



James I Gibson E.S. PTO Minutes

December 2, 2015 at 8:30am

In attendance:

Regina Honey

Leslie Touvell

Melissa Helmink

- Reason for meeting is to audit the PTO's bank account after the PTO president's resignation.
- After working on this audit it was decided that we need to go to the bank and get copies of all checks, deposits, withdrawal slips and e-transactions. Leslie has a deposit so while she is there she will reset the online banking password and email account as well as get the copies we need. We will then meet again hopefully next week to finish the audit.

Meeting Adjourned: 9:30am

Secretary _____ Date of Approval _____