



TJ PTSA EC Meeting Minutes

Aug 3, 2021 at 7pm - 9pm

Attendees: President Harry Jackson, Second Vice President Jun Wang, Treasurer Himanshu Verma, Secretary Laura Marschoun, Corresponding Secretary Hanning Chen, TJHSST Principal Dr. Ann Bonitatibus, Mr. Steven Berke, Pam Croom, Hamid Munir, Jason Morgan, and Jenna Alexander.

Location: Virtual (Zoom)

A quorum was determined to be present and Harry called the meeting to order (@7:12).

Approval of the agenda (attached)

Jun Wang withdrew his resignation letter.

Li Yang's resignation was not accepted by the EC. Harry, Jun, Hanning, Himnashu and Laura rejected the resignation.

Bonnie Qin's resignation was accepted by Harry, Jun, Hanning and Himnashu. Laura abstained.

Motion to retain Mr Berke as TJ PTSA Parliamentarian. Motion was approved unanimously.

The EC approved the June 28, 2021 Executive Committee Meeting's minutes.

The EC approved the July 2, 2021 Executive Board Meeting's minutes.

Dr. Bonitatibus presented school updates:

- The scavenger hunts were a huge success. There were over 600 families registered for 90-minute slots for both days.
- Class 2025's Orientation is scheduled for Aug 19, 8 am - 1 pm. Parents and students will be invited; however the students meet their IBET teachers while the parents will listen to the presentations by the administration.

- Save the Dates for Back to School Nights: Sept 1 and Sept 15. Given the current COVID-19 conditions, these events are most likely to be conducted virtually. The rest of the EC members were fine with it. Hanning asked if the events could be recorded. The principal cited minors' privacy concerns.
- School will start instruction on Aug 23 with a 4-day weekend to follow. Sep 11 will be a student holiday
- Homecoming week will be Sep 20 - 24. The principal informed us what historical events that this TJPTSA EC would like to be involved in. Harry informed her that he will update her later.
- COVID-19 updates (as of the day of the meeting):
 - FCPS plans to have 5-day in-person schooling
 - Masks are to be worn all day when students are present
 - Concurrent teaching is not planned
 - Those students with medical needs have been staffed and addressed
 - Sports will follow the stricter of the State, VHSL and FCPS guidelines
 - Contact tracing will be led by the health department with different set of rules compared to the previous academic year

Himanshu presented the Financial Review Report conducted by Himanshu, Kaushik and Anna Lee Kim on Saturday, July 24. He will present the Financial Review Report to the next General Meeting in the Fall.

The EC unanimously approved the budget (\$500) requested by Renee for various welcome parties planned so far. Himanshu will disperse the fund to her.

Harry proposed to eliminate the TJ PTSA Membership Dues for reduced- and free-lunch families.

- Himanshu and Jun asked how to determine that status and if the TJ PTSA can waive the District PTA (\$500/year), VA PTA (\$1.50/member) and National PTA (\$2.25/member) portions of the dues. It was then determined that instead of eliminating, the dues can be reduced to \$5.
- Principal mentioned that the school can not divulge that information and is not allowed to help vet the applications.
- Proposal was changed to 'whoever asks for the reduced dues', aka honor system
- Laura proposed to have a number cap (or pool of funds) and review in a few months to see if the initiative has been abused
- Conclusion: Himanshu and Li Yang (1st VP) will look further into this and will review the feasibility of the initiative and develop a proposed system on how to safeguard to ensure no family and no student's personal financial situation is exposed or divulged.

Standing rules were briefly discussed and Jun and Li will work further on the draft. The Social Media Policy was scrapped. No vote was taken for this despite Jun's and Laura's reservations.

Three official communications are identified: TJ PTSA website (<https://tjptsa.com/>), TJ PTSA Newsletters, TJ PTSA A2Z email distributions and Zoom during virtual meetings. A motion to remove the TJ PTSA Official FB Page (<https://www.facebook.com/TJHSSTPTSA/>) was proposed. Harry, Himanshu, Hanning and Jun voted for the proposal. Motion passed.

Consolidation of the Committees:

- Diversity Committee
- Academic Support Committee
- College Outreach Committee
- Support Committee

Laura stated objections to the plan to consolidate that many previous committees (All Night Graduation Party, Challenge Success, Health & Wellness, Hospitality, Membership, and Reflections) to one committee. She stated that it looks like creating a VP-level position and the newly created committee chair would have more responsibilities and more volunteers to liaison to than the existing first and second VPs. Further, she mentioned that the people (aka sub-chairs) who did the actual groundwork would have no votes in the Board.

