



Treasurer Walkthrough

Thank you for taking on the role of Treasurer for the Mitchell PTO! Below you will find procedures and recommendations to assist you in your role:

Job Description:

The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, hold all financial records, and pay out funds in accordance with the approval of the executive board. They will present a financial statement at every meeting and at other times of the year when requested by the executive board.

Duties:

1. **Executive Board Member:** As a member of the executive board you may be called upon to attend additional Exec board meetings and or vote upon pressing matters as needed throughout the year.
2. **Signer on Bank Accounts:** Both the treasurer and the President are to be established as signers on the both the PTO main and camp accounts. Please see the President for information about establishing your status as a signer on the account. Meeting minutes showing the board position approval are required by the bank to process the request.
3. **Financial Record Keeping:** Records of all financial transactions, receipts, and request forms are maintained by the treasurer. The categories that require tracking are as follows:
 1. **In general:** all monthly transactions are to be logged and reported at each monthly meeting in two forms.
 1. A monthly balance sheet showing all expenditures and deposits for both the Main and Camp account.
 2. Year To Date form which shows all budget lines and their current status for both fundraising and expenditure. Please find examples attached.
 2. **In Specific:** Each major event's expense vs income breakdowns should be tracked and reported to the board. For example, Fall Fest, Movie Nights, Ice Cream Social, Teacher Grants, field trips, etc. Please see examples of this tracking in your officer packet.
4. **Deposits:** The treasurer is responsible for logging, processing, and making all cash deposits for PTO events. In addition, the treasurer is responsible for monitoring both the Pay Pal account, and Square accounts for any transactions as logging/processing them accordingly. Please see the President or previous Treasurer for Pay Pal and Square account log in information.

5. **Cash Boxes:** The treasurer is responsible for the care and provision of two cash boxes. Each cash box is kept with \$100 in even change and small bills. Chairpersons should request their need for a cash box no later than 1 week prior to their event. Included in the each box is a count down form which requests the person(s) handling the box at the beginning and end of each event to count down the box, mark down totals, and initial them for record keeping. Please arrange the care and transfer of these boxes in advance of all events.

6. **Purchasing/Payouts:** Both the treasurer and the President have the ability to manage purchasing on behalf of the PTO. Neither officer may authorize a purchase for expenditures that have NOT been previously approved in the general budget above \$100 without requesting authorization from the membership in advance. It is imperative that the Treasurer and President work together on purchasing to both manage time and insure accidental dual purchases/reimbursements do not occur.
 1. **Methods for purchase:** Both the Treasurer and the President hold debit cards in their names on behalf of the PTO. These cards may be used by these officers for purchases on behalf of chairpersons for goods/rentals/etc. as needed and approved by the treasurer.
 2. **Reimbursements via Check:** Payments by check are requested via the Mitchell PTO Reimbursement/Payout Request form. These forms are submitted by Both teachers and chairpersons in request of reimbursements of expenses, teacher grants, field trips, event performers, etc. Please find more information about these forms on the Purchasing Walkthrough Packet Included in with your officer packet. Either the Treasurer or President has the power to issue payment on behalf of these request with the authorization of both parties and knowledge that all requests fall inside previously approved budget limits.

7. **File Taxes:** As a 501(c)(3) registered organization we must file our annual 990 Tax Form. Please see a copy of last year's tax filing in your treasurer packet and go to <https://www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits> for information on current tax law as well as instructions for how to setup your online account and portal, link it to our tax ID, and e-file the annual tax report.

8. **Manage Corporate Donor portals, approvals, and accounts:** From time to time the Mitchell PTO receives donations from various corporations which require verifications of various fashion. Please work with the PTO President to manage these accounts and for usernames and passwords. Such accounts include but are not limited to:
 1. Johnson and Johnson Easy match Program
 2. Kroger
 3. Bush's
 4. Fresh Thyme
 5. Toyota 4 Good
 6. Amazon Smile

9. Issue Donation Receipt Tax Letters: Each donor that graciously gives to the Mitchell PTO should receive a letter of receipt of donation. Please find an example of this letter in your officer packet as well as on the google drive.

