## Liberty High PTSA FY 2020

## Treasurer's Report

03/09/2021 - 04/12/2021

Membership Dues   \$15.00   \$25.00   \$5,51.00   \$7,00.00   \$1,485.00     State & National PTA Dues   \$192.00   \$3,470.00   \$5,00.00   \$1,530.00     Donated Memberships   -   -   -   -     District Parentwiser Fee   -   -   -   -     Council Dues   -   -   -   -   -     Student Directory   -						
State & National PTA Dues   \$192.00   \$3,370.00   \$1,50.000     District Parentwiser Fee   -   \$4250.00   \$250.00     Council Dues   -   \$4560.00   \$550.00     Student Directory   -   \$4567.76   \$4750.00   \$757.00     Membership Incentive   -   \$4407.51   \$400.00   \$757.00     Ammbership Totals   \$15.00   \$227.00   \$767.73   \$550.00   \$231.75     Brundraisers / Other Income   Income   Expenses   Year to Date   Net Budget   \$11.45.92     District Parentwiser Freg   -   \$1.810.18   \$50.00.00   \$43.18.92     District Parentwiser Freg   -   \$1.46.92   \$1.46.92   \$1.46.92     District Parentwiser Freg   -   \$1.80.18   \$50.00.00   \$45.18.92     District Parentwiser Freg   -   \$1.46.92   \$1.74.92   \$1.14.92     District Parentwiser Freg   -   \$1.80.18   \$50.00.00   \$45.10.00     Pass Fundraising   -   \$2.88.40   \$5.00.00   \$5.00.00   \$5.00.00	A Membership	Income	Expenses	Year to Date	Net Budget	More/-Less
Donated Memberships         District Parentwiser Fee	Membership Dues	\$15.00	\$25.00	\$5,515.00	\$7,000.00	-\$1,485.00
District Parentwiser FeeIbert Vorter Cords	State & National PTA Dues	-	\$192.00	-\$3,470.00	-\$5,000.00	\$1,530.00
Council Dues <th< td=""><td>Donated Memberships</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td></th<>	Donated Memberships	-	-	-	-	-
Student Directory <td>District Parentwiser Fee</td> <td>-</td> <td>-</td> <td>-\$250.00</td> <td>-\$250.00</td> <td>-</td>	District Parentwiser Fee	-	-	-\$250.00	-\$250.00	-
Membership Incentive-4407.514400.00474.51A Membership Totals\$15.00\$217.00\$769.73\$550.00\$219.73B Fundraisers / Other IncomeIncomeExpensesYear to DateNet BudgetMore/LessBank Interest	Council Dues	-	-	-\$50.00	-\$50.00	-
A Membership Totals\$15.00\$217.00\$769.73\$550.00\$219.73B Fundraisers / Other IncomeIncomeExpensesYear to DateNet BudgetMore/LessBank Interest\$1.00\$1.00\$3.83.00\$3.83.00\$3.88.20Donations - Employer Programs/Matching Funds\$20.00\$1.145.92\$1.145.92Liberty Outreach Donations\$20.00\$1.145.92\$1.145.92Pass the Hat\$25.00\$4.085.00\$5.000.00\$151.00Passive Fundraising\$20.00\$323.00\$1.648.94\$1.700.00\$151.00Passive Fundraising\$200.00\$232.00\$1.648.94\$1.700.00\$1.51.00Passive Fundraising\$200.00\$323.00\$9.071.60\$1.960.00\$1.960.00C committees / ProgramsIncomeExpensesYear to DateNet BudgetMore/LessAwards - Golden Acorn, Oustanding Advocate, Oustanding Educator\$1.000\$1.960.00\$500.00\$500.00Community Service Cords\$1.200.00\$1.900.00\$4.170.00\$500.00\$4.170.00Enrichment Grants\$120.00\$1.900.00\$4.170.00\$1.900.00\$4.170.00Reflections\$1.000.00\$1.000.00\$1.200.00\$4.170.00Staff Appreciation\$1.200.00\$4.170.00\$1.200.00\$4.170.00Community Programs Totals\$120.00\$4.170.00\$1.200.00\$4.170.00Community Programs Totals\$1.200.00\$4.170.00\$1.200.00\$4.170.00Cho Glen Donation\$1	Student Directory	-	-	-\$567.76	-\$750.00	\$182.24
