



**UMS Home & School Club  
Meeting Minutes  
October 4, 2018**

**Meeting Attendees:**

Maureen Currie, Todd Feinberg, Gretchen Gabriel, Cindy Smith, Maki Hirata, Kris Suzuki, Heidi Fisher, Katie Berg, Janette Adams, Navamy Srikanth, Shalini Chari, Kathie Kippen, Karla Karlen, Judy Eagleton, and Angie Lu

**Meeting Called to order at 6:34pm**

1. Welcome & introductions
2. Approve September 2018 Meeting Minutes  
Motion: Gretchen / Second: Karla. All approved.
3. Treasurer's Report (Cindy Smith)
  - a. Highlight of Budget vs. Actuals report as of October 2, 2018
4. Auditor's Report (Shalini Chari)
  - a. We reviewed the Auditor's Report, October 2018 (See the report in the addendum at the end of these meeting minutes)
5. New Business
  - a. Soliciting the Community at Large
    - i. How do we ensure that every group isn't hitting up the same businesses? Perhaps we can create a shared Master XLS for everyone to review.
    - ii. We might want to consider having a Sponsorship/Business Liaison position on the board to help oversee this at a higher level.
  - b. In-Kind Donations – Unless we are going to use that item that was donated, then perhaps we shouldn't accept a donation.
  - c. Fall 2018 Teacher Grant Process (Navamy Srikanth)
    - i. Will send to Todd and they will have two weeks to submit grants
    - ii. Will send one week before November meeting
    - iii. Total budget for this year is \$9500. One in fall and one in spring

## 6. Committee Reports

- a. BLAST – Heidi Fisher  
Tomorrow, Friday Oct. 5<sup>th</sup>. Things are looking good to go.
- b. Book Fair– Navamy Srikanth  
Started today, 10/4 – 10/9. Full classes going through. Closing next Wednesday. Online book fair open.
- c. Sports Boosters– Gretchen Gabriel and Kris Suzuki  
Oktoberfest is 10/13, next Saturday, sold about 170 tickets. Lots of announcements next week. Lots of donations – beer and food. The Shag is playing.
- d. Membership – Karla Carlen  
We’ve reached our goal. And matches still coming in.
- e. MPower – Jamie Glanville and Katie Berg
  - i. First session was on Monday. Things went well. Sent a Google Form for feedback
  - ii. November 26<sup>th</sup> is the next session
- f. Art Vistas – Maki Hirata
  - i. 6<sup>th</sup> grade – Set A (Cave Art) went well
  - ii. 7<sup>th</sup> and 8<sup>th</sup> grade – gathering dates
- g. Music Boosters – Navamy Srikanth
  - i. Bought a lot of equipment
  - ii. Cake Walk at the Blast for 2 tickets
  - iii. Chefs Night Out on October 23<sup>rd</sup> at Armadillo Willy’s (on Camden). It’s No Homework Night that night.
  - iv. Hired a new choir teacher for Monday and Wednesdays. This may conflict with drama but they will try to work around it.
- h. Hospitality – Shalani Chari
  - i. Sent the dates to Kathy and she approved them
  - ii. Next event on the October 16<sup>th</sup> – Snack for the teachers.
- i. Volunteer Coordinator
  - i. Full list sent out to everyone
- j. eScrip/Amazon - Nothing
- k. 8th Grade Grad Dance - Angie Lu  
Gretchen thinks that the Permission Slip and letter asking for donations was sent in the fall. Sending it early gives a better idea of budget.

- I. Website - Angie Lu
  - i. Nothing
  
- m. Drama – Katie Kippen
  - i. Still working with Starting Arts on getting dates set for the performances
  
- n. Special Projects
  - i. Nothing
  
- 7. UMS Teacher Report
  - a. No report this month
  
- 8. UMS Administrative Reports – Todd Feinberg
  - 325 kids were at the dance.
  - Nick Barbara – CLS Nominee for Teacher of the Year
  - Really good group of staff this year.
  
- 9. Announcements
  - Next HSC Meeting: **November 8, 2018 @ 6:30pm**
  
- 10. Comments and Questions

**Meeting Adjourned at 7:54pm**

## ADDENDUM

### Union Middle School Home and School Club Auditor's Report – October 2018

As of the date, October 4<sup>th</sup>, 2018, the Audit for the Union Middle School Home and School Club, for the six-month period – February 2018 to July 2018, is complete. The scope of this audit included all checks, deposits and bank statements for the six-month period – February 2018 to July 2018.

#### Audit Steps

- Randomly selected two months (March 2018 and May 2018) and traced all deposits / checks through to the bank statements and QuickBooks to verify accuracy and to confirm that the amount paid agreed with the supporting documentation.
- Reviewed all Checks, deposits, bank statements, check request forms and accompanying receipts and QuickBooks reports for the two months – March and May 2018.
- For each month from February through July 2018, verified that bank statements were reconciled by the Treasurer.
- Checked cash deposits to have two counters' signatures.

#### Audit Findings

- Based on the procedures performed, I find the records to be accurate except as noted below.
- March reconciliation report was missing in the binder. I checked with the treasurer and the reconciliation was done but just not printed out.
- Found 2 checks that haven't been cleared –

<b>10/19/2017</b>	<b>Check # 3193</b>	<b>Chloe Bombardieri</b>	<b>\$113.89</b>
<b>11/16/2017</b>	<b>Check # 3194*</b>	<b>Dominque Neely</b>	<b>\$108.53</b>

\* I did notice that Check #3194 has been cleared in the August 2018 reconciliation report.

- Found three check request forms in March 2018 which were missing the Board Member's signature.

<b>Check # 3128</b>	<b>Brianna Bruten</b>	<b>\$664.24</b>
<b>Check # 3137</b>	<b>Christina Carreras</b>	<b>\$3457.22</b>
<b>Check # 3142</b>	<b>Lis Jorgens</b>	<b>\$357.60</b>

I did confirm that all 3 checks did have 2 signatures – the treasurer's and a board member's (Rama Nemani).

- Found two check request forms in May 2018 which were missing the Treasurer's signature.

<b>Check # 3226</b>	<b>Christie Killen</b>	<b>\$360</b>
<b>Check # 3229</b>	<b>Amy Sells</b>	<b>\$28.15</b>

I did confirm that check #3226 did have 2 signatures – the treasurer’s and a board member’s (Rama Nemani). Check #3229 did have the Treasurer’s signature.

- Found one Cash Deposit (for the Art show - \$326) in May 2018 which had only one counter signature.

### **Audit Recommendations**

- I would recommend better communication regarding the cash collection procedures. Given that there was a cash deposit that had only one signature, I suggest that the form state the required procedures or the treasurer not accept deposits unless 2 counters have signed off on it.

**Prepared & Submitted by,**

**Shalini Chari, Auditor**  
**October 4<sup>th</sup> 2018**