**Mountain View Elementary PAC**

**Monthly Meeting**

**November 19, 2019 @ 6:30**

**In Attendance:**

Tracey Carolan Jody Moss

Yan Ting Chiang Cindy Oliveira

Cynthia Jin Rhea Rivera

Paul Moersch

Regrets: Masashi Hirata

1. **Welcome & Call to Order**

Paul called the meeting to order at 6:33pm.

1. **Approval of Agenda**

**MOTION** made by Rhea, seconded by Cindy to accept the Agenda as presented.

**CARRIED**

1. **Approval of Previous Minutes**

**MOTION** made by Rhea, seconded by Tracey to accept the minutes of Sept 10th as presented.

**CARRIED**

1. **Reports & Correspondence**
2. Principal’s Report **Jody Moss**

-Questions/Concerns regarding incident in October to speak to Jody directly for clarification

-Swimming starts this week

-Report Cards are transitioning to online

-Reading and Math assessements occur 2x/year

-soft approach to determining what level children are

-skill teachers and Jody evaluate the children without letting them know they are being evaluated

-happens during class hours

-Christmas concert will have an overall theme with a surprise at the end

-Dec 18th Gingerbread House in the morning and 6 divisions are going on a Field Trip to watch the Coquitlam Express Game at Poirier Sport & Leisure Complex

1. President’s Report **Paul Moersch**

-Good attendance at the coffee meeting with Jody last month

-Social Night Silent Auction online was a success

-amount to be calculated

-Glider in the school playground has been fixed

-Our school was chosen to be the sponsored school for the Love of Reading Foundation through Coles at Lougheed Mall

1. Treasurer’s Report **Masashi Hirata**

-Masashi creating easy to use and automated digital files with the layout for school PAC events

**Treasurer’s Report for Oct & Nov 2019**

**Event Summary (SEP-2019 to OCT-2019)**

|  |  |  |  |
| --- | --- | --- | --- |
| **[ESR-Code] \*1 Event Name** | **Income** | **Expense** | **Profit/Loss** |
| [ESR-GEN] Donation Drive \*2 | $   1,289.00 | $         0.00 | $   1,289.00 |
| [ESR-GEN] Province of BC Gaming Grant\*3 | $   3,120.00 | $         0.00 | $   3,120.00 |
| [ESR-GEN] PAC Operations \*4 \*5 | $          1.84 | $         9.00 | -$          7.16 |
| [ESR-01] First Day Assembly \*6 | $          0.00 | $         0.00 | $          0.00 |
| [ESR-02] Open House | $          0.00 | $     109.55 | -$      109.55 |
| [ESR-03] Sep Hot Lunch - TCBY | $      401.00 | $     296.85 | $      104.15 |
| [ESR-04] Hallowe’en Party [Partial] \*7 | $          0.00 | $       33.24 | -$        33.24 |
| [ESR-05] Oct Hot Lunch - Carl’s Jr | $      848.05 | $     585.44 | $      262.61 |
| [ESR-06] PAC Social Night [Partial] \*8 | $      520.00 | $     520.00 | $          0.00 |
| **Totals** | **$   6,179.89** | **$  1,554.08** | **$   4,625.81** |

**Notes to Event Summary:**

\*1 All events have a corresponding Event Summary Report (ESR) in the Financial Records. Detailed information on a specific event are referenced by this ESR code.

\*2 This amount includes $460.00 which is held in trust by Mountain View Elementary as this money was forwarded to the school in order to issue tax receipts for the donations received.

\*3 The Province Of B.C. Gaming Grant was deposited into the Gaming Account on 30-SEP-2019 in the amount of $3,120.00 which calculates to 156 students @ $20.00 each ($20.00 x 156 = $3,120.00). This amount was added to “Equity - Extracurricular Enhancement Fund (Restricted) - Gaming Account”.

\*4 PAC Operations Income consists of Interest credited to the Playground Reserve Fund Savings Account.

\*5 PAC Operations Expense consists of Bank Service Fees for the General and Gaming Chequing Accounts. (Service Fees are $1.50 per account per month) Includes Aug, Sep, Oct.

\*6 All events are reported in the event summary, **regardless** of profit/loss, in order to recognize the occurance of the event.  Details on how assets were sourced can be found in the corresponding Event Summary Report. The event “First Day Assembly” is a good example of how non-financial assets and donations were used to source an event resulting in no financial assets being used.

\*7 Event was cancelled on October 23rd, 2019 due to unforeseen circumstances. Details in ESR-04. This event’s expenses have not been finalized in the current month (Oct). Amounts are only up to the current month (Oct).

\*8 This event was not completed in the current month (Oct). Amounts are only up to the current month (Oct).