B Fundraisers / Other IncomeIncomeExpensesYear to DateNet BudgetMore/-LessBank Interest\$10.00	Membership Incentive	-	-	-\$407.51	-\$400.00	-\$7.51
Bank Interest   50.47   \$10.00   59.53     Donations - Employer Programs/Matching Funds   -   \$18.10.18   \$5.00.00   \$3.189.83     Liberty Outreach Donations   -   \$20.00   \$1.145.92   -   \$1.145.92     Pass the Hat   -   \$25.00   \$4.085.00   \$5.00.00   \$1.145.92     Pass the Hat   -   \$25.00   \$4.085.00   \$5.00.00   \$1.145.92     Pass the Hat   -   \$20.00   \$381.09   \$25.00.00   \$1.145.92     Pass the Hat   -   \$381.09   \$25.00.00   \$1.168.90   \$1.168.90     Passive Fundraising   -   -   \$381.00   \$1.168.90   \$1.168.90     PTA Yard Signs   \$200.00   \$368.00   \$9.071.60   \$11.960.00   \$2.288.40     Committees / Programs   Income   Expenses   Year to Date   Net Budget     Commutey Service Cords   -   -   \$50.00   \$50.00     Commutey Service Cords   -   \$10.70   \$458.00   \$14.170.00     Reflections   - <td>A Membership Totals</td> <td>\$15.00</td> <td>-\$217.00</td> <td>\$769.73</td> <td>\$550.00</td> <td>\$219.73</td>	A Membership Totals	\$15.00	-\$217.00	\$769.73	\$550.00	\$219.73
Donations - Employer Programs/Matching Funds   -   \$1,10.18   \$5,00.00   \$3,18,98,28     Liberty Outreach Donations   -   \$20.00   \$1,145,92   -   \$1,145,92     Pass the Hat   -   \$20.00   \$1,145,92   -   \$1,145,92     Pass the Hat   -   \$20.00   \$1,00.00   \$5,00.00   -\$915,00     Passive Fundraising   -   \$20.00   \$323.00   \$1,648,94   \$1,700.00   \$510.00     PTA Yard Signs   \$200.00   \$323.00   \$9,971.60   \$11,960.00   \$22,888.40     Committees / Programs   Income   Expenses   Year to Date   Net Budget   More/-Less     Awards - Golden Acorn, Oustanding Advocate, Oustanding Educator   -   \$360.00   \$4,170.00   \$360.00     Community Service Cords   -   -   \$500.00   \$500.00   \$4,170.00     Enrichment Grants   -   \$120.00   \$48,800.00   \$4,170.00   \$41,020.00     Staff Appreciation   -   -   \$500.00   \$44,420.00   \$44,420.00   \$44,420.00   \$44,420.00 </td <td>B Fundraisers / Other Income</td> <td>Income</td> <td>Expenses</td> <td>Year to Date</td> <td>Net Budget</td> <td>More/-Less</td>	B Fundraisers / Other Income	Income	Expenses	Year to Date	Net Budget	More/-Less
Libery Outreach Donations   +   \$20.00   \$1,145.92   +   \$1,145.92     Pass the Hat   -   \$25.00   \$4,085.00   \$5,000.00   \$4915.00     Passive Fundraising   -   -   \$381.09   \$250.00   \$131.05     PTA Yard Signs   \$200.00   \$323.00   \$1,648.94   \$1,700.00   -\$51.06     B Fundraisers / Other Income Totals   \$200.00   \$368.00   \$9,071.60   \$11,960.00   -\$2,888.40     C Committees / Programs   Income   Expenses   Year to Date   Net Budget   More/Less     Awards - Golden Acorn, Oustanding Advocate, Oustanding Educator   -   -\$39.60   -\$400.00   \$360.00     Community Service Cords   -   -   -\$38,80.00   \$4,170.00     Enrichment Grants   -   \$120.00   -\$438.00   \$4,170.00     Reflections   -   \$170.00   \$430.00   \$4,170.00     Staff Appreciation   -   -   \$170.00   \$4,170.00     Website Go Daddy/Our School Pages   -   \$110.00   \$4,480.56   \$11,350.00 <td>Bank Interest</td> <td>-</td> <td>-</td> <td>\$0.47</td> <td>\$10.00</td> <td>-\$9.53</td>	Bank Interest	-	-	\$0.47	\$10.00	-\$9.53
