

PTA Meeting



Wednesday, September 14, 2022

Welcome to our
1st PTA
Meeting of the
2022-2023
School Year!

Officer Introduction



Executive Board

Cindy Yang – President
president@cpespta.org

Molly Sullivan – VP Ways & Means
vp.waysandmeans@cpespta.org

Amber Niblock – VP Programs
vp.programs@cpespta.org

Jennifer Burke – Treasurer
treasurer@cpespta.org

Mary Kim – Secretary
secretary@cpespta.org

Officer Introduction



Chair Members

Amy Bain – Communications Chair
webmaster@cpespta.org

Jenn Balam – Membership Chair
membership@cpespta.org

Hana Kim – Hospitality Chair
hospitality@cpespta.org

Volunteer Needed – STEM Chair
stem@cpespta.org

Secretary



Mary Kim

- **Spirit wear**
199 items sold w/ PTA making \$795
Scheduled to be delivered the last week of September
- **Additional online sale in
October/November**
- **Spelling Bee**
To take place in January/February

Membership Chair



Jenn Balam

- Membership – 289 members
 - As of 9/13/22
 - Teachers/Staff: 70%
 - Parents/Guardian: 217
- Membership Drive
 - EXTENDED 2 weeks, ends 9/23/22
- Room Parent Program

VP Ways & Means



Molly Sullivan

- Spirit night - Panda Express
 - May 20th Committee
- Sponsorship Coordinator
 - Race TBD
 - Catering coordinator
- Spring Fling – Silent Auction
- Committee Volunteers?

Hospitality Chair



Hana Kim

- Hospitality volunteer committee
- Email: hospitality@cpespta.org
- Yearbook Committee Forming
 - Look for Sign up Genius
 - Copy Editor
 - Photo Editor
 - Design Editor
 - Photographers (by grade)
 - Student helpers

VP Programs



Amber Niblock

- STEM chair needed
- Baroody – Afterschool program update

VP Programs

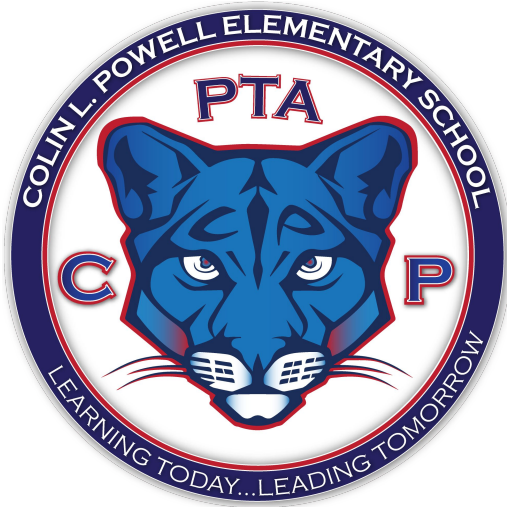
Last Day to Register!

ON-SITE PROGRAMS • 4:15 - 5:15 PM

There are no programs on Mondays and Fridays

TUESDAYS	WEDNESDAYS	THURSDAYS
SEPT. 27 – NOV. 29 8 WEEKS	SEPT. 28 – NOV. 30 8 WEEKS	SEPT. 29 – DEC. 1 9 WEEKS
No CLASS: Nov. 8, 22	No CLASS: Oct. 5; Nov. 23	No CLASS: Nov. 24
RISE TO THE CHALLENGE: LEGO® ENGINEERING CHALLENGES Ascendly 3rd-6th \$180	SCRATCH OUT THE CODE Lotta Tech 3rd-6th \$244	CHESS Magnus Chess Academy K-6th \$228
KIDS ON CANVAS Abrakadoodle Fairfax 3rd-6th \$165	SPORTS SPECTACULAR Overtime Athletics K-6th \$160	COOKING: AROUND THE WORLD Baroody Camps K-2nd \$200
DOODLERS/MIXED MEDIA ART Abrakadoodle Fairfax K-2nd \$150	SCRATCH OUT THE CODE Lotta Tech K-2nd \$244	COOKING: AROUND THE WORLD Baroody Camps 3rd-6th \$200

Communications Chair



Amy Bain

Stay **TUNED**



www.cpespta.org



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@ColinPowellPTA



@cpes_pta



These materials are neither sponsored nor endorsed by the Fairfax County School Board, the superintendent or this school.

