



Meeting Minutes  
(date)

Meeting called to order at (time) in (Location)

Members present included: ( List from Sign in Sheet)

Welcome

Treasurer's Report (name)

PTO Funds:

Beginning Balance: 00/00/00	<u>\$0,000.00</u>
Total Income	\$0,000.00
Total Expenses	\$0,000.00
Ending Balance: 00/00/00	\$0,000.00
Expected Expenses:	\$0,000.00 ( for ? )

East Funds:

Beginning Balance: 00/00/00	<u>\$0,000.00</u>
Income	\$00.00
Expenses	\$00.00
Ending Balance: 00/00/00	\$0,000.00

Total Checkbook Balance: 00/00/00	\$00,000.00
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(list any other treasurer report information)

Secretary's Report (name)

There is a "Quick Link" for Parent Teacher Organization (PTO) on the district website.  
Monthly meeting minutes are posted on the PTO page.

(list any other treasurer report information)

Old Business

\_\_\_\_\_ (Items from Agenda)

New Business

\_\_\_\_\_ (Items from Agenda)

Meeting adjourned at (time) pm

Submitted by (Name)/ (Seat)

PTO Board/Officers:

(name) Co-Chair

(name) Co-Chair

(name) Treasurer

(name) Secretary