

Holt Elementary PTO

February 8, 2024



Agenda

- **Welcome**
- **Secretary/Minutes** -Kimberly
- **Treasury/Budget** - Jill
- **Teacher Liaison Update** - Lesli/Allan
- **Site Council Update** - Tina/Amanda
- **Principal Update** - Allan
- **Non-profit Status Update/Votes** - Kimberly
- **Board & Committee Updates** - various
- **Adjourn**

Budget

- **Starting Balances**
 - \$63,714.18
- **Budget Balance**
 - \$32,595.94/\$52,203.55
- **Net for the year: -\$16,667.39**
 - Expenses: -\$18,176.56
 - Income: \$1,509.17

Category	Amount	Description
Misc. ▾	\$221.87	Welcome gifts for new teachers
Bingo Night ▾	\$268.75	Amazon purchases for bingo night
Enrichment ▾	\$296.25	Busing for 3rd grade music field trip
Enrichment ▾	\$1,525.00	Assemblies
Holt Night Out ▾	-\$341.63	MOD Pizza
Holt Night Out ▾	-\$1,167.54	Papa's Pizza
Enrichment ▾	\$0.00	Kinder pumpkin patch field trip
Teacher Discretionary Fund ▾	\$5,800.00	PTO Classroom/Teacher discretionary funds (19 teachers * 200, 8 additional)
Enrichment ▾	\$9,744.00	School enrichment (\$21*464 students)
Teacher Discretionary Fund ▾	\$100.00	Teacher discretionary funds (2 new teachers)
Food For Meetings ▾	\$70.69	Pizza for PTO meeting 1/4/24
OBOB (Battle of the Books) ▾	\$150.00	Entry fee and celebration

Enrichment/Library Budget

Category	2023-2024			2022-2023			2021-2022	
	Budget	Actual Expenses (to date)	Notes:	Budget	Actual Expenses (to date)	Notes:	Budget	Actual Expenses
Enrichment								
Enrichment	\$12,000.00	\$11,565.25		\$12,000.00	\$4,648.56		\$2,600.00	\$2,501.25
5th Grade Celebration	\$600.00	\$0.00		\$400.00	\$471.18		\$402.83	\$402.83
Garden Project	\$400.00	\$0.00		\$400.00	\$0.00		\$400.00	\$0.00
Student Council	\$500.00	\$0.00		\$500.00	\$0.00		\$500.00	\$0.00
Enrichment Total	\$13,500.00	\$11,565.25		\$13,300.00	\$5,119.74		\$3,902.83	\$2,904.08
Library								
Book Fair	\$175.00	\$0.00		\$175.00	\$95.12		\$0.00	\$0.00
OBOB (Battle of the Books)	\$150.00	\$150.00		\$150.00	\$65.00		\$150.00	\$65.00
Library Total	\$325.00	\$150.00		\$325.00	\$160.12		\$150.00	\$65.00

- Enrichment Total Spent: \$11,565.25/\$13,500
 - \$296.25 busing for 3rd grade music trip (Cost was shared)
 - \$1,525 for three (3) assemblies
 - \$9,744 School Enrichment (\$21/student)
- Library Total Spent: \$150/\$325
 - OBOB: \$85 for Registration

Family Involvement Budget

Category	2023-2024			2022-2023			2021-2022	
	Budget	Actual Expenses (to date)	Notes:	Budget	Actual Expenses (to date)	Notes:	Budget	Actual Expenses
Family Involvement								
Food For Meetings	\$750.00	\$70.69		\$750.00	\$0.00		\$0.00	\$0.00
Spring Carnival	\$2,000.00	\$0.00		\$2,000.00	\$451.77		\$0.00	\$0.00
Bingo Night	\$350.00	\$268.75		\$150.00	\$169.70		\$0.00	\$0.00
Holt Bolt (Jog-a-thon)	\$2,500.00	\$0.00		\$2,500.00	\$2,086.77		\$2,000.00	\$684.20
Field Day	\$400.00	\$0.00		\$400.00	\$269.92		\$400.00	\$311.48
Family Involvement Total	\$6,000.00	\$339.44		\$5,800.00	\$2,978.16		\$2,400.00	\$995.68
Staff Support								
Teacher Discretionary Fund	\$6,000.00	\$5,800.00		\$6,000.00	\$4,200.00		\$6,100.00	\$5,800.00
Teacher Discretionary Fund - New Teachers	\$250.00	\$100.00		\$250.00	\$250.00		\$0.00	\$0.00
School Social Worker Fund	\$300.00	\$0.00		\$150.00	\$550.00		\$150.00	\$150.00
Staff Support Total	\$12,450.00	\$5,900.00		\$6,400.00	\$5,000.00		\$6,250.00	\$5,950.00