Financial Review Form for 2021-2022 School Year 1/8

Treasury



VIRGINIA PTA ANNUAL FINANCIAL REVIEW FORM

FULL PTA/PTSA Name: Colin C Powell Elementary PTA City: Fairfax
 PTA EIN Number 74-3094639

Contact Information for Primary Officers During Review Period

	Treasurer	President	Secretary
Name	Jennifer Burke	Jeff Herrin	Kristin O'Dell
Address			
Email	treasurer@cpespta.org	president@cpespta.org	secretary@cpespta.org
Phone #	757-876-3589	936-202-9232	703-819-6399

Treasurer's Signature: *Jennifer Burke* Date Records Turned Over: 8/2/2022

Review Committee, please check the boxes of the financial records provided to you by the Treasurer:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Copy of last Financial Review (July 1-June 30 previous year) | <input checked="" type="checkbox"/> All Monthly Treasurer's reports from PTA meetings |
| <input type="checkbox"/> Copies of any interim Financial Reviews that were conducted during the year (if applicable) | <input checked="" type="checkbox"/> All Minutes of executive board and general membership meetings |
| <input checked="" type="checkbox"/> Copy of Transactions Register with running balance | <input checked="" type="checkbox"/> Copy of Final Approved Budget and All Amendments |
| <input checked="" type="checkbox"/> Checkbook and unused checks | <input checked="" type="checkbox"/> Copy of Local Unit Uniform Bylaws with Completed Organizational Structure Form |
| <input checked="" type="checkbox"/> All Bank Statements | <input checked="" type="checkbox"/> Copy of filed IRS Form 990, 990EZ or 990N confirmation |
| <input checked="" type="checkbox"/> All Deposit Receipts/Records | <input checked="" type="checkbox"/> Copy of insurance policy |
| <input checked="" type="checkbox"/> Any Cash Counting Forms | <input checked="" type="checkbox"/> Copy of Virginia Sales Tax Exemption (if applicable) |
| <input checked="" type="checkbox"/> All Check Request Forms with receipts/bills attached | <input checked="" type="checkbox"/> Copy of 501(c)3 determination letter from Virginia PTA |
| <input type="checkbox"/> All Transaction Authorization Forms for debit/EFT expenses | |
| <input checked="" type="checkbox"/> Copy of Annual Financial Report | |



Jennifer Burke

Financial Review Form for 2021-2022, 2/8

Treasury



Does the amount shown on the first bank statement (adjusted for outstanding checks and deposits) correspond to the ending balance on the last financial review and the starting balance recorded in the transactions register?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were the bank statements reconciled monthly by a PTA member who is not an authorized signer?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Were all receipts and expenses recorded in the transactions register?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did all checks written contain two signatures (President, Treasurer, or other officer / bank signatory)?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Do all check requests and expense authorizations have receipts/bills attached?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were there transaction authorizations for any payments made by debit card or electronic funds transfer (EFT)?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were all expenses recorded on the Treasurer's Reports and spent according to the approved budget?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were all funds received documented by the Treasurer, with two-person cash counting forms (if applicable)?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were all funds received recorded on the Treasurer's Reports in the approved budget category?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Was the budget approved at a general membership meeting, as documented in the minutes?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Were any budget amendments approved at a general membership meeting, as documented in the minutes?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Did the Treasurer prepare an Annual Financial Report, listing all receipts and expenses, as compared to the budgeted amounts?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did the PTA file the appropriate 990, 990EZ, or 990N?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did the PTA purchase insurance?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did the PTA remit state/national dues to Virginia PTA, \$3.75 per member? # of members recorded <u>196</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Did the PTA pay dues to a council? <u>Check # 2990 \$43.97</u>	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No
Was the financial review committee able to reconcile the PTA's account balances, as detailed on page 3?	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Jennifer Burke

Treasury



Jennifer Burke

Financial Review Form 2021-2022, 3/8



VIRGINIA PTA ANNUAL FINANCIAL REVIEW FORM

FULL PTA/PTSA Name: Colin C Powell Elementary PTA City: Centreville
PTA EIN Number 74-3094639

Dates covered by this Financial Review: July 1, 2021 - June 30, 2022

Check numbers covered by this review: Beginning check # 2986 Ending check # 3029

Are there any checks that are missing or not accounted for? NO

1. BEGINNING BALANCE as of July 1 (Ending Balance on June 30 of previous year).....\$ 29,106.64
2. TOTAL RECEIPTS (all income, deposits, and credits).....\$ 15,025.43
3. TOTAL CASH ON HAND (sum of Line 1 and Line 2)\$ 44,132.07
4. TOTAL EXPENSES (all expenses, checks, and debits).....\$ 11,508.35
5. ENDING BALANCE as of June 30 (subtract Line 4 from Line 3).....\$ 32,623.72
6. BANK STATEMENT BALANCE as of June 30\$ 35,356.94

Financial Review Form 2021-2022, 4/8

Treasury



Jennifer Burke

7. OUTSTANDING CHECKS (write total amount of outstanding checks).....\$ 5,266.26

Check #	Recipient	Amount
<i>see attached report</i>		

8. OUTSTANDING DEPOSITS (write total amount of outstanding deposits).....\$ 2,533.04

Date	Description of Deposit	Amount
<i>see attached report</i>		

9. ENDING BALANCE (Subtract Line 7 from Line 6 and add Line 8).....\$ 32,623.72

NOTE: Line 5 and Line 9 must be the same for the PTA accounts to be reconciled.
If Line 5 and Line 9 are not equal, please re-check outstanding checks and deposits.