10. Oversee Chairpersons: The Treasurer oversees the following chairpersons and serves as their contact to assist and field questions. Please find copies of their area walkthroughs in your officer packet.

1. PTO Thrift Liaison
2. Box Top Coordinator
3. Book Fair Coordinator



MITCHELL SCHOOL PTO

BUDGET vs. ACTUAL

FISCAL YEAR 2018-19 (JULY 1, 2018 - JUNE 30, 2019)

FUNDRAISERS	BDGT	ACT	VAR (UNDER)/OVER	EXPENSES	BDGT	ACT	VAR (under)/over
Donations				Operational Expenses			
Amazon Smile	\$ 25.00	\$ 8.61	(\$16.39)	Bank Fees	\$ -00.00	\$ -00.00	\$ -00.00
Kroger	\$ 500.00	\$ 281.70	(\$218.30)	Insurance	\$ 200.00	\$ (155.00)	\$ (355.00)
Busch's	\$ 150.00	\$ 37.44	(\$112.56)	Meetings (supplies, food)	\$ 450.00	\$	\$ -00.00
Anonymous Donations	\$ -00.00	\$ 0.00	\$ 0.00	Office Supplies & Operating	\$ 500.00	\$ 160.72	\$ (339.28)
SUBTOTAL	\$ 675.00	\$ 327.75	(\$347.25)	PTOC Dues	\$ 50.00	\$	\$ -00.00
Rewards/EVENTS THAT ARE NO COST				Movie Licensing	\$ 20.00	\$ 20.00	\$ -00.00
Spirit Wear	\$600.00	\$ 153.00	(\$447.00)	Tax Filling - State of MI	\$ 200.00	\$	\$ -00.00
Box Tops	\$ 600.00	\$	(\$600.00)	MISC	\$ 450.00	\$ (64.85)	\$ (514.85)
PTO Thrift Raffle	\$ 250.00	\$ 14.58	(\$235.42)	SUBTOTAL	\$ 1,870.00	\$ (39.13)	\$ (1,209.13)
PTO Thrift SYS	\$ 750.00	\$	(\$750.00)				
PTO Thrift advertising	\$ 1,000.00	\$	(\$1,000.00)	Field Trips	BDGT	ACT	VAR (under)/over
Restaurant Nights	\$ 1,200.00	\$	(\$1,200.00)	Young 5s & Kindergarten	\$ 1,000.00	\$	\$ -00.00
Sodexo	\$ 600.00	\$	(\$600.00)	1st grade	\$ 1,000.00	\$	\$ -00.00
Learning Express	\$ 150.00	\$	(\$150.00)	2nd grade	\$ 1,000.00	\$	\$ -00.00
Book Fair	\$ 1,500.00	\$ 2,110.70	\$ 610.70	3rd grade	\$ 1,000.00	\$	\$ -00.00
SUBTOTAL	\$ 6,650.00	\$ 2,125.28	(\$3,924.72)	4th grade	\$ 1,000.00	\$ 120.00	\$ (880.00)
				5th grade	\$ 1,000.00	\$	\$ -00.00
				5th grade Camp	\$ 1,200.00	\$	\$ -00.00
				LY Expenses paid this fiscal :	\$ -00.00	\$	\$ -00.00
				SUBTOTAL	\$ 7,200.00	\$ 120.00	\$ (880.00)

EVENTS: FUNDRAISING GOALS VS EXPENSE				
NAME	FUNDRAISING GOAL	BDGT EXPENSE	ACTUAL EXPENSE	VAR (UNDER)/OVER
Movie Nights	\$650.00	\$150.00	\$150.00	(\$650.00)
Fun Run	\$4000.00	\$500.00	\$779.48	(\$4,779.48)
Fall Fest	\$1100.00	\$600.00	\$600.00	(\$1,100.00)
Ice Cream Social Food Games	\$2750.00	\$2,200.00	\$2,200.00	(\$2750.00)
Ice Cream Social Auction*	\$2500.00	\$250.00	\$250.00	(\$250.00)
Welcome Back Picnic	\$150.00	\$150.00	\$150.02	(\$60.75)
5th Grade Graduation	\$ 0.00	\$ 100.00	\$ 100.00	\$ 0.00
Talent Show	\$ 0.00	\$ 600.00	\$ 600.00	\$ 0.00
Talent Show Food Sales	\$ 400.00	\$ 275.00	\$ 275.00	\$ 125.00
International Night	\$ 0.00	\$ 2,000.00	\$ 2,000.00	\$ 0.00
Science Olympiad	\$ 0.00	\$ 800.00	\$ 800.00	\$ 0.00
SUBTOTAL	\$9300.00	\$7575.00	\$131.70	(\$9168.30)

