

<b>2020-2021</b> SCHOOL YEAR	<b>PAWS General Meeting</b>	
	<b>Meeting Purpose:</b>	<b>PAWS General Meeting</b>
	<b>Location:</b>	<b>Virtual Zoom Meeting</b>
	<b>Date of Meeting:</b>	<b>November 4, 2020</b>
	<b>Time of Meeting:</b>	<b>6:30 pm</b>

<b>Meeting Called By:</b>	Tara Cabardo	President
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**All members and attendees listed below; attendance noted by an "X" by the name:**

President	Tara Cabardo	X	Accents	Brenda Digati	X
			Badminton	Alyse Plattner	X
Treasurer	<i>Open Position</i>		Band	Michael Lucidi	--
CFO	Steve Millstein	X	Baseball	Lyn White	X
Vice President	<i>Open Position</i>		Boys Basketball	Loren Jones	X
Recording Secretary	Heather Mitra	X	Boys Soccer	Megan McPherson	X
Membership	Maria VanderMeersch/ Tara Cabardo	-- X	Boys Tennis	Amy Klabunde	--
Prevention	Monica Snyder	X	Cross Country	Nicole Blaha	X
			Dance	John Bauer	X
Scholarship Chair	Lori Berman	X	Drama Spotlights	Jennifer Brown	--
Grants Chair	Nicole Blaha	X	Girls Basketball	Stephanie Sebastiani	--
Website/PR	Tara Cabardo	X	Girls Soccer	Cara Hughes	--
Consumer Incentives	Maria VanderMeersch	--	Girls Tennis	Robin Kenny	--
School Council	Lori Berman	X	Gridiron	Jean Chawki	X
UPC			Lacrosse (Girls)	---	--
Teacher Appreciation	Tara Cabardo	X	Softball	---	--
Administration	Linda Ihnat	--	Spiritline	Alyse Plattner	X
			Swim and Dive	Lia Beattie	--
			Volleyball	Michele Eggerman	--
			Wrestling	Robyn Seaton	X

Meeting called to order at 6:35 pm by Tara Cabardo.

**Dates to Remember/ Action Items /Announcements:**

Steve Millstein moved to accept October 7, 2020 meeting minutes. Jean Chawki seconded. Motion passed and minutes approved at 6:37 pm.

Dates to remember:

December 2: Next PAWS General Meeting

## EXECUTIVE BOARD REPORTS

Title	Representative Name	Report
President	Tara Cabardo	<ul style="list-style-type: none"> <li>• Linda Ihnat busy with Covid at HHS so she will not attend meeting.</li> <li>• Open Exec Board positions: treasurer (Steve's last year, currently serving as CFO and doing duties of treasurer as well). Scholarship Chair also open. Tara will post availabilities in newsletter.</li> <li>• Thank you to Monica Snyder for leading efforts to get partitions for teachers/staff.</li> <li>• Reminder to clubs to email PAWS email address if they have items they wish to include in the newsletter.</li> <li>• Tara has emailed 5 new policies for the Operations Manual. 4 are more general, basic corporation policies: whistle blower, records retention, etc. Membership allocation policy added, which states that allocations will be put on hold if club is not in good standing (not attending meetings, not submitting financial records).</li> <li>• Normally there would be an Operations meeting for treasurers and presidents but due to Covid, Tara and Steve are working on alternatives.</li> </ul>
Treasurer	<i>Open Position</i> Report by Steve Millstein	<ul style="list-style-type: none"> <li>• Sent out treasurer reports to board and reps.</li> <li>• Comparison to budget not available due to late approval of budget and movement of expenses, income.</li> <li>• \$12,700 in bank at this time.</li> </ul>
CFO	Steve Millstein	<ul style="list-style-type: none"> <li>• Reminder to reps to make sure all clubs submit W9s promptly so Steve can keep up with records. W9s needed for anything about \$600 from a service vendor.</li> <li>• Record retention extremely important. Make sure outgoing club treasurers and secretaries keep all records and forward them to incoming positions.</li> <li>• Could not find financials for 2019, so Steve has prepared them for our records.</li> <li>• PAWS has \$400,000 in cash (consolidations of all clubs).</li> <li>• Last years' income statement was \$950,000 (consolidation of all clubs).</li> <li>• PAWS has liability insurance only, but looking to get D&amp;O insurance for club board members. We do not have auto insurance or cyber crime insurance. Some clubs have a great deal of money but do not have insurance to protect against traditional or cyber theft. We don't have workers compensation insurance or accident insurance. We do not have insurance for abuse; members are not protected from allegations of inappropriate behavior. All members must get background checked to obtain this insurance. Make sure all members take precautions, such as making sure there are at least two members working with students.</li> <li>• Tara discussed insurance with Linda Ihnat and she said that if the district thinks more should be done then the district will move forward with it.</li> </ul>
Vice-President	<i>Open Position</i>	
Membership	Maria VanderMeersch/ Tara Cabardo	<ul style="list-style-type: none"> <li>• Membership is much lower than usual, 50-75 fewer members since clubs/sports cannot have in-person meetings so PAWS board cannot attend to get new members.</li> <li>• Will continue to advertise membership through newsletter.</li> <li>•</li> </ul>
Prevention	Monica Snyder	<ul style="list-style-type: none"> <li>• Nothing to report. We are not seeing much movement other than questions about Covid numbers and school staying open or sending students home.</li> </ul>
Scholarship Chair	Lori Berman	<ul style="list-style-type: none"> <li>• Nothing to report at this time.</li> </ul>

