37,799.75
	<b>TOTAL:</b>	\$	71,779.65
<b>DISBURSEMENTS since last audit</b>		\$	(67,512.51)
<b>BALANCE ON HAND @ 6/30/05</b>		\$	4,267.14

**BANK RECONCILIATION**

Last BANK STATEMENT balance 12/31/04		\$	17,954.04
DEPOSITS in transit		\$	-

**CHECKS OUTSTANDING:**

5732	\$		\$	13.80
5733	\$		\$	206.23
5737	\$		\$	7,800.00
5738	\$		\$	1,500.00
5740	\$		\$	81.08
5747	\$		\$	116.00
5748	\$		\$	3,969.79

<b>TOTAL outstanding checks:</b>		\$	13,686.90
<b>BALANCE in checking account @ 6/30/05</b>		\$	4,267.14

I have examined the financial records of the treasurer of ROLLING HILLS PTA/PTSA and find them substantially correct with the following recommendations:

- 1 Check #5622 has only have one signature
- 2 Check #1709 was not ratified in the July 2005 minutes

Audit completed: \_\_\_\_\_ 8/6/2005

Auditor Signature: 

Audit adopted: \_\_\_\_\_

**AUDIT REPORT**

Name of Unit Rolling Hills Elementary PTA  
 Council Palomar  
 Bank Name Union Bank of California  
 Checks covered: 1710-1717, 5749-5814  
**BALANCE ON HAND** at time of last audit 6/30/05 (date)

Date 2/3/2006  
 IRS EI Number 33-0034222  
 District PTA 9th  
 Account # 241-001-0804

**RECEIPTS** since last audit

**DISBURSEMENTS** since last audit  
**BALANCE ON HAND** 12/31/05 (date)

**BANK RECONCILIATION**  
 Last **BANK STATEMENT** balance 12/30/05 (date)  
**DEPOSITS** not yet credited (add to balance)  
 \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**CHECKS OUTSTANDING** (List check number and amount)

#5810	\$35. <sup>20</sup>	#	\$	#	\$
#5814	\$30. <sup>09</sup>	#	\$	#	\$

**TOTAL** outstanding checks (subtract from balance)  
**BALANCE** in checking account 12/31/05 (date)

\$ 4,267.14  
 \$ 31,505.62  
**TOTAL** \$ 35,772.76  
 \$ <23,340.94>  
 \$ 12,431.82

\$ 12,497.06

\$ <65.24>  
 \$ 12,431.82

\*These lines must balance

The following is all that needs to be read when the auditor's report is given:

I have examined the financial records of the treasurer of Rolling Hills Elem PTA/PTSA and find them

- correct
- substantially correct with the following recommendations
- partially correct more adequate accounting procedures need to be followed so that a more thorough audit report can be given
- incorrect

Audit completed 2/3/2006 Auditor's Signature Cheryl Bootstater

Audit adopted \_\_\_\_\_

(Copies: unit president, secretary, and treasurer; council treasurer; district PTA treasurer)

A separate audit form must be completed for each bank account.