A vote was taken; Harry, Hanning, Himanshu and Jun voted in favor; Laura opposed.

Himanshu will work with the Committee Chairs to determine the 2021-2021 Proposed Budget.

Next EC Meeting is scheduled for Aug 8, 7-9 pm.

The meeting was adjourned @9:09 pm

Minutes prepared by Laura Marshoun, Secretary

Approved as Presented ___x___ or Amended _____ on Date ___August 8, 2021___

-----Executive Board Portion-----

8:20 pm Committees for 2021-2021

- Consolidation of Challenge Success & Health & Wellness Committee
- Parent Liaison & Support Committee
- Consolidation of Academic Success & Testing Committee

8:25 pm Process to call for volunteers to serve as Committee Chairs

8:30 pm Budget item review

8:50 pm Set a date and time for next EC meeting

8:55 pm Set a date and time for next General Membership meeting

9:00 pm Adjourn the meeting

Attachment:

Financial Review Repot

Financial Review/Audit Report for Local PTAs



Name of PTA/PTSA: TJHSST PTSA
EIN Number: 54-1391452 Date of Financial Review: 7-24-2021
Financial Review period from 7/1/2020 to 6/30/2021

Presented to PTA executive board on: _____ (date) and adopted by your General Membership on: _____ (date).
Date of last financial review: 7-25-2020. Last financial review covered the period from 7-1-2020 to 6-30-2021.
PTA District: Northern VA PTA Council: Fairfax
Signed: _____ Signed: _____
President Treasurer
Signatures should be current president and treasurer in office at time of executive board approval and general membership adoption. The following information is submitted to the Virginia PTA as the annual financial review of this association.

FINANCIAL REVIEW COMMITTEE or AUDITOR: (a committee of 3 people that are not authorized to sign checks for this PTA during this financial review period OR an experienced auditor)

The financial records of this PTA are complete or incomplete. If incomplete, include comments detailing missing documentation and recommendations.

Financial Review Committee:	Auditor:
Signed: <u>[Signature]</u>	Signed: _____
Print Name: <u>Anna Lee KIM</u>	Printed Name: _____
<i>Financial Review Committee Chair</i>	
Phone: <u>703-750-0680</u>	Organization: _____
<u>Himanshu Verma</u>	
Signed: <u>[Signature]</u>	Address: _____
<i>Financial Review Committee Member</i>	
Signed: <u>[Signature]</u> <u>Kaushik Goswami</u>	Phone number: _____

Financial Management Checklist

The purpose of this checklist is to provide general guidance to PTA volunteer leaders in the management of their resources. Stewardship of other people's money is an important part of volunteer activity and requires systematic and ongoing attention.

This is a complete review of the financial management practices of the PTA, and assists the financial review committee/auditor with their inspection of the books and records. **This checklist is kept as part of the adopted financial review report and filed with the permanent financial records.**

Officer Information:

President during financial review period: Nicolae Costescu

phone: 571-214-0598

Treasurer during financial review period: Li Yang

phone: 703-930-1471

Secretary during financial review period: Stacey Heller

phone: 703-403-5347

<u>Treasurer's Records:</u>	<u>Treasurer</u>	<u>Financial Review Committee</u>
1. Do the treasurer records include:		
• Contact information for the Executive Board?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of previous financial review/audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of the bylaws and standing rules (if applicable)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of membership roster?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of the adopted budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of IRS 990 filing?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of insurance policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• A copy of the 501c(3) determination letter?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• A copy of the sales tax exempt certificate? (if applicable)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• A copy of bank signatory paperwork?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Minutes of all meetings? (Board and general membership)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Treasurer reports with budget-to-date information for every meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Bank statements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Documentation for every expense and all income?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• The annual year-end report?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Were the records turned over in a timely manner to the financial review committee? If no, when were they turned over? _____ Comments: Recommendation: All PTA records are the property of the PTA and shall be available to the membership.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Where are your treasurer records maintained? Location: <u>Treasurer's Home</u>		