School Council	Lori Berman	<ul style="list-style-type: none"> <li>Meeting for today was cancelled so nothing to report.</li> </ul>
Website/PR	Tara Cabardo	<ul style="list-style-type: none"> <li>Working to correct errors in the website.</li> </ul>
Consumer Incentives	Maria VanderMeersch Per Tara Cabardo	<ul style="list-style-type: none"> <li>Fry's money coming in quarterly but other corporations not donating at this time.</li> </ul>
Teacher Appreciation	Tara Cabardo	<ul style="list-style-type: none"> <li>Nothing to report.</li> </ul>
Grants	Nicole Blaha	<ul style="list-style-type: none"> <li>Nothing to report, no applications have been submitted.</li> </ul>
UPC	Lori Berman	<ul style="list-style-type: none"> <li>Working group making recommendations to the Cabinet.</li> <li>PVUSD currently evaluating dual learning model. No decisions made at this time. Conversations ongoing.</li> <li>PVConnect will remain a tool for some time.</li> <li>Staff, teachers, parents, and administrators were all present and represented in work group.</li> <li>Group recognized number of students in quarantined.</li> <li>Working Group acknowledged concerns such as quarantined students, excessive screen time, excessive absences, increased workload for staff, lack of staff and substitutes, and continuing to mitigate the spread of Covid-19 in our community.</li> <li>Working group acknowledged different demographics of our families (single parent households, working families, multiple children, etc.)</li> <li>Next meeting on November 18 at 4 pm; 4:30-5:30 presentation of signature programs: digital academy, advanced placement scholars, Center for Research engineering science and technology, North Valley arts academies, International Baccalaureate, Digital Learning Center, Journey.</li> <li>November 23—Career and Technical Education Presentation: culinary, technology, science/engineering.</li> <li>No December UPC meeting.</li> </ul>
Admin	Linda Ihnat	<ul style="list-style-type: none"> <li>No report.</li> </ul>

CLUB REPORTS		
Title	Representative Name	Report
ACCENTS	Brenda Digati	<ul style="list-style-type: none"> <li>Next meeting November 10 at 7pm.</li> <li>Working on winter concert with students recording at school then mixing performances.</li> </ul>
Badminton	Alyse Plattner	<ul style="list-style-type: none"> <li>Finished season, road to state on Saturday.</li> <li>2 spectators per athlete.</li> <li>Played total of 12 games.</li> </ul>

Band	Michael Lucidi	<ul style="list-style-type: none"> <li>Band is back performing at games (when there are football games). Doesn't seem to be any issues any longer with any of the 3 ways to school (PVConnect, PV Online, and in school). Masks still for sale (thank you for the publishing in the newsletter). Been receiving a lot of questions on if they will be available at the football games and i believe they will as soon as we are back.</li> <li>Having a Goodwill drive Saturday November 7th from 10-2 at the Goodwill at Scottsdale and Thunderbird. Percent of proceeds based on weight will be given back to the band (for all those that are looking to get rid of anything large or of no use any longer).</li> <li>Continuing selling Horizon Merchandise.</li> <li>Senior night was scheduled for October 30. Plan for next home game on November 13.</li> <li>Thanks to parents who sewed the covers the students are using on the instruments.</li> </ul>
Baseball	Lyn White	<ul style="list-style-type: none"> <li>Preseason practice continues.</li> <li>Halloween Scrimmage on October 30 was successful</li> <li>Golf Tournament at Stone Creek on November 15 at noon.</li> <li>Raffle tickets on sale, raffle to be held at golf tournament. 6 tickets for \$20 or \$5 each.</li> <li>One day next week baseball players will be selling tickets after school.</li> <li>Food Drive to refill PVUSD elementary school pantries will be November 9-23.</li> </ul>
Boys Basketball	Loren Jones	<ul style="list-style-type: none"> <li>Tryouts November 9-11.</li> <li>Coach Dawes is new to varsity basketball, teaches history at HHS.</li> <li>Open gym, shooting before school.</li> </ul>
Boys Soccer	Megan McPherson	<ul style="list-style-type: none"> <li>Preseason 2 times per week.</li> <li>Tryouts on November 9 at 2:30 pm. Tryouts will run throughout the week.</li> </ul>
Boys Tennis	Amy Klabunde	<ul style="list-style-type: none"> <li>Boy's tennis has no updates. They are off season.</li> </ul>
Cross Country Track	Nicole Blaha	<ul style="list-style-type: none"> <li>The Huskies had their XCcountry Sectionals today out at Crossroads Park in Gilbert. It was rough; the girls ran at noon and the boys at 12:30 so it was hot and no shade to be found.</li> <li>Criteria for making State was shrunk significantly this year by the AIA due to COVID and the need to keep it small. Each kid who makes State can only invite 2 people to watch.</li> <li>One Horizon boy – Erik Hedberg, a Senior – and one girl – Zoey Nelson , a Freshman qualified for State. State is next Friday, November 13 at Crossroads Park again - apparently that's a place they will still allow kids to run, and they have it down at this point; very organized and safe.</li> <li>State is the end of the season. Most of the kids run Track in the Spring so they'll still run together in the off season until then.</li> </ul>
Dance	John Bauer	<ul style="list-style-type: none"> <li>Winter concert practice.</li> <li>4 girls out at this time due to Covid but hopefully will still be able to have concert.</li> <li>Likely that dance club will fold after this year because no one has offered to take over the club.</li> </ul>
Drama Spotlights	Jennifer Brown	<ul style="list-style-type: none"> <li>No report.</li> </ul>
Girls Basketball	Stephanie Sebastiani	<ul style="list-style-type: none"> <li>Girls basketball practices 2 nights a week at Horizon.</li> <li>The week of November 9th they will begin tryouts.</li> </ul>
Girls Soccer	Cara Hughes	<ul style="list-style-type: none"> <li>No report.</li> </ul>

