

Minutes for LMES PTA Auditpalooza:

Location: Atlee Library

Time: 6:30pm-8:30pm

Date: Monday, 7/10/2023

Attendees:

Members in attendance: Brandi Davis, Jaqueline Nelson and Nicole "Coley" McLaren

Agenda Items:

1. Go through 2022-2023 Treasurer Binders
 - a. Follow the audit review form provided for a non-LMES PTA.
2. Discuss any problems or issues to resolve in the upcoming 2023-2024 School Year
 - a. Audit must be submitted to CPA for Income Tax preparation.
 - b. Submit relevant information to VA and National PTA
3. Discuss Preliminary Budget Committee Rules/Policies before Budget Requests are submitted to PTA members
 - a. No membership, no requests, no exceptions!
 - i. This includes budget requests for ALL committees, programs, faculty members, and events.
 - b. Must be requested by 10/1/2023
 - c. No reimbursements for any locations selling 50% or more of their sales through alcohol, gambling or smoking.
 - d. No reimbursements for Teacher Pay Teacher as it is not an accredited site for teaching materials.
 - e. No more than 30 days to clear any issued checks

Action Items:

1. Income Tax Preparation/Filing, LMES PTA Treasurer Jaqueline Nelson and 8/1/2023
2. Budget Committee Rules/Policies, LMES PTA Executive Board and 7/26/2023

Other Notes:

- Boosterthon Planning Meeting on 7/17/2023 with Nicole Richardson at LMES
- Mr. Brad Davis Planning Meeting on 7/25/2023
- Next LMES PTA Board Meeting on 7/26/2023



Nicole "Coley" McLaren
LMES PTA Secretary

7/28/2023

Date of Approval