Pass the Hat   \$25.00   \$4,085.00   \$5,000.00   -\$915.00     Passive Fundraising   \$3381.09   \$250.00   \$3381.09   \$250.00   \$131.05     PTA Yard Signs   \$200.00   \$3323.00   \$1,648.94   \$1,700.00   -\$510.06     B Fundraisers / Other Income Totals   \$200.00   \$3323.00   \$1,648.94   \$1,700.00   -\$52,888.40     C Committees / Programs   Income   Expenses   Year to Date   Net Budget   More/-Less     Awards - Golden Acorn, Oustanding Advocate, Oustanding Educator   -\$399.60   -\$400.00   \$3500.00     Community Service Cords   -   -\$338.00   -\$400.00   \$500.00     Confictent Grants   \$120.00   -\$388.00   -\$48,00.00   \$4,170.00     Reflections   -   \$107.80   -\$250.00   \$142.20     Staff Appreciation   -   \$107.80   -\$12.00   \$142.20     Vebsite Go Daddy/Our School Pages   -   \$100.00   \$142.20     C Committees / Programs Totals   -   \$100.00   \$142.20     C Committees / Programs Totals	Donations - Employer Programs/Matching Funds	-	-	\$1,810.18	\$5,000.00	-\$3,189.82
Passive Fundraising<	Liberty Outreach Donations	-	\$20.00	\$1,145.92	-	\$1,145.92
Yard Signs   \$200.00   \$323.00   \$1,648.94   \$1,700.00   .\$51.00     B Fundraisers / Other Income Totals   \$200.00   .\$368.00   \$9,071.60   \$11,960.00   .\$52,888.40     C Committees / Programs   Income   Expenses   Year to Date   Net Budget   More/-Less     Awards - Golden Acorn, Oustanding Advocate, Oustanding Educator   -   .\$33.60   .\$400.00   \$360.40     Community Service Cords   -   .   .\$530.00   \$500.00   \$500.00     Enrichment Grants   -   \$120.00   .\$38.30.00   .\$4170.00   \$142.20     Staff Appreciation   -   .\$107.80   .\$250.00   \$142.20     Staff Appreciation   -   .\$107.80   .\$12.00.00   \$142.20     Vebsite Go Daddy/Our School Pages   -   .\$107.80   .\$12.00.00   \$142.20     Commutity Programs   Income   Expenses   Year to Date   More/-Less     ACT Donation   -   .\$100.00   .\$100.00   .\$100.00   .\$100.00     Issaquah School Foundation Donation   -   .\$100.00	Pass the Hat	-	\$25.00 \$4,085.00		\$5,000.00	-\$915.00
B Fundraisers / Other Income Totals\$200.00-\$368.00\$9,071.60\$11,960.00-\$2,888.40C Committees / ProgramsIncomeExpensesYear to DateNet BudgetMore/LessAwards - Golden Acorn, Oustanding Advocate, Oustanding Educator- - - - - - - - - - - - 	Passive Fundraising	-	-	\$381.09	\$250.00	\$131.09
Committees / ProgramsIncomeExpensesYear to DateNet BudgetMore/-LessAwards - Golden Acorn, Oustanding Advocate, Oustanding Educator\$39.60\$400.00\$360.40Campus Beautification\$500.00\$500.00Community Service Cords\$575.00\$575.00Enrichment Grants-\$120.00-\$\$3,830.00\$4,170.00Reflections\$107.80\$250.00\$142.20Staff Appreciation\$107.80\$120.00\$742.00Website Go Daddy/Our School Pages\$11.350.00\$6,863.44D Community Programs Totals\$100.00\$198.84ACT Donation\$100.00\$198.84D Community Programs Totals\$100.00\$198.84D Community Programs Totals-\$100.00\$100.00\$100.00Etch Glen Donation\$100.00\$100.00\$100.00Issaquah School Foundation Donation\$500.00-\$500.00\$500.00\$26.37Issaquah School Foundation: Mailing-\$300.00\$300.00\$600.00\$300.00	PTA Yard Signs	\$200.00 \$323.0		\$1,648.94	\$1,700.00	-\$51.06