Girls Tennis	Robin Kenny	<ul style="list-style-type: none"> <li>• No coach yet.</li> <li>• The storms blew over some of the fencing and the district quickly fixed it.</li> <li>• Over the summer they also did some court resurfacing so at least our home courts are ready to go.</li> <li>• Also want to give Brett Allen, equipment manager, a thanks for always being so helpful and going above and beyond.</li> </ul>
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## CLUB REPORTS

Title	Representative Name	Report
Lacrosse (Girls)	---	<ul style="list-style-type: none"> <li>• No report.</li> </ul>
Gridiron	Jean Chawki	<ul style="list-style-type: none"> <li>• First home game was October 23. Senior night. Played with only 29 players. Coach was named Coach of the Week.</li> <li>• Next day players were quarantined, have not played for 2 weeks.</li> <li>• Resume practice this week, and games will begin this weekend hopefully.</li> </ul>
Softball	---	<ul style="list-style-type: none"> <li>• No report.</li> </ul>
Spiritline	Alyse Plattner	<ul style="list-style-type: none"> <li>• Only cheered 1 home game since football team had to quarantine for 2 weeks.</li> <li>• Half of the girls have been quarantined but girls still attending practice when they can.</li> <li>• Fundraiser Kendra Scott on December 2-3.</li> <li>• Fundraiser at Zinburger, time to be determined.</li> </ul>
Swim and Dive	Lia Beattie	<ul style="list-style-type: none"> <li>• No report.</li> </ul>
Volleyball	Michele Eggerman	<ul style="list-style-type: none"> <li>• No report.</li> </ul>
Wrestling	Robyn Seaton	<ul style="list-style-type: none"> <li>• Couple of weeks of preseason. Preseason tournament, 6 or 7 HHS boys competed and performed well.</li> <li>• Season begins November 9.</li> <li>• Tentatively first tournament will be December 2.</li> </ul>

### Open topics:

No topics presented.

### Open discussion topics:

None presented.

Meeting adjourned at 7:30 p.m.

Minutes taken by Heather Mitra.

# Agenda

## PAWS General Board Meeting

(Parents Association Working for our School)

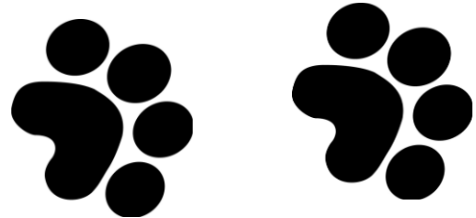
Horizon High School Boosters, Inc.

Wednesday, November 4, 2020

6:30pm – 8:00pm

Via Zoom

**Meeting Called By:** Tara Cabardo, President



### Agenda Topics:

- **Call to Order**
- **Welcome**
- **Administrator's Update**
- **Review and Approve Previous Minutes**
- **Open Executive Board Positions – Treasurer, Scholarship**
- **Updates from Executive Board Members**
  - UPC** –Lori Berman/Raquel Kimball
  - School Council** – Lori Berman
  - Prevention** – Monica Snyder
  - President/PR/Website** – Tara Cabardo
  - Membership** – Tara Cabardo & Maria VanderMeersch
  - Secretary** – Heather Mitra
  - Grants** – Nicole Blaha
  - Consumer Incentives** – Maria VanderMeersch
  - Treasurer's Report** – OPEN (Tara Cabardo/Steve Millstein)
  - CFO** –Steve Millstein
  - Scholarship** – OPEN

- **Updates from Parent Group Reps**  
*(please limit reports to 2 minutes)*

### ACCENTS –

**Badminton** – Alyse Plattner

**Band** – Michael Lucidi

**Baseball** – Lyn White

**Basketball: Boys** – Loren Jones

**Boys Tennis** – Amy Klabunde

**Dance** – John Bauer

**Soccer: Boys** – Cara Hughes

**Cross Country** – Nicole Blaha

**Drama Spotlights** – Jennifer Brown

**Basketball Girls** – Stephanie Sebastiani

**Lacrosse- Girls** –

**Soccer: Girls** – Tracey Leebrook

**Tennis: Girls** – Robin Kenny

**Gridiron** – Jean Chawki

**Volleyball** – Michele Eggerman

**Softball** –

**Spiritline** – Alyse Plattner

**Swim & Dive** – Lia Beattie

**Wrestling** – Robyn Seaton

- **Open discussion** – Questions / Comments
- **Topics that we need to discuss**  
(place on our next agenda)
- **Next PAWS Meeting** – December 2, 2020 at 6:30 p.m. via Zoom
- **Meeting adjournment**