- Food for meetings
 - \$70.69/\$750

Staff Support Budget

Category	2023-2024			2022-2023			2021-2022	
	Budget	Actual Expenses (to date)	Notes:	Budget	Actual Expenses (to date)	Notes:	Budget	Actual Expenses
Other								
Licensed Professional Salaries (Supervision Costs)	\$2,000.00	\$0.00		\$2,000.00	\$0.00		\$0.00	\$0.00
Emergency Fund	\$500.00	\$0.00		\$500.00	\$0.00		\$500.00	\$0.00
Misc.	\$1,500.00	\$221.87	New teacher gifts	\$533.00	\$250.00	December assembly and 4th grade storyteller	\$533.00	\$533.00
Other Total	\$4,000.00	\$221.87		\$3,033.00	\$250.00		\$1,033.00	\$533.00

- Childcare at January Meeting?

Income Budget

Category	2023-2024			2022-2023			2021-2022	
	Budget	Actual Expenses (to date)	Notes:	Budget	Actual Expenses (to date)	Notes:	Budget	Actual Expenses
Other Total	\$4,000.00	\$221.87		\$3,033.00	\$250.00		\$1,033.00	\$533.00
Box Tops	N/A	\$0.00		N/A	-\$245.80		\$0.00	\$0.00
Holt Night Out	N/A	-\$1,509.17		N/A	-\$3,230.84		\$0.00	-\$310.51
Donation	N/A	\$0.00		N/A	-\$1,079.80	School cents	\$0.00	\$0.00
eScript	N/A	\$0.00		N/A	\$0.00		\$0.00	\$0.00
Income Total	\$0.00	-\$1,509.17		\$0.00	-\$4,556.44		\$0.00	-\$310.51
SUB-TOTAL:	\$36,275.00	\$16,667.39		\$28,858.00	\$8,951.58		\$13,735.83	\$10,137.25
Reserve, 25%	\$15,928.55	\$15,928.55		\$15,017.86	\$0.00		\$38,212.98	\$38,212.98
Total:	\$52,203.55	\$32,595.94		\$43,875.86	\$8,951.58		\$51,948.81	\$48,350.23

- Income to still come in:
 - Panda Express (11/16)
 - Papa's Pizza (12/11)
 - Panera (1/30)

Staff and Board Updates

- **Teacher Liaison** - Allan/Leslie
- **Site Council** - Amanda/Tina
- **Principal** - Allan

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DUE TO HAZARDOUS WEATHER SCHOOL CLOSURES IN JANUARY, THE SCHOOL BOARD VOTED ON FEB. 7 TO ADD TWO (2) OF THE PREVIOUSLY IDENTIFIED MAKEUP DAYS TO THE 2023-24 CALENDAR: MONDAY, FEB. 19 and FRIDAY, JUNE 14.

Non-profit Status Update

- **State Corporation Application:** Approved - 10/27
- **Federal EIN Application:** Approved - 10/27
- **Federal IRS Tax Exemption:** Approved
- **DOJ Registration for Charitable Organization:** Pending

Need to Vote on:

- **General Liability Insurance**
- **Banking**
- **Online Merchant**

DOJ Registration for Charitable Organization

After established for 1 year, can apply for a gaming license

- **Bingo**
- **Raffle**
- **Monte Carlo Events**

What is a Monte Carlo event?