7306 Hooking Rd, McLean, VA, 22101

Address: <u>9010 Jefferson Rd.</u>		
If possible, your records should be kept at your school in a secure location. Your board needs to know where these books are kept.		
4. Are the current treasurer books held by the treasurer? The treasurer maintains all financial records.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Budget:	Treasurer	Financial Review Committee
1. Was the budget adopted by the general membership? When? If no, Comments: Recommendation: The proposed budget is to be prepared by a budget committee, presented to the executive board and then to the general membership for adoption. We are a membership association and this money belongs to our members.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>9/24/2020</u> (date) <u>5/20/2021</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> Was the budget prepared by a budget committee? If no, who prepared the budget? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> Is the budget based on knowledge of last year's income/expenses, current financial conditions, expense needs etc.? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> Does the budget show all sources of income, totaled and balanced, against all total expense categories? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> Was the budget reviewed by the Board before general membership adoption? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. Was a budget report presented at every PTA board/general membership meeting? If no, Comments: Recommendation: A budget report showing income and expenses in each budget line should be presented at every PTA Board/general membership meeting.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Is a copy of the adopted financial review/audit report sent to the state office each year?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4. Are there any irregularities in the budgeted amounts to actual expenses/income? If yes, Comments: Recommendation: any budget amendment over \$300 must be approved by your general membership.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Treasurer's Reports:	Treasurer	Financial Review Committee
1. Was a detailed, written treasurer's report presented at every PTA board/general membership meeting? If no, Comments: Recommendation: A treasurer's report detailing income and expenses and reconciled to the bank statement must be presented at every PTA board/general membership meeting.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Were the reports clear, concise and easily understood?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Did the reports show, in detail, the source(s) of all income and expenses?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Did the treasurer prepare an annual or year-end detailed, written report?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Do the canceled checks and the entries in the checkbook and the treasurer's reports all agree ?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Do the deposit slips and the entries in the income ledger and the treasurer's reports all agree ?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Have all financial obligations of the PTA been paid in full?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Bank Reconciliation:	Treasurer	Financial Review Committee
1. Were the bank statements reconciled every month? If no, when were they reconciled? Comments: Recommendation: Bank statements must be reconciled every month.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Are bank reconciliations verified each month by individuals that are not authorized to sign checks? If no, were they verified in any months? Comments: Recommendation: Bank statements must be opened by a non-signer and must be verified against the treasurer's report every month.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Did the year-end financial report reconcile with the final bank statement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Financial Procedures and Controls:	Treasurer	Financial Review Committee
1. Are all PTA monies kept separate from school, personal or other organization's funds?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. Are the state and national portions of membership dues sent to the Virginia PTA state office before November 1st? If no, Comments: Recommendation: Membership funds belonging to Virginia and National PTA are transfer funds and should be remitted to Virginia PTA.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<ul style="list-style-type: none"> Do the deposit records for membership match the membership numbers? <p>If no, Comments: Recommendation: membership funds belonging to Virginia and National PTA should be remitted to Virginia PTA and are not included in your PTA budget.</p>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What was the PTA's total membership count for the year?	<u>1072</u>	
PTA membership dues are \$ <u>3.75</u> per member for the <u>2020-2021</u> school year.	<i>complete section</i>	
What was the date and dollar amount of dues sent to Virginia PTA? <input type="checkbox"/> Date: <u>10/23/2020</u> Amount: <u>2688.75</u> <input type="checkbox"/> Date: <u>2/26/2021</u> Amount: <u>930.00</u> <input type="checkbox"/> Date: <u>5/30/2021</u> Amount: <u>401.25</u>	<i>complete section</i>	
What was the amount of dues paid to Council, if applicable? <input type="checkbox"/> Date: <u>10/23/2020</u> Amount: <u>179.25</u> <u>5/30/2021</u> <u>88.75</u>	<i>complete section</i>	