**Horizon High School Boosters, Inc., dba PAWS  
2020-2021 School Year**

**Treasurer's Report & Bank Reconciliation as of  
July 31, 2020**

INCOME	Category	ACTUAL This Period	ACTUAL School YTD	YTD July 2020 Budget	YTD Budget VARIANCE		Yearly BUDGET
Consumer Incentives	Program Fees	-	-	-	-		
Fundraising Income	Fundraising	-	-	-	-		
Membership Income	Membership	29.04	29.04	-	29.04	Fav	Fav
Other Income/Donations	Membership	-	-	-	-		
PAWS CAWS (Hardship Fund)							
Donations	Membership	-	-	-	-		
Other Revenue Restricted	Membership	-	-	-	-		
Scholarship Donations	Membership	-	-	-	-		
Teacher Appreciation Donations	Membership	-	-	-	-		
Grad Night Income	Fundraising	-	-	-	-		
<b>TOTAL INCOME</b>		<b>\$ 29.04</b>	<b>\$ 29.04</b>	<b>\$ -</b>	<b>\$ 29.04</b>		<b>\$ -</b>
<b>EXPENSES</b>							
Accounting	Admin	-	-	-	-		
Administrative/Miscellaneous	Admin	209.99	209.99	-	209.99	Unfav	Unfav
AZ Corporation Commission	Admin	-	-	-	-	Fav	
Grad Night	Fundraising	128.00	128.00	-	128.00	Unfav	Unfav
Grants	Membership	-	-	-	-	Fav	
Hospitality	Membership	-	-	-	-	Fav	
Insurance	Insurance	-	-	-	-	Fav	
Membership Allocation	Membership	-	-	-	-		
PAWS CAWS (Hardship Fund)	Fundraising	-	-	-	-	Fav	
Teacher Classroom Needs	Membership	-	-	-	-	Fav	
Prevention	Membership	-	-	-	-		
Promotion Items	Membership	-	-	-	-		
Revenue Restricted Expenses	Membership	92.00	92.00	-	92.00	Unfav	Unfav
Scholarships	Scholarships	-	-	-	-		
Special Projects	Membership	-	-	-	-		
Summer Mailer	Admin	-	-	-	-		
Teacher Appreciation	Membership	-	-	-	-		
UPC Membership	Fundraising	-	-	-	-		
PBIS	Membership	-	-	-	-		
Website	Admin	-	-	-	-		
<b>TOTAL EXPENSES</b>		<b>\$ 429.99</b>	<b>\$ 429.99</b>	<b>\$ -</b>	<b>\$ 429.99</b>		<b>\$ -</b>
<b>NET INCOME (LOSS)</b>		<b>\$ (400.95)</b>	<b>\$ (400.95)</b>	<b>\$ -</b>	<b>\$ 400.95</b>		<b>\$ -</b>

PAWS End Balance 6/30/2020	\$ 11,589.80
This Period PAWS Net Activity	(400.95)
<b>Treasurer's Check Register Cash Balance 7/31/2020</b>	<b>\$ 11,188.85</b> ★
PayPal Balance	\$0.00
<b>Total PAWS Cash Balance at 7/31/2020</b>	<b>\$ 11,188.85</b>

MidFirst Bank Statement Ending July 31, 2020 Balance	\$17,188.85
Add back: Outstanding Deposits	-
Less: Outstanding Checks	\$ 6,000.00
<b>Reconciled 7/31/2020 MidFirst Bank Balance</b>	<b>\$11,188.85</b> ★
	see attached Check Register Balances