A Monte Carlo event is a gambling event at which wagers are placed with imitation money upon contests of chance in which players compete against other players or against the house. The event encompasses casino-style gambling, using cards, dice, and roulette wheels. Players wager and win imitation money (chips, tokens, imitation currency). No cash can be wagered or won. Players may exchange the imitation money for non-cash prizes, “purchase” tickets for raffle drawings, or use it for a chance to “purchase” prizes at an auction.

Exceptions

Do all bingo, raffle, and Monte Carlo event gaming operations require licenses?

Yes, with three exceptions. Generally, all bingo, raffle and Monte Carlo event operators are required to have licenses issued by the Oregon Department of Justice. The exceptions are:

- 1) Organizations operating bingo games with a handle (gross sales) of no more than \$2,000 per session and with a total handle of no more than \$5,000 per calendar year. See OAR 137-025-0040(2)(b).
- 2) Organizations holding one or more raffles with a cumulative handle of less than \$10,000 per calendar year. See OAR 137-025-0040(2)(c).
- 3) Organizations holding Monte Carlo events with a handle of no more than \$2,000 per Monte Carlo event and a total handle of no more than \$5,000 per calendar year. See OAR 137-025-0040(2)(d).

Bingo

What are the fees for the various license classes?

There are three types of fees. Every licensee pays an annual *license fee* when it applies for either a new license or a renewal. Licensees also pay a *report fee*. Report fees are based upon the handle. See OAR 137-025-0150. Additionally, a *delinquency fee*, is assessed if the report is filed late. The license fees and report fees are as follows:

Class	License Fee	Report Fee
A	\$200	Paid quarterly. The report fee is 1.20 percent of the bingo handle up to \$3 million and 1 percent of the bingo handle in excess of \$3 million.
B	\$100	Paid annually. The report fee is 0.5 of one percent (1/2 of 1%) of the bingo handle, up to \$75,000, plus 1 percent of the bingo handle in excess of \$75,000.
C	\$40	Paid annually. The report fee is \$20, plus 0.5 of one percent (1/2 of 1%) of the bingo handle in excess of \$20,000.
D	\$20	Paid annually. The report fee is \$20.

Who can Vote?

Voting Eligibility. All general members and members of the Board, with the exception of the Principal/Acting Principal and the PTO/Staff Liaison whose primary duties are to be advisors to the Board, are eligible to vote. The President shall vote only in the case of a tie.

General Membership. All parents and/or guardians are included as a general member of the PTO. All general members shall have the right to know all matters pertaining to the PTO, and the right to vote on Board members and budget issues presented during General Meetings. Members have one vote per household.

Non-profit Financials Update

Need to Vote on:

- **General Liability Insurance**
- **Banking**
- **Online Merchant**

General Liability Insurance

Association Insurance Management Inc. (AIM Inc.)

- General Liability - \$180
 - \$1 Million
 - \$5,000 in Medical Payment
- Fidelity Bond (Crime)
 - \$25,000 - \$115
 - \$50,000 - \$140
- Total: \$295 or \$320 annually

General Liability Insurance

Association Insurance Management Inc. (AIM Inc.)

Requirements of Bond Coverage (Make sure all officers are aware of requirements):

1. The Organization must conduct an annual review of the books by a Review Committee or qualified accountant.
2. The monthly bank statement must be initialed and reviewed by someone who does not have authorization to sign checks.

COVERAGE IS VOID IF THESE REQUIREMENTS ARE NOT FOLLOWED.

***RECOMMEND APPOINTING AN ASSISTANT TREASURER TO FULFILL THIS REQUIREMENT**

VOTE - General Liability Insurance

Association Insurance Management Inc. (AIM Inc.)