Financial Review Form 2021-2022, 5/8

Treasury



Jennifer Burke

Uncleared Transactions

Checks and Payments - 27 Items

Check	05/25/2011	1853	U.S. Chess Center	-2,585.00	-2,585.00
Check	06/30/2011	1871	Suzette Haywood	-170.85	-2,755.85
Check	06/12/2012	1988	Geradldine Henry...	-75.00	-2,830.85
Check	03/24/2013	2075	Sung Hee Choi	-50.00	-2,880.85
Check	05/18/2013	2127	Jeanie Eng	-45.77	-2,926.62
Check	05/18/2013	2133	Bruna Arepalli	-45.00	-2,971.62
Check	05/18/2013	2136	Kalpna Rampally	-45.00	-3,016.62
Check	11/06/2013	2203	Joyce Ku	-60.00	-3,076.62
General Journal	12/31/2013	JV - ...		-0.90	-3,077.52
Check	01/10/2014	Debit...	Party Depot	-39.59	-3,117.11
Check	05/28/2014	Debit...	Office Depot	-120.76	-3,237.87
Check	05/30/2014	Debit...	Washington First ...	-210.00	-3,447.87
Check	11/11/2014	2342	Prasad Nerika	-111.40	-3,559.27
Check	02/07/2015	2390	Farozan Jivraj	-40.34	-3,599.61
Check	05/02/2015	2398	Maggie Le	-1,005.96	-4,605.57
Check	06/07/2015	2452	Jennifer Grant	-65.00	-4,670.57
Check	06/07/2015	2437	Suzu Lee	-45.00	-4,715.57
Check	05/31/2016	2568	Jennifer Conad	-19.94	-4,735.51
Check	06/10/2016	2588	Tara Carlson	-23.47	-4,758.98
Check	01/25/2017	2629	Jeanie Eng	-135.77	-4,894.75
Check	05/10/2017	2650	Jiyoung Yim	-75.00	-4,969.75
Check	05/30/2018	2761	Charles Barton	-100.00	-5,069.75
Check	05/30/2018	2723	Void	-0.01	-5,069.76
Check	02/28/2020	2936	jennifer conrad	-75.00	-5,144.76
Check	04/27/2022	3008	Stacey Lanier	-50.00	-5,194.76
Check	06/01/2022	3020	Kathy Truax	-45.95	-5,240.71
Check	06/16/2022	3028	Jennifer Burke	-25.55	-5,266.26
Total Checks and Payments				-5,266.26	-5,266.26

Financial Review Form 2021-2022, 6/8

Treasury



Jennifer Burke

11:13 PM
07/20/22

Colin Powell PTA Reconciliation Detail Alliance Bank, Period Ending 06/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 10 Items						
Deposit	05/28/2014				867.50	867.50
Deposit	05/29/2014				221.93	1,089.43
Deposit	04/30/2017				0.81	1,090.24
Deposit	04/09/2018				315.00	1,405.24
Deposit	04/09/2018				335.00	1,740.24
Deposit	06/02/2018				305.00	2,045.24
Deposit	06/02/2018				487.80	2,533.04
Check	01/06/2019	2793	Void		0.00	2,533.04
Check	04/08/2019	2838	Timothy Rogalski			2,533.04
Check	06/09/2019		Void			2,533.04
Total Deposits and Credits					2,533.04	2,533.04
Total Uncleared Transactions					-2,733.22	-2,733.22
Register Balance as of 06/30/2022					-7,060.57	5,066.17
Ending Balance					-7,060.57	5,066.17

Treasury



Jennifer Burke

Financial Review Form 2021-2022, 7/8



VIRGINIA PTA ANNUAL FINANCIAL REVIEW FORM

FULL PTA/PTSA Name: Colin C Powell Elementary PTA
PTA EIN Number 74-3094639

City: Fairfax

Date Financial Review Completed 8/25/2022

PLEASE CHECK ONE:



I (We) have reviewed the books and find them to be correct.



I (We) have reviewed the books and found problems and/or have suggestions that we have listed below.
(such as inadequate records, lack of accounting procedures or standard best practices, missing funds, etc.)