**Horizon High School Boosters, Inc., dba PAWS  
2020-2021 School Year**

**Treasurer's Report & Bank Reconciliation as of  
August 31, 2020**

INCOME	Category	ACTUAL This Period	ACTUAL School YTD	YTD August 2020 Budget	YTD Budget VARIANCE		Yearly BUDGET
Consumer Incentives	Program Fees	-	-	-	-		
Fundraising Income	Fundraising	-	-	-	-		
Membership Income	Membership	-	29.04	-	29.04	Fav	Fav
Other Income/Donations	Membership	-	-	-	-		
PAWS CAWS (Hardship Fund)							
Donations	Membership	-	-	-	-		
Other Revenue Restricted	Membership	-	-	-	-		
Scholarship Donations	Membership	-	-	-	-		
Teacher Appreciation Donations	Membership	-	-	-	-		
Grad Night Income	Fundraising	-	-	-	-		
<b>TOTAL INCOME</b>		<b>\$ -</b>	<b>\$ 29.04</b>	<b>\$ -</b>	<b>\$ 29.04</b>		<b>\$ -</b>
<b>EXPENSES</b>							
Accounting	Admin	-	-	-	-		
Administrative/Miscellaneous	Admin	-	209.99	-	209.99	Unfav	Unfav
AZ Corporation Commission	Admin	-	-	-	-	Fav	
Grad Night	Fundraising	-	128.00	-	128.00	Unfav	Unfav
Grants	Membership	-	-	-	-	Fav	
Hospitality	Membership	-	-	-	-	Fav	
Insurance	Insurance	-	-	-	-		
Membership Allocation	Membership	-	-	-	-		
PAWS CAWS (Hardship Fund)	Fundraising	-	-	-	-	Fav	
Teacher Classroom Needs	Membership	-	-	-	-	Fav	
Prevention	Membership	-	-	-	-		
Promotion Items	Membership	-	-	-	-		
Revenue Restricted Expenses	Membership	-	92.00	-	92.00	Unfav	Unfav
Scholarships	Scholarships	-	-	-	-		
Special Projects	Membership	-	-	-	-		
Summer Mailer	Admin	-	-	-	-		
Teacher Appreciation	Membership	865.92	865.92	-	865.92	Unfav	Unfav
UPC Membership	Fundraising	-	-	-	-		
PBIS	Membership	-	-	-	-		
Website	Admin	-	-	-	-		
<b>TOTAL EXPENSES</b>		<b>\$ 865.92</b>	<b>\$ 1,295.91</b>	<b>\$ -</b>	<b>\$ 1,295.91</b>		<b>\$ -</b>
<b>NET INCOME (LOSS)</b>		<b>\$ (865.92)</b>	<b>\$ (1,266.87)</b>	<b>\$ -</b>	<b>\$ 1,266.87</b>		<b>\$ -</b>

PAWS End Balance 7/31/2020	\$ 11,188.85	
This Period PAWS Net Activity	(865.92)	
<b>Treasurer's Check Register Cash Balance 8/31/2020</b>	<b>\$ 10,322.93</b>	★
PayPal Balance	\$0.00	
<b>Total PAWS Cash Balance at 8/31/2020</b>	<b>\$ 10,322.93</b>	
MidFirst Bank Statement Ending Aug 31, 2020 Balance	\$12,322.93	
Add back: Outstanding Deposits	-	
Less: Outstanding Checks	\$ 2,000.00	see attached
<b>Reconciled 8/31/2020 MidFirst Bank Balance</b>	<b>\$10,322.93</b>	★ Check Register Balances

*[Signature]* 9/20/20



**Horizon High School Boosters, Inc., dba PAWS  
2020-2021 School Year**

**Treasurer's Report & Bank Reconciliation as of  
September 30, 2020**

INCOME	Category	ACTUAL This Period	ACTUAL School YTD	YTD Sept 2020 Budget	YTD Budget VARIANCE		Yearly BUDGET	
Consumer Incentives	Program Fees	1,064.56	1,064.56	-	1,064.56	Fav		Fav
Fundraising Income	Fundraising	-	-	-	-			
Membership Income	Membership	2,063.89	2,092.93	-	2,092.93	Fav		Fav
Other Income/Donations	Membership	-	-	-	-			
PAWS CAWS (Hardship Fund)								
Donations	Membership	-	-	-	-			
Other Revenue Restricted	Membership	-	-	-	-			
Scholarship Donations	Membership	-	-	-	-			
Teacher Appreciation Donations	Membership	-	-	-	-			
Grad Night Income	Fundraising	-	-	-	-			
<b>TOTAL INCOME</b>		<b>\$ 3,128.45</b>	<b>\$ 3,157.49</b>	<b>\$ -</b>	<b>\$ 3,157.49</b>		<b>\$ -</b>	
<b>EXPENSES</b>								
Accounting	Admin	-	-	-	-			
Administrative/Miscellaneous	Admin	287.06	497.05	-	497.05	Unfav		Unfav
AZ Corporation Commission	Admin	-	-	-	-	Fav		
Grad Night	Fundraising	-	128.00	-	128.00	Unfav		Unfav
Grants	Membership	-	-	-	-	Fav		
Hospitality	Membership	-	-	-	-	Fav		
Insurance	Insurance	-	-	-	-			
Membership Allocation	Membership	-	-	-	-			
PAWS CAWS (Hardship Fund)	Fundraising	-	-	-	-	Fav		
Teacher Classroom Needs	Membership	381.62	381.62	-	381.62	Unfav		Unfav
Prevention	Membership	-	-	-	-			
Promotion Items	Membership	-	-	-	-			
Revenue Restricted Expenses	Membership	-	92.00	-	92.00	Unfav		Unfav
Scholarships	Scholarships	-	-	-	-			
Special Projects	Membership	-	-	-	-			
Summer Mailer	Admin	-	-	-	-			
Teacher Appreciation	Membership	-	865.92	-	865.92	Unfav		Unfav
UPC Membership	Fundraising	-	-	-	-			
PBIS	Membership	-	-	-	-			
Website	Admin	-	-	-	-			
<b>TOTAL EXPENSES</b>		<b>\$ 668.68</b>	<b>\$ 1,964.59</b>	<b>\$ -</b>	<b>\$ 1,964.59</b>		<b>\$ -</b>	
<b>NET INCOME (LOSS)</b>		<b>\$ 2,459.77</b>	<b>\$ 1,192.90</b>	<b>\$ -</b>	<b>\$ (1,192.90)</b>		<b>\$ -</b>	