**Current Balance Sheet**

|  |  |
| --- | --- |
| **Mountain View PAC** | |
| **2019/20 Balance Sheet (as at Oct 31st, 2019)** | |
| **Assets** |  |
| General Account | $   3,225.77 |
| Gaming Account | $   9,371.02 |
| Playground Reserve Account | $   7,350.90 |
| Undeposited Funds \*9 \*10 | $      905.65 |
| Cash Float | $          0.00 |
| **Total Assets** | **$ 20,853.34** |
|  |  |
| **Liabilities** |  |
| Accounts Payable \*11 | $   1,175.08 |
| **Total Liabilities** | **$   1,175.08** |
|  |  |
| **Equity** |  |
| Playground Fund (Restricted) - Playground Reserve Account | $   7,350.90 |
| Playground Fund (Restricted) - Gaming Account | $   2,475.50 |
| Playground Fund (Restricted) Total | $   9,826.40 |
|  |  |
| Extracurricular Enhancement Fund (Restricted) - Gaming Account | $   6,895.52 |
| Current Retained Earnings (Unrestricted) | $   2,956.34 |
| **Total Equity** | **$ 19,678.26** |
|  |  |
| **Total Liabilities & Total Equity** | **$ 20,853.34** |

**Notes to Balance Sheet:**

\*9 The Assets item “Undeposited Funds” consists of monies held in trust by Mountain View Elementary. It was discovered on 16-SEP-2019 that the amount on the Mountain View Elementary records does not match the PAC Financial records. The amount on the Mountain View Elementary as at 16-SEP-2019 was $774.35.  An investigation began regarding the origins of this discrepancy, as well as the individual restrictions placed on the monies held, but was temporarily put on hold due to unforeseen circumstances, and is expected to resume in early November. Since the amount on the PAC Financial records is $445.65, it has been decided to use the current PAC Financial record amount until the pertaining restrictions can be determined.

\*10 This amount is calculated as the current PAC Financial record amount of $445.65 (\*9)             plus $460.00 from donations requiring tax receipts (\*2) = $905.65

\*11 The Liabilities item “Accounts Payable” consists of cheques issued which have not been cashed.

**Other Information**

- PAC has been able to resolve the issues regarding the bank accounts and the following directives were executed on 12-SEP-2019.

- Addition of signing authority to the Vice President and new Treasurer.

- Removal of signing authority of the previous Treasurer and Member at Large.

- Set up web banking access for new Treasurer in order to view current account status and

  download bank statements. \* The web banking access does NOT allow transfers.

1. Hot Lunch **Cindy Oliveira**

Next hot lunch is Hot Dog Day – Nov 25th

December will be Popcorn snack during recess – Dec 16th

**Action Items:**

|  |  |
| --- | --- |
| **Name** | **Action Item** |
| Paul | Check on how much popcorn we have left. |

1. **Book Fair**

PAC assisted by asking for parent volunteers.

Event helps generate funds for the school library.

Event is underway and children are excited to be a part of it.

1. **Fundraisers**
   1. **Purdy’s/Poinsettias**

Purdy’s is being organized by Darin Book.

Paper and online ordering are available.

Pointsettias

Due Nov 22nd

* 1. **Perogies**

206 bags ordered

Profit for PAC = $1/bag

1. **Christmas Events**
   1. **Concert**

Date: Dec 10th

SHARE Food Bank Donations

-Donate and enter to win a prize.

-Chocolate bars were donated to use as a prize draw to encourage parents to bring donations to the food bank.

50/50 Ticket Sales

Bake Sale

Raffle VIP seating $2/ticket

**Action Items:**

|  |  |
| --- | --- |
| **Name** | **Action Item** |
| Paul | Ask if Lynne can coordinate the Bake Sale.  Ask Jody if we need Christmas décor. |
| Masashi | Coordinate gaming license for 50/50 tickets. |

**MOTION** made by Rhea, seconded by Cindy to split the proceeds of the bake sale between PAC General Operations and SHARE Society.

**CARRIED**

* 1. **Gingerbread Houses**

Date: Dec 18th

PAC supplies the graham crackers for the students.

* 1. **Santa’s Breakfast**

Date: Dec 20th

Set Up: Thursday, Dec 19th after school

Food: pancakes

fruit salad

mandarins

juice boxes

whipped cream

sprinkles

syrup

**Action Items:**

|  |  |
| --- | --- |
| **Name** | **Action Item** |
| Paul | Ask Jody if we have Santa visiting.  Check with Masashi for the purchase list.  Purchase Graham crackers. |

1. **Open Questions “Parking Lot”**

Mr. Chan’s Famous Cookie

Fundraiser during Valentine’s Day week

1. **Summary & Conclusion**

**MOTION** made by Tracey, seconded by Ting to adjourn the meeting at 8:03pm.

**CARRIED**