TOTAL FUNDRAISING MAIN \$16625.00
 TOTAL EXPENSES \$20895.00
 BALANCE OVER/(UNDER) (\$4270.00)

* ICS Auction proceeds go to 5th grade camp up, after our expenses, up to \$2,225 any remaining balance will be added to the general income line in the main account. See CAMP ACCOUNT EXPENSES/INCOME below

Teacher Grants			
	BDGT	ACT	VAR (under)/over
Pre-School & Young 5s	\$ 300.00	\$	\$ -00.00
Kindergarten	\$ 300.00	\$	\$ -00.00
1st grade	\$ 300.00	\$	\$ -00.00
2nd grade	\$ 300.00	\$	\$ -00.00
3rd grade	\$ 300.00	\$	\$ -00.00
4th grade	\$ 300.00	\$	\$ -00.00
5th grade	\$ 300.00	\$	\$ -00.00
5th grade Planners	\$ 200.00	\$	\$ -00.00
Specials (Art, PE, Music)	\$ 500.00	\$	\$ -00.00
Other - Teacher/Staff	\$ 200.00	\$	\$ -00.00
SUBTOTAL	\$ 3,000.00	\$ -00.00	\$ -00.00
Teacher Appreciation			
Curriculum Night	\$ 50.00	\$ -00.00	\$ (50.00)
Holiday	\$ 300.00	\$	\$ -00.00
Spring	\$ 900.00	\$	\$ -00.00
SUBTOTAL	\$ 1,250.00	\$ -00.00	\$ (50.00)
SUBTOTAL	\$ 13,320.00	\$ 80.87	\$ (2,139.13)

5th Grade Camp Expenses/Income	Cost	Total Estimation	Final Cost	Actual**	Var (under)/over
2018-19 expenses					
# of students	68	\$ 142.00	\$ 9,656.00	\$ 9,230.00	\$ 4,407.00
Cabin leaders	8	\$ 142.00	\$ 1,136.00	\$ 2,130.00	
Teachers	3	\$ 75.00	\$ 160.72	\$ 225.00	
Extra meals	0	\$ 8.00	\$ -00.00	\$ -00.00	\$ -00.00
SUBTOTAL (expenses)		\$ 10,952.72	\$ 11,585.00	\$ 4,407.00	\$ (6,545.72)
2018-19 INCOME					
Scholarships	\$ 1,700.00			\$ 1,625.00	\$ (75.00)
Lemonade	\$ 2,000.00			\$	\$ (2,000.00)
ICS Social 2018-19	\$ 2,225.00			\$	\$ (2,225.00)
ICS Big Splash	\$ 200.00			\$	\$ (200.00)
Direct Donations/other fundraisers	\$ 4,000.00			\$ 5,135.00	\$ 1,135.00
PTO main account donation for chaperones	\$ 1,200.00			\$	\$ (1,200.00)
SUBTOTAL INCOME	\$ 11,325.00			\$ 6,760.00	\$ (4,565.00)
Roll over balance from CAMP ACCOUNT***				\$ 12,278.12	

** Actual expense for camp varies based on number of students and chaperones attending. Column shows paid to date of report.