PAWS End Balance 8/31/2020	\$ 10,322.93
This Period PAWS Net Activity	2,459.77
<b>Treasurer's Check Register Cash Balance 9/30/2020</b>	<b>\$ 12,782.70</b> ★
PayPal Balance	\$0.00
<b>Total PAWS Cash Balance at 9/30/2020</b>	<b>\$ 12,782.70</b>

MidFirst Bank Statement Ending Sept 30, 2020 Balance	\$12,782.70
Add back: Outstanding Deposits	-
Less: Outstanding Checks	\$ -
<b>Reconciled 9/30/2020 MidFirst Bank Balance</b>	<b>\$12,782.70</b> ★

see attached

★ Check Register Balances

Prepared by: Steve Millstein 10/25/20

PAWS Monthly Reporting  
Group: Horizon High School Boosters, Inc., dba PAWS  
Contact: Steve Millstein  
Reporting Period (Sept 2020)

		PV School District Fiscal Year 2020 - 2021													
		July-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total	
<b>Revenues:</b>															
	Membership Dues/Donation Received	\$ 29.04		\$ 2,063.89										\$ 8,866.78	
	Program Fees (for workshops, retreats, etc.)			1,064.56										4,691.81	
	Fundraising Activities (car wash, candy sales etc.)													(932.90)	
	Gross Receipts (Ticket sales, snack bar, etc.)													-	
	Script													-	
	Interest on bank accounts													-	
	<b>Total Revenues</b>	\$ 29.04	\$ -	\$ 3,128.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	12,625.69	
<b>Expenses:</b>															
	Membership Expenses	\$ 92.00	\$ 865.92	\$ 381.62										\$ 8,106.21	
	Program Cost (for workshops, retreats, tour., etc.)													-	
	Fundraising Costs	128.00												1,548.83	
	Expenses related to Gross Receipts													-	
	Scholarships													7,000.00	
	Administrative Costs (bank fees/office supplies)	209.99		287.06										2,928.96	
	<b>Total Expenses</b>	\$ 429.99	\$ 865.92	\$ 668.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,584.00	
	<b>Revenues less expenses</b>	\$ (400.95)	\$ (865.92)	\$ 2,459.77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (6,958.31)	
<b>Bank Account Summary (Statement period ends around 12th of each month)</b>															
	Beginning Balance	\$ 11,589.80	\$ 11,188.85	\$ 10,322.93	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 19,097.70	\$ 19,097.70		
	Receipts	29.04	-	3,128.45	-	-	-	-	-	-	-	-	-	\$ 12,625.69	
	Payments	429.99	865.92	668.68	-	-	-	-	-	-	-	-	-	\$ 19,584.00	
	Ending Balance	\$ 11,188.85	\$ 10,322.93	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 19,097.70	\$ 19,097.70		

PAWS Monthly Reporting  
 Group: Horizon High School Boosters, Inc., dba PAWS  
 Contact: Steve Millation  
 Reporting Period (Sept 2020)

Reporting Period (Sept 2020)	Fiscal year 2018 - 2019						PV School District Fiscal Year 2020 - 2021														Total
	Jun-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	July-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21			
Revenues:																					
Membership Dues/Donation Received	\$ 275.56	\$ 597.29	\$ -	\$ -	\$ 5,000.00	\$ 901.00	\$ 29.04		\$ 2,063.89										\$ 8,866.78		
Program Fees (for workshops, retreats, etc.)	\$ 2,569.74	\$ -	\$ -	\$ 0.71	\$ 1,056.80				1,064.56										4,691.81		
Fundraising Activities (car wash, candy sales, etc.)	\$ (932.90)	\$ -	\$ -	\$ -															(932.90)		
Green Receipts (Ticket sales, snack bar, etc.)																			-		
Script																			-		
Interest on bank accounts																			-		
Total Revenues	\$ 1,912.40	\$ 597.29	\$ -	\$ 0.71	\$ 5,000.00	\$ 1,957.80	\$ 29.04	\$ -	\$ 3,128.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	12,625.69		
Expenses:																					
Membership Expenses	\$ 700.00	\$ 611.31	\$ -	\$ -		\$ 5,455.36	\$ 92.00	\$ 865.92	\$ 381.62										\$ 8,106.21		
Program Cost (for workshops, retreats, town, etc.)																			-		
Fundraising Costs	\$ -	\$ 76.99	\$ -	\$ 1,343.84			128.00												1,548.83		
Expenses related to Green Receipts																			-		
Scholarships	\$ -	\$ -	\$ -	\$ -	\$ 7,000.00														7,000.00		
Administrative Costs (bank fees/office supplies)	\$ -	\$ 265.32	\$ -	\$ 156.25	\$ 2,010.34		209.99		287.06										2,978.96		
Total Expenses	\$ 700.00	\$ 953.62	\$ -	\$ 1,500.09	\$ 9,010.34	\$ 5,455.36	\$ 429.99	\$ 865.92	\$ 668.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,584.00		
Revenues less expenses	\$ 1,212.40	\$ (356.33)	\$ -	\$ (1,499.38)	\$ (4,010.34)	\$ (3,497.56)	\$ (400.95)	\$ (865.92)	\$ 2,459.77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (6,958.31)		
Bank Account Summary (Statement period ends around 12th of each month)																					
Beginning Balance	\$ 10,941.01	\$ 20,953.41	\$ 20,997.08	\$ 20,997.08	\$ 10,997.70	\$ 15,087.36	\$ 11,589.80	\$ 11,188.85	\$ 10,322.93	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 10,997.70	\$ 10,997.70		
Receipts	1,912.40	597.29	-	0.71	5,000.00	1,957.80	29.04	-	3,128.45	-	-	-	-	-	-	-	-	-	\$ 12,625.69		
Payments	700.00	953.62	-	1,500.09	9,010.34	5,455.36	429.99	865.92	668.68	-	-	-	-	-	-	-	-	-	\$ 19,584.00		
Ending Balance	\$ 20,953.41	\$ 20,997.08	\$ 20,997.08	\$ 10,997.70	\$ 15,087.36	\$ 11,589.80	\$ 11,188.85	\$ 10,322.93	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 12,782.70	\$ 10,997.70	\$ 10,997.70		