Comments from the Review Committee or Auditor

Treasury



Jennifer Burke

Financial Review Form 2021-2022, 8/8

Christina Sawyers
 Reviewer Signature

Christina Sawyers, CPA
 Printed Name of Reviewer

christina@sawyerscpa.com
 Reviewer's Phone Number or Email

 Reviewer Signature

 Printed Name of Reviewer

 Reviewer's Phone Number or Email

 Reviewer Signature

 Printed Name of Reviewer

 Reviewer's Phone Number or Email

As the incoming Treasurer and President, we accept this Financial Review. We will submit a copy of this completed review to Virginia PTA as directed on the instructions page. We will present it to our PTA membership at the first meeting of the year.

Cindy Yang
 President

Jennifer Burke
 Treasurer

9/7/22
 Date Received

Christina Sawyers, CPA
 Elite Accounting Services

Additional Financial Review Committee
 Members:
 Amy Bain, Cindy Yang, Mary Kim

Treasury



Jennifer Burke

- Questions / comments about report audit?
- Motion to approve 2021-2022 audit report.

Proposed Budget for 2022 ~ 2023 School Year

1/5

Income		
	Playground Fund Rollover	27,557.09
	General Budget Rollover	3,517.08
	Fundraising	
	Fun Run	2,000.00
	Craze Raise	1,000.00
	Family Fun	1,000.00
	Spirit Nights	2,200.00
	Book Fair	500.00
	Fundraising-Other	750.00
	Amazon Smile - Fundraising	750.00
	Box Top	50.00
	No Fuss Fundraising	500.00
	Running Club	250.00
	School Packs	600.00
	Spiritwear	750.00
	20th Anniversary Celebration	6,000.00
	20th Anniversary Sponsorship	3,000.00
	Hospitality Donations	500.00
	Total Fundraising	19,850.00

Proposed
Budget
for
2022
~
2023
School
Year

	General Income	
	20th Anniversary Band Commission	2,000.00
	Programs and Activities	
	STEM	500.00
	Programs and Activities - Other	4,500.00
	Total Programs and Activities	5,000.00
	Sixth Grade Activities	3,000.00
	Total General Income	10,000.00
	Membership Dues	
	PTA dues	6,000.00
	Membership Dues - Donations	1,000.00
	Total Membership Dues	7,000.00
Gross Profit		67,924.17

Proposed Budget for 2022 ~ 2023 School Year

4/5

Committees		
Committees - Fundraising		
Fun Run		1,700.00
20th Anniversary Event		2,000.00
Family Fun		500.00
Spiritwear		1,000.00
Total Committees - Fundraising		5,200.00
Total Hospitality		3,250.00
Membership		250.00
Principal Discretion Fund		1,000.00
Enrichment		
Cultural Arts		2,500.00
20th Anniversary Band Commission		3,000.00
Field Trips		7,000.00
Multi-cultural Night		500.00
Lunar New Year Celebration		500.00
Three Bees		200.00
Total Enrichment		13,700.00
STEM		500.00
SCA		300.00
Total Programs / Activities		14,500.00
State/National Dues		1,500.00
Membership Donations		1,000.00
Total Committees		26,700.00

**Proposed
Budget
for
2022
~
2023
School
Year**

Expense		
	20th Anniversary Playground Expenses	27,560.00
	Administration	
	Bank Fees	50.00
	Total Grade Level Expenses	9,525.00
	Total Insurance	1,292.00
	Movie License	587.00
	Total Postage/Mailing	330.00
	Total PTA Supplies	525.00
	Student Help	1,000.00
	Website Hosting and Domain Name	350.00
	Total Administration	13,659.00

**Proposed
Budget
for
2022
~
2023
School
Year**

				Total Expense					67,919.00
				Net Ordinary Income					67,924.17
				Net Income					5.17

Treasury



Jennifer Burke

- Questions / comments about proposed budget?
- Motion to approve proposed 2022-2023 budget.

Principal's Corner



Principal Luerssen



Announcement

Future Events



Spirit night:

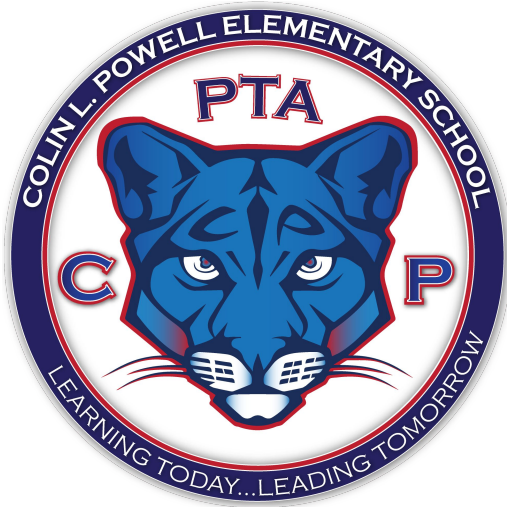
Oct 20th Panda Express

Dec 9th Kids night out

Fall Fundraising :

Raise Craze

PTA



**Thank you for joining
us today!**

**We will see you at our
next meeting**

October 12th @ 1900