- General Liability - \$180
 - \$1 Million
 - \$5,000 in Medical Payment
- Fidelity Bond (Crime)
 - \$25,000 - \$115
- **Total: \$295**
 - With the plan to review gross withholdings of funds in our accounts prior to our renewal and if needed, vote to increase the Fidelity Bond (Crime) to \$50,000

Bank Account Options

- **OnPoint - Business Checking**
 - \$0 minimum balance, \$0 Monthly Service, \$100 minimum opening deposit (Transaction limit unclear)
- **Selco - Business Checking**
 - 100 Drafts/Deposits or 500 Drafts/Deposits free per month, \$0.15 per item after
 - No monthly fee if maintain \$500 or \$1500 daily balance average (otherwise \$4 or \$8 a month)
- **OCCU - Nonprofit Checking**
 - No monthly service fees, no minimum monthly balance, unlimited transaction, unlimited cash deposits per month without a fee

Vote - Bank Account Options

- 1. OnPoint - Business Checking**
- 2. Selco - Business Checking**
- 3. OCCU - Nonprofit Checking**

Online Payment Merchant - Zeffy

- **Free!!!**
 - No monthly/annual fee
 - No transaction fee
- **How is it free?**
 - When donors check out, they are given the option to also make a donation directly to Zeffy, to help keep this online payment merchant free for nonprofits
 - Other platforms give donors the option to cover the transaction fee
- **Other Merchants**
 - Typically a monthly or annual fee to use the platform
 - Give donors the option to cover the transaction fees (ex. 2.9% and \$0.30 per transaction). If donors do not pay the fee, it is then taken directly out of the donation

Zeffy relies entirely on voluntary contributions from donors

What is a voluntary contribution?

At the payment confirmation step, donors have the option (but are never obliged) to contribute to Zeffy. This is our only source of revenue and allows us to cover all of the fees for the 10,000+ nonprofits that fundraise with Zeffy.

Every cent donated to you through Zeffy goes directly to your bank account.

Here's what it looks like!



Donate today!

Choose amount

ONE-TIME DONATION MONTHLY DONATION

\$70

Your information

Donation \$70.00

Support the 100% free platform we use! ❤️ \$ 6.30 (9.00%)

Total \$76.30

Card number MM/YY CVC

CONFIRM

Online Payment Merchant - Zeffy

- **Accepts all payment types**
 - All credit cards
 - Apple Pay and Google Pay
 - ACH and PAD
 - Cheque
- **Automatically sends tax receipts**
- **Tracks donations**
- **Donors DO NOT have to set up an account with Zeffy**
- **Unlimited customizable donation forms**
- **Deposits directly to bank account (monthly)**
- **Accept payments in person**
 - No terminal, no fees - iPhone required

Online Payment Merchant - Zeffy

Supporting your fundraising efforts from start to finish



Ticketing

Sell more tickets for your next fundraising event with frictionless ticketing forms.

[Learn more](#)



Donations

Offer your website visitors an efficient and intuitive way to give to your cause.

[Learn more](#)



Peer-to-peer campaigns

Make it easy for your community to participate in your fundraising efforts.

[Learn more](#)



eCommerce

Diversify your fundraising by opening an online store for your nonprofit.

[Learn more](#)



Raffles & lotteries

Easily launch a raffle with our numbered ticketing options.



Donor management

Engage with the right donors at the right time with seamless donor management.



Memberships

Make it easy for your supporters to register as a member to your cause.

[Zeffy free?](#)

Vote - Online Merchant Zeffy

- **Once bank account is set up**
- **Set up an account and platform with Zeffy to accept online donations for Jog-a-thon**

Fundraising/Event Updates

- **Holt Nights Out**

- Tuesday, February 27th
 - McMenamins on 19th
- Wednesday, March 13th
 - Chipotle on Gateway
- April 10th or 11th
 - Bangers and Brews on Willakenzie (Sheldon Plaza)

Fundraising/Event Updates

- **BottleDrop** - Coordinator needed
- **School Cents Program**
- **OBOB**
- **5th Grade Celebration**

Fundraising/Event Updates

- **Spring Carnival**
 - Friday, April 19th
- **Holt Bolt (Jog-a-thon)**
 - Friday, May 17th

Adjourned!