



## PHS Pirate Booster Meeting FINAL Minutes

October 10, 2017

Principal's Conference Room

### In Attendance:

Kerri Bloom	Susan Limberg	Gary Steiger
Jean Choi	Kirti Maheshwari	Ramona Tyack
Chris Daly	Jane Myszka	Lauren Willming
John Helminski	Stacey Piper	Steff Woell
Dan Jones	Lori Schallmoser	
TerrieAnn Jones	Michelle Simons	

**Call to Order** by Jean Choi at 7:02 pm

**Agenda Approval Correct** year to 2017. Steff Woell motioned to approve agenda with year change, Ramona Tyack second the motion. Agenda Approval.

**September Minute Approval** Steff Woell motioned to approve September minutes, Jane Myszka second the motion. Minutes approved.

### Treasurer

Taxes for 2016-2017 finalized and being sent out.

September Financial Report Steph Woell motioned to approve the Financial Reports and Jane Myszka second the motion. Financial reports approved.

2017-2018 Budget

2016-2017 Audit report submitted and filed. See attached.

### President

Donation Requests to the Boosters

School Store - Looking how to manage all the requests. Boosters has already received multiple request and the store is not stocking as much merchandise as in the past. Ideas were: continue filling requests. Give gift cards instead of merchandise, stop giving out donations.

Decisions was made - PHS based organizations will need to apply for mini grants in order to get School store merchandise. Booster will refer organization to Gary Steiger if they do not know the mini grant process.

Jr. Highs and or outside organizations will receive gift cards.

Sports Books - Royal Publishing in Peoria produces our Seasonal sport books. We have sold these at sporting events and sport nights. Most sales came from sport

nights. This year we are no longer having large sport nights. So, the question is what to do with these books. These books are no cost to the boosters. Advertising pays for the books and boosters also receive money from the advertising.

Decision was made to continue sales on the Fall Books. Starting the winter season, we will no longer charge for these books. They will be handed out at Basketball games and other sporting events. They will also be given to the coaches to hand out to the teams.

Steph Woell motioned to approve the above decisions and Jane Myszka second the motion. Motion approved.

Field Goal Fundraiser for 10/13 Game Football team sponsor a game for a cause will be hosted on 10/13 So Boosters has cancelled the Fundraiser.

School IDs - Let Jean or John know if you still need one. These ID are for people that take care of a lot of Booster's business during the school day.

### **Principal – Gary Steiger**

College night is Wednesday October 11<sup>th</sup>.

Juniors practice SAT test tomorrow. Juniors can get a College board and Kahn Academy accounts these have practice test for them to takes.

Earmark money - Still thinking of ideas for this year. May have something soon. New ideas for the hallways something College and career based.

New grading format - At this point there has not been a lot of feedback. Seems to be going well.

### **New Business**

Thanksgiving Baskets. Palatine outreach program. Boosters is signed up for 2 baskets. Contact Chris Daly for information and to make donations.

#### **Corporate Contributions Update**

- Lou Malnati's Fundraiser finishes up October 13<sup>th</sup>.
- 40 letters go out have gone out to corporations. Boosters have received \$550.00 so far.

Post-Prom Update - Boats have been cancelled. Working with Great American Prom event runs 10 pm - 4 am. The cost per person is \$50.00, working on trying to reduce cost. The big question is where to change after the prom before heading to Great America. We will be more than likely using school buses this year, still checking on cost of school buses vs. Coach buses. Coach buses ran about \$800.00 per bus last year. Will need buses to leave from the Belvidere and some return to Belvidere and some to school. Planning on signing contract next week with Great America.

Dinner Auction - Looking for some new ideas for live auction.

**Old Business**

**Adjourn by** Jean Choi at 8:11 Motion approved by Steff Woell and seconded by Ramona Tyack

Stacey Piper

PHS Pirate Booster Club Secretary

**PHS PIRATE BOOSTER CLUB**  
**Audit Report**  
**Financial Records for 2016-2017 School Year**

Per the bylaws dated and adopted September 2017.

The audit committee should consist of "at least two member of the Executive Board and one general member who is not currently serving on the Executive Board". The audit committee conducts a "thorough review of the financial records of the organization, after the June 30<sup>th</sup> fiscal year end and shall present a formal, written report of their findings to the Executive Board at a regular meeting prior to the end of that calendar year".

Audit Committee Chair - Megan Juskiewicz, general member  
Committee Members - Michelle Simons, Vice President  
Karen Williams, Support Activities Chair

The audit committee met on Monday, September 25, 2017. The main purpose of the audit is to certify the accuracy of the financial records and to assure our members that the funds are being managed in a business-like manner and are within the regulations and budget.

The results of the audit have shown the books for the operating account, money market account and two Certificates of Deposit to be accurate, complete and properly reflect the activities of VIP Boosters for the period of July 1, 2016 through June 30, 2017.

Refer to documentation of the Audit Procedures, Audit Reconciliation Report and supporting documents for details on the sampled transactions, bank statements, tabulations and findings.

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**PHS PIRATE BOOSTER CLUB**  
**Audit Report**  
**Financial Records for 2016-2017 School Year, cont'd.**

**General Reminders to Board**

-Per the bylaws, "All Pirate Booster Club checks, drafts, online or electronic fund transfers and orders for payment of the Club's funds, shall be signed in the name of The Club and shall be co-signed by the Treasurer and one other authorized Officer of The Club. In the absence of the Treasurer, the President(s) and one other Officer may co-sign such instruments". Going forward, all check requests should have evidence of 2 signers on each Check Request Voucher which should replicate the two signers on the applicable check as required and should not be the payee in any circumstance.

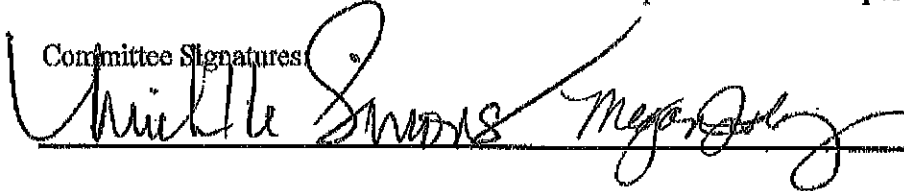
-Per the bylaws, "Monies received must be counted by two attending people, and confirmed by the signing of a PHS PIRATE Booster Fund Receipt Form. All money will be given to the treasurer with supporting 'Receipt of Funds Form' within 14 days of receipt." All deposit vouchers involving cash should at all times have two signers (Not the Treasurer). The signers should be both counting and verifying the amount of the deposit, ideally on site. This assures that the deposit amount is agreed upon and will match the amount presented to the Treasurer for deposit.

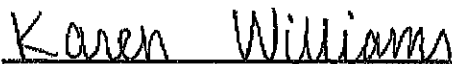
-Cash box policy for requesting cash for committee events should be established and enforced. All committees requiring a starting cash balance should request a check from the Treasurer and that corresponding amount should be redeposited as a separate deposit at the end of the event or year when applicable. The procedure for holding cash balance for the start of a new fiscal year should be established and followed consistently.

Best Practice Reminder:

-Sales tax will not be reimbursed. Use the tax exempt letter whenever possible.

Committee Signatures

  
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Motion to approve -

(Since the audit comes from a committee, no second required.)

Upon majority vote to approve, the Audit of the 2016-2017 books are approved and filed.

Thank you to the committee for their work.