Fox Hollow PTO Meeting

October 23, 2026
8:15 AM

MISSION STATEMENT

The Fox Hollow PTO exists to build strong relationships between parents, teachers and students, to provide essential funding to help enrich all students' academic experience, while creating a strong school community through social events and activities.

PTO Board Quorum/Attendance

Voting Members

☐ Sara Olmsted	President (only votes in the event of a tie)
☐ Shannon Hachmeister	Secretary
☐ Mike Page	Treasurer
☐ Joanna Farnsworth	Co-VP Social Events
☐ Candace Tompkins	Co-VP Social Events
☐ Kerry Vasboe-Peach	VP Community and Wellness
☐ Davy Strategier	VP Hospitality
☐ Kaitlynne Wetmore	VP Fundraising

Attendees (Non-Voting Members)

☐ Ashley Gray	Principal
☐ Jaron Hill	Assistant Principal
☐ Angel St. Pierre	Office Manager

President

Fund 22 Historical Reconciliation and Financial Oversight Update

As part of its fiduciary responsibilities, the Fox Hollow PTO Executive Board is conducting a historical reconciliation of the school-managed Fund 22 account to compare PTO financial records, grant documentation, meeting minutes, and Cherry Creek School District (CCSD) accounting records.

1. Findings to Date

- Expenditures: Documentation of PTO Board approval has not yet been located for certain expenditures during the review. Further reconciliation is needed to determine whether additional records exist.
- Historical Grant Allocations: Documentation supporting the original grant awards, approvals, and terms for the PE, Art, STEM, and Music categories has not yet been located.
- Rollover Balances: The last explicitly documented and approved Fund 22 rollover identified in the PTO Board records reviewed was for the 2019–2020 school year. Supporting documentation for subsequent carryover balances, including those for 2024/2025 SY and 2025/2026 SY, has not yet been located.

These findings reflect the records reviewed to date and do not establish whether additional documentation exists elsewhere.

2. Actions Taken

- Internal Review: The PTO President worked with current and former Treasurers to review historical financial records, meeting minutes, and grant documentation.
- October 18, 2026: Requested available historical grant, rollover, approval, and accounting documentation from Fox Hollow administration.
- October 21, 2026: Consulted CCSD Parent Council leadership regarding district procedures and recommended practices for Fund 22 reconciliation.
- October 23, 2026: Submitted a formal request to district leadership for a joint historical reconciliation beginning with the 2019/2020 school year and provided the current-year paraeducator grant agreement to assist with verification of accounting codes and expenditures.

3. Ongoing Governance and Future Oversight

To strengthen financial documentation, support accurate accounting, and promote transparency, the Executive Board is establishing the following practices:

Monthly Ledger Reconciliation: The PTO Treasurer will obtain and review monthly CCSD Fund 22 general ledger reports for the remainder of the 2026/2027 school year, to compare recorded transactions with grant documentation and available PTO records.

Standardized Grant Documentation: Future PTO grant awards will use dual-signed grant agreements that specify the approved purpose, funding amount, applicable fiscal period, authorized expenditures, and year-end procedures for unspent balances.

District Coordination: The Executive Board will continue working collaboratively with CCSD Finance, Internal Audit, and Fox Hollow administration, as appropriate, to complete the historical reconciliation and determine the appropriate disposition of outstanding balances in accordance with applicable PTO bylaws, grant agreements, and district requirements.

Board Reporting and Record Retention: The Executive Board will document the reconciliation results, discrepancies identified, supporting records received, and recommended corrective actions. Findings and proposed actions will be presented to the PTO Board for review and any required decisions. Supporting documentation will be retained with the PTO's financial and governance records.

This review is intended to establish a complete, documented financial history, resolve outstanding accounting questions, and strengthen financial controls and oversight going forward.

(See references at the end of Meeting Minutes)

Fundraising

- Running to the Max
- Chick Fil A update and are we planning a spring event
    - $227.75 check or $379.59 catering credit
        - must be used by end of school year
- Spirit wear store is live
    - Shannon put the link in the newsletter this week
- Read-A-Thon
    - dates?
    - do we have anything in place for this already for the chairs to work with?