**HORIZON HIGH SCHOOL BOOSTERS, INC.**

**STATEMENTS OF FINANCIAL POSITION**

**(CASH BASIS)**

**December 31, 2019 and 2018**

**UNAUDITED**

	<u>ASSETS</u>	<u>2019</u>	<u>2018</u>
Current Assets:			
Cash Checking		\$ 403,760	\$ 340,986
Cash Savings		39,121	28,920
Cash - non bank		2,693	-
Inventory		1,050	-
Total Current Assets		<u>446,624</u>	<u>369,906</u>
Total Assets		<u>\$ 446,624</u>	<u>\$ 369,906</u>
	<u>LIABILITIES AND NET ASSETS</u>		
Current Liabilities:			
Liabilities		\$ -	\$ -
Total Current Liabilities		<u>\$ -</u>	<u>\$ -</u>
Total Liabilities		\$ -	\$ -
Net Assets			
Unrestricted General Reserves		\$ 370,956	\$ 339,068
Current Year Revenues over		-	-
Operating Expenses		<u>75,668</u>	<u>30,838</u>
Total net assets		<u>\$ 446,624</u>	<u>\$ 369,906</u>
Total Liabilities and Net Assets		<u>\$ 446,624</u>	<u>\$ 369,906</u>

Prepared by: Steve Millstein

## **Horizon High School Boosters, Inc. Membership Income Allocation Policy**

Policy No. 1.00

Effective Date: September 23, 2020

Revision Date: NA

### **General Policy**

Horizon High School Boosters, Inc. (Paws) may allocate a portion of membership income back to the clubs. The Paws membership costs can be changed by a majority vote of the Paws full board. As of 2019 the Paws membership cost is \$30. With each membership the Paws member, as of 2019, can allocate \$5 of that \$30 membership to their club of choosing. The allocation can be changed or eliminated by a majority vote of the full board.

#### **Purpose**

This policy will establish guidelines for the payments of membership income allocation. Payments will be made to only those clubs who are in good standing.

#### **Good Standing**

A club is considered in good standing when all monthly financial reports (CFO reports, bank statements, reconciliations, meeting minutes, and tax records, etc) have been submitted on time with no outstanding PAWS required documents. PAWS will not discuss the detailed finances of any division in a public meeting. A club must also have attended all Paws board meetings and/or submitted monthly communication reports or have been officially excused.

#### **Policy**

If allocation of membership income is approved/applicable payments will be made to the individual clubs twice a year, in October and March. Payments dates can be changed by approval of the board if needed. The allocation of membership income collected from March thru September will be paid to the clubs in October where as income collected from October thru February will be paid in March. Payments will only be made to those clubs in good standing as communicated by the board president and CFO.

**Horizon High School Boosters, Inc.**  
**Whistleblower Policy**  
**Effective September 23, 2020**

**General**

Horizon High School Boosters, Inc. ("PAWS" or the "Organization") is committed to facilitating open and honest communications relevant to its governance, finances, and compliance with all applicable laws and regulations. It is important that the Organization be apprised about unlawful, unethical or improper behavior including, but not limited to, any of the following conduct:

- ☐ theft;
- ☐ financial or grant reporting that is intentionally misleading;
- ☐ improper or undocumented financial transactions;
- ☐ improper destruction of records;
- ☐ improper use of assets;
- ☐ violations of PAWS' Conflict of Interest policy; and
- ☐ any other improper occurrence regarding cash, financial procedures, or reporting.

As volunteers and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

PAWS requests the assistance of every officer, director and volunteer who has a reasonable belief or suspicion about any improper transaction(s). The Organization values this input and each officer, director and volunteer should feel free to raise issues of concern, in good faith, without fear of retaliation.

**Reporting Responsibility**

It is the responsibility of all officers, directors and volunteers to comply with PAWS' Code of Conduct and to report violations or suspected violations in accordance with this Whistleblower Policy.

**No Retaliation**

Officers, directors and volunteers will not be disciplined or be retaliated against for asking questions or voicing concerns about conduct of this sort. At the same time, the Organization expects all officers, directors and volunteers to take this policy seriously, to use it in good faith, and to use it when necessary and in a judicious manner. Reports that are not made in good faith, or otherwise are intended to harass or annoy anyone, will be viewed as a serious disciplinary offense.

**Making a Report & Confidentiality**

PAWS encourages any officer, director, or volunteer who has a concern regarding an action concerning the Organization's governance, finances, reporting or compliance with all applicable laws and regulations to raise the concern to either the Board President or CFO. In a last resort, concern could also be raised to the Principal of Horizon High School.