*** Roll Over Camp account balance is based on Sept 1 balance

SUBTOTAL INCOME	\$ 19,038.12
2018-19 FINAL expenses	\$ 11,585.00
BALANCE	\$ 7,453.12
2019-20 Estimated Expenses	\$ 11,585.00
2019-20 FUNDRAISING GOAL	\$ 4,131.88

MITCHELL MUSTANGS



Mitchell Elementary Treasurer Report and Ledger

Nov-18

MAIN PTO ACCOUNT AS OF 8/19/18

Beginning balance	\$ 21,954.53
Deposits & Additions	\$ 2,098.59
Checks posted & ATM	(\$2,256.78)
Ending Balance	\$ 21,796.34

DETAIL

DESCRIPTION	CATEGORY	AMOUNT
Beginning balance		\$21,954.53
DEPOSIT DEPOSIT	FUN RUN	\$ 155.00
DEPOSIT CASH	PTO THRIFT RAFFLE	\$ 150.00
DEPOSIT BUSCH's	DONATION	\$ 39.49
DEPOSIT Leslie Science Center	DONATION	\$ 422.57
DEPOSIT PTO THRIFT STORE	PROMO's CHECK	\$ 200.00
DEPOSIT Checks	FUN RUN	\$ 40.00
DEPOSIT Square	Revel and Roll/Spirit Wear/Movie Night	\$ 53.48
DEPOSIT cash	Revel and Roll/Spirit Wear/Movie Night	\$ 552.85
DEPOSIT Square deposit	DONATION	\$ 485.20

DATE	DESCRIPTION	CATEGORY	AMOUNT
10/30/2018	ck 1904 AAPTO Thrift Shop	PTO Thrift Raffle	\$ (165.00)
11/1/2018	AAHOM	4th grade field Trip	\$ (478.00)
11/14/2018	CK # 1909 Michelle Kang	TEACHER GRANT (BOOKS/CLASSROOM SUPPLIES)	\$ (100.00)
11/19/2018	Little Ceasar's	Movie Night (extra pizza)	\$ (50.00)
11/17/2018	cottage Inn	Movie Night Pizza	\$ (85.50)
11/17/2018	withdrawal	extra cash box	\$ (35.00)
11/5/2018	ck # 1906 Gary Ghareab	4th grade Field Trip	\$ (390.00)
10/29/2018	ck # 1903 Tonya Tuitman	Fall Fest	\$ (475.11)
10/24/2018	ck# 1901 PTOC	PTOC DUES	\$ (50.00)
11/19/2018	ck 1911 Chrissy Morse	Teacher Grant (chart books and sensory tools)	\$ (100.00)
11/14/2018	CK# 1908 SHAIMA BASUNI	TEACHER GRANT (CLASSROOM SUPPLIES FOR INTERACTIVE STUI	\$ (100.00)
11/19/2018	ck # 1912 CARRIE NELSON	Teacher Grant (hands on for literacy and math)	\$ (98.94)
11/19/2018	ck # 1910 Danielle Hall	Reimbursement Movie Night Pizza	\$ (35.00)
9/18/2018	ck #1898 Jill Pritts	Reimbursement Meeting Food/drink	\$ (32.63)
11/19/2018	ck# 1914	Ashley Robinson Movie night Reimbursement	\$ (61.60)
Ending Balance			\$ 21,796.34

OUTSTANDING TRANSACTIONS:			
11/8/2018	ck# 1907 Emily Delong	Teacher Grant (Mystery Science Classroom Membership)	\$ (99.00)
11/19/2018	ck#1913	WESO Registration Fees	\$ (175.00)
11/28/2018	ck# 1915 Kesha Faison	Teacher Grant QW books	\$ (100.00)
11/28/2018	ck# 1916 Katheryn Williams	Teacher Grant paint, pigment, clay, and more!	\$ (149.30)
Total			\$ (523.30)

CAMP ACCOUNT (separate account)

Beginning balance	\$14,098.12
10/27/18 ck # 1010 FINAL 2018 Payment	(\$4,577.00)
10/26/18 ck #1008 bus	(\$364.70)
Preliminary Balance	\$9,156.42

OUTSTANDING TRANSACTIONS:	
Total	\$0.00

Remaining Balance \$9,156.42

ANNUAL CAMP COSTS	
2019/20 PROJEKTED Total	based on LY Increase) \$11,017.00
Scholarships	\$(1,700.00)
Net Invoice	\$ 9,317.00
Outstanding Invoice Balance	\$ 9,317.00
to be TO BE PAID IN DEC 2018 Registration Fee	\$ 1,102.00
TO BE PAID IN SEPT 2019 Deposit Fee	\$ 3,305.00
TO BE PAID IN OCTOBER 2019 FINAL PAYMENT	\$ 4,910.00
Projected PTO Support of Chaperones *	\$1,200.00
Adjusted Camp Account Balance	\$10,356.42
Projected Fundraising \$\$ for 2019/20?	OVER \$1,039.42

