

Notes from Meeting September 11, 2018

Attendees: Meg Linden, Tricia Powers, Tami Jurewicz

Purpose: Better understand Financials with Greenvelope, Stripe Account, Checking Account

- *Church reimbursement checks are cut the 15th and 30th of every month
- *PTO Check Request form in mailbox available to parents. A parent can either ask for an amount to be cut early to pay for items or personally pay for item and get reimbursed.
- *Principal has school credit card. Have meeting with principal to discuss ways the credit card can be used to pay large online amount for the PTO events.
- *Have digital copies of tax-exempt and check request forms to send in once encompassing email with directions of event and volunteers to chairpersons.
- *Have one PTO login for accessible to all for Greenvelope.
Login: Bsumosters@sbcglobal.net
Password: OLMC*1
- *There is a 4% charge for credit card transactions "Stripe" account that is connected to the Scrip checking account.
- *PTO Treasurer transfers money from Scrip account to GC account.
- *Sign paperwork for current President to sign checks from Scrip chair.
- *Mabel's Labels-who's in chairperson?
- *PTO must formally approve the \$10,000 request from the vice principal for the Lunch Program subsidy. One time payment.
- *PTO must write into the bylaws the definition of what wish list items are.
- *PTO was told by vice principal that church was \$30,000 in the red with the Alladin lunch program
- *Program was approved by church/school and PTO was not part of approval program.
- *Need to properly state to parents what we are raising money for in WISH LIST category.
Example: Krauser music department update.
- *Encourage principal to have Teacher Socials.