

**Peekskill CSD PTO
Committee Report Form**

Submission Date: 4____
Committee _Finance

Month & Year: June 2018

Items Requiring a Vote:

None for this month.

Items Requiring Discussion:

1. Choosing a book fair company that can print a complete end of day gross sale report to avoid discrepancies in book fair sale financials;
2. Strictly observing the policy that financial assistance forms must be submitted 2 weeks in advance to the Treasurer before funds can be disbursed to approve in order to ensure proper cash management.
3. Closing of old PTOs with IRS: needs following up.

Items for Information Only: None.

Please see attached:

- Balance sheet as of 6/4/2018 which shows how much money we have in our bank accounts as of this date and compared to last year;
- Profit and Loss account which show how much we collected and how much we spent since the start of the school year to date as compared to the same period of last year.

Submitted by: _____Ha Wallace – PTO Treasurer_____

As of 6/4/18