* Chaperone support is paid out of PTO account \$ 1,200 (budgeted)

CAMP STORER FALL 2020/21 PROJECTION	
Estimated Cost	9,317.00
ENDING BALANCE BANK ACCT)	\$1,039.42
PTO 2020/21 contribution (budget)	1,200.00
ICS Silent Auction	2,250.00
Lemonade/Hot Cocoa drink sale	2,800.00
AMOUNT NEEDED TO BE RAISED	2,027.58
(Fundraisings &/or Parent donations)	

2019 ICS Financial Breakdown

MONEY IN	
PreSales	\$1,497.71
Square payments	\$1,294.98
PayPal Payments	\$460.67
Cash on the day	\$2,993.50
TOTAL INCOME	\$6,246.86

MONEY OUT	
Rental Package	\$1,207.00
DJ	\$150.00
pizza	\$97.50
Display board for Auction	\$16.85
soup containers for raffle	\$13.97
Food: GFS snacks, pickles, gatorade	\$149.31
Balloons	\$34.00
Bubble station	\$30.02
Water	\$38.01
Auction: Shipping American Girl Dolls	\$37.00
Outshine bars	\$7.47
Pirate Booty/Fruit Snacks	\$19.88
Wristbands	\$10.99
Raffle Tickets	\$25.39
Misc. Dollar store	\$9.54
Ice Cream	\$416.00
TOTAL EXPENSES	\$2,262.93

MONEY LEFT OVER	
Income minus expenses	\$3,983.93
Transfer to Camp Account	\$2,225.00
Balance Remaining	\$1,758.93

INTERNATIONAL NIGHT FINAL EXPENSES

Category/Vendor	Cost
Performer: Anisha Sharma	(\$50.00)
Performer: Seygan Chea	(\$200.00)
Performer: Jean Claude B Biza	(\$100.00)
Performer: International Capoeira LLC	(\$200.00)
Performer: Yoshimi Shelton	(\$150.00)
Performer: Ann Arbor Irish Dance	(\$200.00)
Decor: Oriental Trading Company Multi colored hand cutouts	(\$27.09)
Decor: Amazon balloons and flags	(\$16.28)
Decor: Dollar Tree Table clothes, streamers, ribbon	(\$26.50)
Decor: Amazon Kids around the world wall display	(\$44.93)
Food: Costco water, biscoff cookies for Europe	(\$16.97)
Plates/utensils : GFS plate, bowls, spoons, forks...	(\$65.60)
Display boards : display boards	(\$23.49)
TOTAL	(\$1,120.86)

MITCHELL MUSTANGS



Mitchell PTO Purchasing and Donation Request Guidelines for Chairpersons

When making purchases or requesting donations on behalf of Mitchell PTO please keep in mind the following:

1. **Tax Exempt Purchases:** As a 501(c)(3) organization many of our purchases are eligible for tax exempt status with the state of Michigan. For an Item to be eligible for sales tax exemption in the state of Michigan it must be “used or consumed in carrying out the operations of the organization”. Businesses have varying policies for how one goes about the actual process of making a tax exempt purchase. Generally, if you simply tell the person at the register this purchase is tax exempt, provide them with our tax ID number, and a copy of our tax exempt letter, they can walk you through the process. A copy of our tax exempt letter has been attached to this document for your needs.
2. **Budgets:** As a small non-profit our budget tends to have little wiggle room. Budgets for all events are set and voted upon by the membership in advance as part of the annual budget approval. Please be mindful of staying within the budget limits provided. Budget overages must be voted upon by and approved BEFORE spending takes place to be eligible for payout or reimbursement.
3. **Reimbursement/Purchasing Options:** Purchasing for an event can be handled in a couple of ways. If you prefer for all purchases to be made by PTO please reach out to the President or Treasurer to arrange purchases in advance of your event dates. If you prefer to shop yourself, the PTO is able to reimburse expenses. To request reimbursement, please fill out the attached Reimbursement Request form, attach **all** receipts and turn in into the PTO mail box in the school office. Reimbursements can only be issued up to the amount budgeted for an event.
4. **Donation Requests:** If you are seeking a donation for your event (Thank you), please keep in mind a few pieces of information. Most businesses will only provide 1 in kind donation per calendar year. Please check with the President or Treasurer for the list of businesses that have already donated for this year before requesting a donation. You should receive a donation request letter in your chairperson packet, but if not and you would like one please reach out to the president, vice president or treasurer to have one provided for you. Most businesses require an official request letter before they can complete their donation approval process. Finally, please be mindful that businesses typically request anywhere from 6 weeks to 90 days to process a donation request, so don't forget to ask early.