3. Was there a proper invoice or receipt for each expenditure? If no, Comments: Recommendation: There must be a receipt or invoice for every check written. If there is no receipt, no check should be written.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> Was every expense checked against the budget before authorization? Were receipts and invoices matched against the request before payment? Is there a time limit for reimbursements? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4. Is there a policy that prohibits the signing of blank checks? Are all checks signed by at least two authorized people? If no, how often were they only signed by one person? Comments: Recommendation: all checks must be signed by 2 people.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> Was the check register kept current? Are all checks used in sequential order? Are all checks accounted for, including voided checks? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Were there any checks written to "cash" or cash withdrawals? If yes, list: Amount: _____ Date: _____ Check #: _____ Amount: _____ Date: _____ Check #: _____ Amount: _____ Date: _____ Check #: _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<p>Comments: Recommendation: NEVER write a check to "cash". There is no record of how your PTAs funds were spent.</p>		
<p>5. Is signatory paperwork up-to-date with at least three (3) signatures?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Does the PTA/PTSA have checking account? With which bank? <u>Bank of America</u></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Does the PTA/PTSA have a savings account? With which bank? _____</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>Does the PTA/PTSA have any certificates of deposit? With which bank? _____</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>Does the PTA/PTSA have a debit card? If yes, Comments: Recommendation: Virginia PTA strongly advises units not to hold debit cards as they can be easily misused.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>6. Are at least two people involved in the processes of depositing funds and handling cash? If no, how often did only one person count? Comments: Recommendation: A deposit reconciliation form must be used for every cash deposit, with two people counting the funds every time. A "cash counting sheet for event" may also be used (National PTA).</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Were all funds deposited promptly? (within the next business day) If no, how much time lapsed? Comments: Recommendation: PTA funds should never be taken home with you and should be deposited the same day they are received or the next business day.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Was all income properly allocated into the appropriate budget line?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Insurance:	Treasurer	Financial Review Committee
1. Are insurance policies in force to protect the PTA against loss of property by reason of fire, theft or other casualty?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Are liability policies in effect to protect PTA officers and members, schoolchildren or other third parties where PTA projects or activities may result in an accident?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Are the treasurer and all others authorized to handle PTA funds covered by a fidelity bond in the amount determined by the board?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Internal Revenue Service (IRS) and Tax Forms:	Treasurer	Financial Review Committee
1. What is the PTA/PTSA's Employer Identification Number (EIN)? <u>54-1391452</u>		
2. A copy of the letter from Virginia PTA verifying your PTA as a subordinate of the Virginia PTA with our 501c(3) Determination Letter and your Sales Tax Exemption Certificate are in your permanent files.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Has the IRS form 990, 990-EZ or E-Postcard been filed with the IRS?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has it been forwarded to Virginia PTA? (the e-mail confirmation may be forwarded for the E-Postcard)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4. Is the PTA/PTSA incorporated?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
• If "YES", has an annual corporate report been filed with the state government, as required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
• Does the annual report reflect current officers and/or a registered corporate agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Fundraising, Corporate Sponsorship and Grants: <u>no fundraising.</u>	Treasurer
1. Did the PTA follow the 3 to 1 rule for fundraising (reference "Standards for PTA Fundraising" at www.ptakit.org)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Did the PTA ensure fundraisers did not exploit children?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Were all fundraisers approved by the general membership?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Was care taken to see that no laws were violated during fundraisers?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Were all school system policies for fundraisers followed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. Did the President sign all fundraising contracts?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. Were sufficient procedures in place to ensure the safe handling of funds?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. Did the PTA receive any money from grants? <u>no grant</u>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If "YES" list: Grant Source _____ Amount _____	
Were monies expended in accordance with grant application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Did the PTA receive any money or goods from corporate sponsorships? Was the money or goods used according to the request?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