Social Events

- Trunk or Treat

Hospitality

-

Community & Wellness

F4F
- food drive wrap up
- potential holiday drive for Village East (grocery gift cards/toys)
- video for social media/website

Garden
- plans for next year's garden
- old Girl Scout troop garden area

Secretary

- Communication document expectations
-

Treasurer

-

Principal

Fund 22 References

Fox Hollow Financial Policies:
https://drive.google.com/file/d/1udrDYn7pflptMe4_VKugoIgQe4MyRGhi/view?usp=drive_link

7. DISTRICT GRANT POLICIES

The Fox Hollow PTO on an annual basis will grant a check made payable to: Cherry Creek School District #5 on behalf of Fox Hollow Elementary School.

The Fox Hollow PTO will speak to the principal and ask for the needs of the school, however; it is the PTO's ultimate decision on how these funds will be used by the school.

Grant Guidelines

Grants must follow the guidelines from the CCSD Parent Council:

- Does this directly support or enrich education?
- Does this benefit *all* students?

Fund Distribution and Use

- Approved grant funds will be placed in a district account.
- All funds must be used by the end of the school year.
- On a quarterly basis, the PTO Treasurer should request funds for "Fund 22" (or any other accounts associated with FHE PTO).
- Unused funds must be reported at the end of the fiscal year and requested for return to the PTO for future allocations.

Fund 22 Governance Reference Sheet

PTO BOARD GUIDANCE • COLORADO SCHOOL FINANCE STANDARDS

Board Meeting Packet Insert

What is a Fund 22 Account?

In Colorado school finance (CDE Chart of Accounts), **Fund 22** is a **Designated Purpose Special Revenue Fund**. It receives, tracks, and disburses funds from non-governmental, restricted sources including Fox Hollow PTO grants, corporate sponsorships, and donor gifts. Fund 22 dollars do not belong to the school's general operating budget.

KEY GOVERNANCE & CONTRACT RULES

1. Donor Intent Controls All Spending

Fund 22 money must be spent **strictly according to donor intent** or the specific project scope approved by the PTO Executive Board/Membership when awarded.

2. Mandatory Reversion Clause

Per Fox Hollow PTO Grant contracts: *"If the grant is not expended as awarded, funds are to be returned to the PTO and reallocated."* Unspent balances do not belong to the school.

3. No Unilateral Rollovers

Unspent grant funds tied to specific school years or term projects cannot be quietly rolled forward or repurposed by school administration without express, written PTO Board approval.

4. Isolated from Operating Deficits

Fund 22 cannot cover general school operating deficits, routine building maintenance, or unapproved staffing obligations (Fund 10 responsibilities).

COMPLIANCE STANDARD FOR GRANT EXPENDITURES

Every Fund 22 expenditure must fulfill three mandatory conditions:

1. Documented PTO Approval: Explicitly awarded via an executed District PTO Grant agreement detailing scope, term, and dollar amount.
2. Account Coding Transparency: Itemized general ledger line items (invoices, payroll logs, p-card records) must match the approved grant intent.
3. Fiscal Year Reconciliation & Return: At project end, any unexpended variance must be formally reported and returned to the PTO treasury for reallocation.

FUND 10 VS. FUND 22 COMPARISON

Feature	District General Fund (Fund 10)	PTO Restricted Fund (Fund 22)
Primary Source	State equalization taxes & district funding	Fox Hollow PTO grants & fundraising
Spending Authority	Building Principal & District CFO	**Restricted strictly to PTO Grant Terms**
Approved Purpose	Core operations, salaries, utilities, repairs	Approved grant projects (Marquee, Aides, etc.)
Prohibited Uses	Direct PTO organizational expenses	Unapproved building deficits or rollover retention
Unspent Balances	Subject to central district budgeting rules	**Must be returned to PTO for reallocation**