Awards - Golden Acorn, Oustanding Advocate, Oustanding Educator\$39.60.\$36.40Campus Beautification\$500.00\$14.2.20\$14.2.	B Fundraisers / Other Income Totals	\$200.00	-\$368.00	\$9,071.60	\$11,960.00	-\$2,888.40
Oustanding EducatorCampus Beautification\$500.00Community Service Cords\$750.00\$500.00Enrichment Grants-\$120.00-\$3,330.00-\$4,000.00\$4,170.00Reflections\$107.80-\$250.00\$142.20Staff Appreciation\$107.80-\$120.00\$142.00Website Go Daddy/Our School Pages\$458.00-\$1,200.00\$742.00Commuity Programs Totals\$4486.55-\$11,350.00\$6,863.44C Condition\$4486.55-\$11,350.00\$6,863.44C Condition\$100.00\$100.00\$6,863.44C Condition\$100.00\$100.00\$6,863.44Staff Appreciation\$4486.55\$11,350.00\$6,863.44C Condition Programs\$100.00\$100.00\$100.00Excho Glen Donation\$100.00\$100.00\$100.00Issaquah School Foundation Donation-\$500.00-\$500.00\$500.00\$26.37Syduah School Foundation: Mailing\$23.60\$500.00\$26.37Syduah School Foundation: Mailing-\$300.00-\$20.00\$500.00\$500.00Syduah School Foundation: Mailing-\$300.00\$300.00\$500.00\$500.00Syduah School Foundation: Mailing-\$300.00\$300.00\$500.00 <td< td=""><td>C Committees / Programs</td><td>Income</td><td>Expenses</td><td>Year to Date</td><td>Net Budget</td><td>More/-Less</td></td<>	C Committees / Programs	Income	Expenses	Year to Date	Net Budget	More/-Less
Community Service Cords\$750.00\$750.00Enrichment Grants-\$120.00\$8,000.00\$4,170.00Reflections\$107.80-\$142.20Staff Appreciation\$175.00\$142.20Website Go Daddy/Our School Pages\$1.60\$742.00Community Programs Totals\$1.60\$198.84C Committees / Programs Totals\$120.00\$4,486.56\$11,350.00\$6,863.44D Community ProgramsIncomeExpensesYear to DateMore/LessACT Donation\$100.00\$100.00Echo Glen Donation-\$500.00-\$100.00\$100.00Issaquah School Foundation: Mailing-\$300.00-\$20.00\$26.37Volunteers for Issaquah Schools Donation/Mailing-\$300.00-\$300.00\$300.00	_	-	-	-\$39.60	-\$400.00	\$360.40
Enrichment Grants - \$120.00 -\$3,830.00 -\$8,000.00 \$4,170.00   Reflections - -\$107.80 -\$250.00 \$142.20   Staff Appreciation - -\$458.00 -\$1,200.00 \$742.00   Website Go Daddy/Our School Pages - -\$51.16 -\$250.00 \$198.84   C Committees / Programs Totals - \$120.00 \$44,86.56 \$11,350.00 \$6,863.44   D Community Programs Income Expenses Year to Date Net Budget More/-Less   ACT Donation - - -\$100.00 -\$100.00 <td< td=""><td>Campus Beautification</td><td>-</td><td>-</td><td>-</td><td>-\$500.00</td><td>\$500.00</td></td<>	Campus Beautification	-	-	-	-\$500.00	\$500.00
Reflections   -   -\$107.80   -\$250.00   \$142.20     Staff Appreciation   -   -\$458.00   -\$1,200.00   \$742.00     Website Go Daddy/Our School Pages   -   -\$51.16   -\$250.00   \$198.84     C Committees / Programs Totals   -   -\$120.00   -\$4486.56   -\$11,350.00   \$6,863.44     D Community Programs   Income   Expenses   Year to Date   More/-Less     ACT Donation   -   -\$100.00   -\$100.00   -\$100.00   \$100.00     Echo Glen Donation   -   -   -\$100.00   \$100.00   \$100.00   \$100.00   \$100.00     Issaquah School Foundation Donation   -   \$500.00   -\$500.00   \$500.00   \$26.37     Volunteers for Issaquah Schools Donation/Mailing   -   \$300.00   -\$300.00   \$300.00 </td <td>Community Service Cords</td> <td>-</td> <td>-</td> <td>-</td> <td>-\$750.00</td> <td>\$750.00</td>	Community Service Cords	-	-	-	-\$750.00	\$750.00