MITCHELL MUSTANGS



REIMBURSEMENT/ PAYMENT REQUEST FORM

TYPE OF REQUEST:

AMOUNT:

PAYMENT

REIMBURSEMENT

CATEGORY:

Camp

International Night

Talent Show

Field Trips

Movie Night

Teacher
Appreciation

5th grade
Graduation

Welcome Back

Teacher Grant

Ice Cream Social

Science Olympiad

Other

Description of Request (please attach copies of all receipts):

Requested by:

Name _____

DATE OF REQUEST

Phone# _____

____/____/____

Email _____



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248344558
Oct. 09, 2012 LTR 4168C E0
38-3131184 000000 00

00015459

BODC: TE

MITCHELL SCHOOL PARENT-TEACHER
ORGANIZATION INC
% KEN SHAYNA
3550 PITTSVIEW DR
ANN ARBOR MI 48108-1950

020494

Employer Identification Number: 38-3131184
Person to Contact: Mr. Burns
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Sep. 27, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in August 2012.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

Form **990-N**

Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2017

Open to Public Inspection

A For the **2017** Calendar year, or tax year beginning **2017-01-01** and ending **2017-12-31**

B Check if available

Terminated for Business

Gross receipts are normally \$50,000 or less

C Name of Organization: **MITCHELL SCHOOL PARENT-**

TEACHER ORGANIZATION INC

3550 Pittsview Drive, Ann

Arbor, MI, US, 48108

D Employee Identification

Number **38-3131184**

E Website:

F Name of Principal Officer: **Kraig Harrison**

3550 Pittsview Drive, Ann

Arbor, MI, US, 48108

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2018

Open to Public Inspection

A For the 2018 Calendar year, or tax year beginning **2018-01-01** and ending **2018-12-31****B** Check if available

-
- Terminated for Business
-
-
- Gross receipts are normally \$50,000 or less

C Name of Organization: **MITCHELL SCHOOL PARENT-
TEACHER ORGANIZATION INC****3550 Pittsview Drive, Ann
Arbor, MI, US, 48108****D** Employee Identification
Number **38-3131184****E** Website:**F** Name of Principal Officer: **Kraig Harrison**
**3550 Pittsview Drive, Ann
Arbor, MI, US, 48108****Privacy Act and Paperwork Reduction Act Notice:** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

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MITCHELL MUSTANGS



3550 Pittsview Drive, Ann Arbor, MI 48108

DATE

YOUR NAME HERE

Treasurer
Mitchell PTO
3550 Pittsview Drive
Ann Arbor, MI 48108
treasurer@mitchellptoannarbor.org

Dear DONOR NAME HERE,

On behalf of the students, teachers, parents, and administrators at Mitchell PTO I would like to thank you for your donation in the amount of AMOUNT given on DATE. Mitchell Elementary PTO is a 501(c)(3) tax exempt organization and our EIN is 38-3131184. I do hereby verify that no benefit was bestowed upon the donor in exchange for this contribution...other than the joy of giving to an organization that benefits so many great students here at Mitchell Elementary.

Your financial support helps us continue our mission to support Mitchell Students and families and we are so grateful for you generosity.

Thank you again for your support.

Sincerely,

Treasurer
Mitchell PTO