## Horizon High/ School Boosters, Inc. Code of Business Ethics and Conduct

Policy No. 1.0

Effective Date: 9/23/20

Revision Date: NA

Horizon High School Boosters Inc., dba Parents Association Working for Our School ("PAWS") has traditionally demanded and received the highest ethical performance from its board directors, officers and committee members. In an effort to maintain the high standard of conduct expected and deserved by our stakeholders and to enable the organization to continue to offer its services, PAWS operates under the Code of Business Ethics and Conduct as outlined below. All board members, officers and committee members are required to sign the Code of Business Ethics and Conduct form certifying that, in delivering PAWS services, they should meet the following standards of conduct:

### Introduction

This Code of Business Ethics and Conduct (this "Code") provides a general statement of PAWS's expectations regarding the ethical standards that each board director, officer and committee members, should adhere to while acting on behalf of PAWS. This Code contains compliance standards and procedures to facilitate its effectiveness and to ensure a prompt and consistent response to violations. Each board director, officer and committee member is required to read and become familiar with the ethical standards described in this Code. It is not intended to and does not in any way constitute an employment contract and does not create any rights in any board director, officer or committee member.

Ethical standards mandate accountability and adherence to this Code. Accordingly, any conduct or action that violates this Code may be subject to corrective action, which may include lifetime removal from serving on PAWS.

### Corporate Opportunities

No board director, officer or committee member may: (a) take for himself or herself personally, opportunities that are discovered through the use of PAWS property, information or position; (b) use PAWS property, information or position for personal gain; or (c) compete with PAWS. Board directors, officers or committee members owe a duty of loyalty to PAWS, and must be committed to ethically advance its legitimate interests when the opportunity to do so arises.

### Confidentiality

All board directors, officers and committee members must maintain the integrity of confidential information entrusted to them by PAWS, its business partners, customers, clients or others related to PAWS's business. Proprietary and confidential information includes all non-public information that might be of use to third parties or harmful to PAWS or its members, if disclosed. Typical of such information are business processes and personal information of PAWS members. Disclosure of confidential information violates result in disciplinary action, except when authorized by legal counsel as required by laws, regulations or legal proceedings. If any board director, officer or committee member believes they have a legal obligation to disclose confidential information, they should consult PAWS's President.

Any PAWS information created in the course of work belongs to PAWS, Board members, officers and committee members leaving PAWS must return all written proprietary information in their possession. A board member or committee member's obligation to protect PAWS's proprietary and confidential information continues even after he or she leaves PAWS.

**CONFLICT OF INTEREST POLICY**  
**Between**  
**Horizon High School Boosters, Inc.**  
**and**  
**The Board of Directors, Officers and Committee Members**

**Version 1.0**  
**Effective Date: 9/23/2020**

**ARTICLE I. – PURPOSE**

The purpose of this Conflict of Interest Policy (“Policy”) is to protect the interests of **Horizon High School Boosters, Inc., dba Parents Association Working for Our School (PAWS)** when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer/director or committee member of PAWS. This policy is intended to supplement but not replace any applicable state laws governing conflict of interest applicable to nonprofit corporations.

**ARTICLE II. – DEFINITIONS**

**1. INTERESTED PERSON**

Any director, officer, committee member with Board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person. If a person is an interested person with respect to any entity in the system of which PAWS is a part, he or she is an interested person with respect to all entities in the system.

**2. FINANCIAL INTEREST**

A person has a financial interest if the person has, directly or indirectly, through business, investment or family, any of the following:

- (a) an ownership or investment interest in any entity with which PAWS has a transaction or arrangement, or
- (b) a compensation arrangement with PAWS or with any entity or individual which PAWS has a transaction or arrangement, or
- (c) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which PAWS is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

## **Horizon High School Boosters, Inc. Record Retention Policy**

**Policy No. 1.00**

**Effective Date: September 23, 2020**

**Revision Date: NA**

### **General Policy**

Horizon High School Boosters, Inc. will retain only those records and documents, including electronic documents, necessary to its business or required by law or regulations, and will adopt a standardized approach to records management which will result in the most efficient processing of business information, together with substantial saving in the cost of storage.

#### **Purpose**

This policy will establish guidelines for the maintenance, efficient processing, storage and disposal of business records and documents. Business records and documents can mean either physical hard copy or electronic versions including the medium of how the electronic data is captured.

The following is an example of documents and their retention periods. Any document that is not required should be disposed of in a reasonable manner. Confidential information should be shredded upon disposal. Any document required for storage should also be held in a prudent manner. Confidential information should be locked up and access limited.

The following basic accounting records should be retained for at least the minimum period indicated:

Audit Reports, Reports to Regulatory agencies, State, Local & Federal tax returns: Retain indefinitely.

Income tax, revenue agents' reports, protests, court briefs and appeals: Retain indefinitely.

Income tax payment checks: Retain indefinitely.

Annual financial statements: Retain indefinitely. Monthly statements used for internal purposes: Retain for seven years.

Books of account, such as the general ledger and general journal: Retain indefinitely.

Cash books: Retain indefinitely, unless posted regularly to the general ledger.