Staff Appreciation   -  \$458.00   -\$1,200.00   \$742.00     Website Go Daddy/Our School Pages   -   -   -\$51.16   -\$250.00   \$198.84     C Committees / Programs Totals   -   +\$120.00   -\$4486.56   -\$11,350.00   \$6,663.44     D Community Programs   Income   Expenses   Year to Date   Net Budget   More/-Less     ACT Donation   -   -   -\$100.00   -\$100.00   \$100.00   -\$100.00   -\$100.00   -\$100.00   -\$100.00   -\$100.00   -\$100.00   -\$100.00   \$100.00   -\$100.00   -\$100.00   \$100.00   -\$100.00   \$100.00	Enrichment Grants	-	\$120.00	-\$3,830.00	-\$8,000.00	\$4,170.00
Website Go Daddy/Our School Pages+51.16-+250.00\$198.84C Committees / Programs Totals\$120.00\$4,486.56-\$11,350.00\$6,863.44D Community ProgramsIncomeExpensesYear to DateNet BudgetMore/-LessACT Donation5100.00-\$100.00-Echo Glen Donation5100.00\$100.00\$100.00Issaquah School Foundation Donation-\$500.00-\$500.00-\$26.37Volunteers for Issaquah Schools Donation/Mailing-\$300.00-\$300.00\$300.00\$300.00	Reflections	-	-	-\$107.80	-\$250.00	\$142.20
C Committees / Programs Totals+120.00-+4,486.56-+11,350.00\$6,863.44D Community ProgramsIncomeExpensesYear to DateNet BudgetMore/-LessACT Donation100.00Echo Glen Donation\$100.00\$100.00-Issaquah School Foundation Donation-\$500.00-\$500.00\$26.37Volunteers for Issaquah Schools Donation/Mailing-\$300.00\$300.00\$300.00\$300.00	Staff Appreciation	-	\$458.00		-\$1,200.00	\$742.00
D Community ProgramsIncomeExpensesYear to DateNet BudgetMore/-LessACT Donation\$100.00-\$100.00-\$100.00-\$100.00-\$100.00Echo Glen Donation\$100.00\$100.00\$100.00\$100.00\$100.00Issaquah School Foundation: Mailing-\$500.00-\$500.00-\$500.00\$266.37Volunteers for Issaquah Schools Donation/Mailing-\$300.00-\$300.00\$300.00\$300.00	Website Go Daddy/Our School Pages	-	-	-\$51.16	-\$250.00	\$198.84
ACT Donation - -\$100.00 -\$100.00 -   Echo Glen Donation - - -\$100.00 \$100.00   Issaquah School Foundation Donation - \$500.00 -\$500.00 \$26.37   Volunteers for Issaquah Schools Donation/Mailing - \$300.00 -\$300.00 \$300.00	C Committees / Programs Totals	-	-\$120.00	-\$4,486.56	-\$11,350.00	\$6,863.44
Echo Glen Donation </td <td>D Community Programs</td> <td>Income</td> <td>Expenses</td> <td>Year to Date</td> <td>Net Budget</td> <td>More/-Less</td>	D Community Programs	Income	Expenses	Year to Date	Net Budget	More/-Less
Issaquah School Foundation Donation-\$500.00-\$500.00-Issaquah School Foundation: Mailing\$23.63-\$26.37Volunteers for Issaquah Schools Donation/Mailing-\$300.00-\$300.00\$300.00\$300.00	ACT Donation	-	-	-\$100.00	-\$100.00	-
Issaquah School Foundation: Mailing+23.63-\$\$26.37Volunteers for Issaquah Schools Donation/Mailing-\$<	Echo Glen Donation	-	-	-	-\$100.00	\$100.00