Leadership Training	Treasurer
1. Were officers sent to Leadership Training and Annual Conference?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. Did officers participate in District or Council training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Did officers complete National PTA E-learning courses?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Financial Review Committee or Auditor Additional Comments and Recommendations:

<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	1. What is the VITA's major responsibility? 2. A copy of the VITA's report is provided to the VITA's supervisor at the VITA's office. The VITA's supervisor is your...
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	3. Has the VITA's report been reviewed by the VITA's supervisor? 4. Has a copy of the VITA's report been provided to the VITA's supervisor?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	5. If "No", has the VITA's report been reviewed by the VITA's supervisor? 6. If "No", has the VITA's report been provided to the VITA's supervisor?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	7. Did the VITA follow the 3-1-1 rule for handling requests? 8. Did the VITA's supervisor review the VITA's report?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	9. Was the VITA's report reviewed by the VITA's supervisor? 10. Was the VITA's report provided to the VITA's supervisor?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	11. Did the VITA's report include the VITA's supervisor's signature? 12. Did the VITA's report include the VITA's supervisor's name?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	13. Did the VITA's report include the VITA's supervisor's title? 14. Did the VITA's report include the VITA's supervisor's phone number?

Financial Review Report for: T J H S S T P T S A

EIN: 54-1391452 Date of financial review: 7-24-201

Financial review period from 7-1-2020 to 6-30-2021 ²⁰

Last financial review period from 7-1-2019 to 6-30-2020 Ending balance: \$ 79,008.68

1. Beginning Balance (Should match prior financial review/audit "Ending Balance")	\$ 79,008.68
2. Receipts (Total of all deposits and credits)	\$ 78,783.57
3. Add line 1 and line 2:	\$ 157,792.25
4. Expenses (Total of all checks written and debits)	\$ 86,251.34
5. Subtract line 4 from line 3 for "ENDING BALANCE" (Should match check register)	\$ 71,540.91

TREASURER'S RECORDS

OUTSTANDING CHECKS AND DEPOSITS:

6. Balance on Last Bank Statement:	\$ 71,540.91	
Outstanding Checks:		
Check #	Payable to:	Amount
-266TF	electronic Steven Burke	200
-0YB32	" Reston Shirt & Graphic	1180
-YBLYJ	" Renee Rodriguez	200
-M6DVJ	" Renee Rodriguez	130.24
-5VR3K	" Black Finn Ameripub Teacher	1906.14
-D52P5	" Jennifer Atkins	1285.75
	* see back	122.74
	Total outstanding checks:	\$ 5,024.87
7. Subtract total for Outstanding Checks from Line 6.	\$ 5,024.87	
Outstanding Deposits		
Source of Deposit	Amount	
PAYPAL PTSA	333.79	
PAYPAL ANGP	329.98	
TOTAL OUTSTANDING DEPOSITS:	\$ 663.77	
8. Add total Outstanding Deposits to Line 7.	\$ 663.77	
9. Enter amount in line 8 to verify "ENDING BALANCE" Should match check register and amount in Line 5.	\$ 67,179.81	

BANK RECORDS

Attachment:

Current Draft of the Standing Rules:



STANDING RULES OF THE TJ PTSA

Version Control

Late Updated: 7/30/2021

Approve on:

Recent Updates

Date	Changes Made by	Change
7/29/2021	Jun Wang	Recompiled draft based on original draft and board member and the principal input.
7/30/2021	Harry Jackson	Made modifications and incorporated TJ PTSA probation requirements.

Purpose: Purpose of standing rules is to ensure smooth operations of EC & EB for TJ PTSA. Standing rules will **not** supersede the bylaws of TJ PTSA, VA PTA, or National PTA.

Part 1. ADMINISTRATION

A. Executive Board Duties:

1. Executive Board members are expected to attend all regular and special meetings of the Executive Board, assigned committee meetings and general membership meetings. Failure to attend two consecutive board meetings without being excused is grounds for removal from the board. If unable to attend meetings, notify the TJPTSA Executive Board.
2. Executive board members who fail to attend meetings, for which a financial obligation has been made, without cancelation of reservations, will be billed for the cost.
3. Executive Board Members need to act in accordance with board decisions.
4. Executive board members are expected to help carry out the program at general membership meetings.
5. Board members shall maintain the confidentiality of Board proceedings and internal documents. Internal EB or EC discussions, including discussions

through emails , especially on topics with controversies, cannot be released outside EC without approval of the Executive Board.

6. Board members shall avoid conflicts of interest. While serving with other advocacy organizations be aware of differences of positions on issues between organizations. When there is a potential conflict, make board leadership aware and when appropriate recuse oneself in TJPTSA debate and vote.
 7. Board members shall sign the Conflict of Interest Agreement provided on VA PTA's website upon taking office and shall follow the guidelines provided in the Agreement.
 8. Press inquiries must be directed to the Executive Board. Board members will not communicate with the press on behalf of TJPTSA without approval by the board.
- B. Committees:
1. TJPTSA standing committees are not allowed to misrepresent the position of the TJPTSA or represent any position contrary to PTA's stated policies and organizational standards.
- C. Meetings:
1. All motions shall be presented in writing.
 2. All minutes must be sent to the Executive Board within 7 days after the meeting.
 3. Online polling services, such as doodle poll, should be used to check availability of members.
 4. Attempts should be made to ensure all Executive Board members or Executive committee members attend the meetings.
 5. Member behavior in all meetings is to be professional and members to address one another in a respectful manner.
 6. Strong adherence to keeping current TJ students and staff as our focus for support.
 7. Materials to be addressed in the agenda should be available to all members 48 hrs in advance.
 8. During the TJ PTSA Probationary Period. To submit to the Virginia support team all meeting notices and agendas at least one week in advance of the meeting, as well as minutes and other meeting documents that will be distributed at properly called meetings of the executive board,
- D. Finances:
1. When authorized purchases are made for which the PTA is to be billed:
 - a. A Disbursement request form shall be completed, signed and forwarded to the treasurer with the bill within 10 days of the receipt of the bill.
 - b. If the purchase was paid by the member, the receipts and disbursement shall be sent to the treasurer within 30 days.