Volunteers for Issaquah Schools Donation/Mailing - \$300.00 -\$600.00 \$300.00	Issaquah School Foundation Donation	-	\$500.00	-\$500.00	-\$500.00	-
	Issaquah School Foundation: Mailing	-	-	-\$23.63	-\$50.00	\$26.37
D Community Programs Totals +\$800.00 -\$923.63 -\$1,350.00 \$426.37	Volunteers for Issaquah Schools Donation/Mailing	-	\$300.00	-\$300.00	-\$600.00	\$300.00

E Student Services	Income	Expenses	Year to Date	Net Budget	More/-Less
Invest Ed Supplemental	-	-	-\$1,000.00	-\$1,000.00	-
Liberty Outreach	-	-	-	-\$2,000.00	\$2,000.00
Hospitality/Family Events	-	-	-	-\$800.00	\$800.00
E Student Services Totals	-	-	-\$1,000.00	-\$3,800.00	\$2,800.00
F Admin	Income	Expenses	Year to Date	Net Budget	More/-Less
Annual Corporation Report Fee	-	-	-	-\$50.00	\$50.00
Bank Fees	-	-	-\$34.00	-\$100.00	\$66.00
Charitable Solicitation Fee	-	-	-	-\$40.00	\$40.00
Conventions/Training	-	-	-	-\$500.00	\$500.00
Executive Board Discretionary	-	-	\$213.24	-\$200.00	\$413.24
Insurance - AIM	-	-	-\$410.00	-\$425.00	\$15.00
Legislative Assembly	-	-	-\$25.00	-\$300.00	\$275.00
Money Minder Subscription	-	-	-\$175.06	-\$180.00	\$4.94
Pay Pal Fees	\$1.10	\$36.99	-\$678.54	-\$1,000.00	\$321.46
Printing, Postage, Supplies	-	-	-\$344.62	-\$250.00	-\$94.62
Storage Unit Rent	-	-	-	-\$400.00	\$400.00
Zoom	-	-	-\$118.16	-\$150.00	\$31.84
F Admin Totals	\$1.10	-\$36.99	-\$1,572.14	-\$3,595.00	\$2,022.86
G 2021 Senior Events	Income	Expenses	Year to Date	Net Budget	More/-Less
21- Senior Events as of 7/1/20	-	-	-	-\$5,561.89	\$5,561.89
21 - Senior Events Committee.	-	\$34.44	\$1,409.01	-	\$1,409.01
21- Pay Pal Fees	-	-	-\$42.36	-	-\$42.36
G 2021 Senior Events Totals	-	-\$34.44	\$1,366.65	-\$5,561.89	\$6,928.54
H 2022 Senior Events	Income	Expenses	Year to Date	Net Budget	More/-Less
22- Senior Events as of 7/1/20	-	-	-	-\$1,023.80	\$1,023.80
22 - Senior Events Committee	\$1,005.00	-	\$3,525.24	-	\$3,525.24
H 2022 Senior Events Totals	\$1,005.00	-	\$3,525.24	-\$1,023.80	\$4,549.04
l 2023 Senior Events	Income	Expenses	Year to Date	Net Budget	More/-Less
23 - Senior Events as of 7/1/20	-			-\$150.00	\$150.00
23 - Senior Events Committtee	-	-	\$313.24	-	\$313.24
l 2023 Senior Events Totals	-	-	\$313.24	-\$150.00	\$463.24
J 2024 Senior Events	Income	Expenses	Year to Date	Net Budget	More/-Less
24- Senior Events as of 7/1/20	-	-	-	-	-
24 - Senior Events Committee	-	-	-	-	-

K 2020 Senior Events			Income	Expe	nses	Year to Date	Net Budget	More/-Less
20 - Balance as of 7/1/20			-		-	-\$5,116.94	-\$5,116.94	-
20- Remaining Income from Grad Nights/Expenses		-		-	-	-	-	
K 2020 Senior Events Totals			-		-	-\$5,116.94	-\$5,116.94	-
Grand Totals								
			\$1,221.10	-\$1,57	76.43	\$1,947.19	-\$19,437.63	\$21,384.82
Bank Account Balances	03/09/2021	04/12/2021	Last re	conciled	Summ	nary for the Period	ł	
Chase Checking	\$10,619.43	\$10,519.43	03/31/2021		Starti	ng Total		\$24,135.93
B of A Checking	\$13,516.50	\$13,210.07	03/31/2021		Income		\$1,221.10	
Chase Savings	-	\$51.10	03/31/2021		Expenses		-\$1,576.43	-\$355.33
Totals	\$24,135.93	\$23,780.60			Endin	g Total		\$23,780.60

Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.

## Submitted by:

Name: \_\_\_\_\_\_ Signature: \_\_\_\_\_\_

Date: \_\_\_\_\_