



Organization Title: BES PTO
Year: 25 / 26

Direct Support Organization Requirement Checklist
ALL BELOW DUE BY JULY 14, 2025!!

The principal's written permission to allow DSO to use the school's name, logo, mascot, or trademark as part of the DSO's name or in its fundraising or other activities.	✓
All DSO Activities are being approved in advance by principal or designee.	✓
The DSO provided the following information to the school:	
A copy of the organization's budget.	✓
Copy of the Uniform Business Report from the Florida Department of State Division of Corporations Sunbiz (www.sunbiz.com) showing an active status submitted to the school principal or designee.	
A list of the current DSO Officers.	✓
Signature Card of authorized signers on the DSO's bank account.	
Proof of Insurance.	
DSO's Federal Identification Number.	
DSO's Sales Tax Identification Number.	
All 2025 financial statements with backup documentation. Backup must include: • Two signatures certifying that the financial statements are materially correct; one who cannot be a check signer on the DSO's bank account. • The detail of all receipts and disbursements including invoices and copies of checks. • Bank Statements	
Copies of the W2's and 1099 miscellaneous income reports filed with the IRS.	

Direct Support Organization Officer [Signature] Date 9/3/25

Principal's Signature [Signature] Date 9/3/25

Brooksville Elementary School

885 North Broad Street
Brooksville, Florida 34601



Phone: (352) 797-7014
Fax: (352) 797-7114

Richard "RJ" Inmon, Principal

Wilson Sommer, Asst. Principal

September 3, 2025

Subject: PTO Fundraising and Use of BES Insignia

Dear Brooksville Elementary PTO,

This letter serves to confirm that the Brooksville Elementary School PTO is authorized to conduct fundraising activities in the name of Brooksville Elementary School and may use the school's insignia in connection with those efforts.

The mission of the Brooksville Elementary School Parent Teacher Organization (PTO) is to foster a strong partnership among parents, teachers, staff, and the community to enhance the educational experience of every student. You are dedicated to supporting academic excellence, encouraging family engagement, promoting school spirit, and providing resources and opportunities that enrich the lives of our children. Your fundraising efforts are a vital part of advancing this mission.

Please note the following guidelines regarding PTO funds and financial operations:

- The PTO's budget consists of funds it raises, including any rollover balances from year to year.
- The PTO must not operate with a negative balance at any time.
- All PTO funds are maintained in an internal account, which is overseen and managed by the school bookkeeper to ensure accuracy, accountability, and transparency.

We deeply value the commitment and generosity of our PTO. Your efforts directly support the students, staff, and families of Brooksville Elementary School, and we are grateful for the time and energy you devote to our school community.

Sincerely,

Richard "R. J." Inmon
Principal
Brooksville Elementary School

Jennifer Henshaw 9/23 12:43 PM



PTO Voting Members

Anna Ellis

OMG

Anna Ellis, Kristina Rook, Cindy Vandiver, Kayla Harris, Jamie Pedemonti, Karen James, Meredith Cardona, Christmas Vreeland, Thiago Tupinamba, Alexa Neal, Melissa Hale, Jeremy Pate, Ashley Day, Priscilla Clark, Nicole Blair, Laura Metzger, Miranda Monticelli, Ashley Rucci, Jason Rucci, Camden Coleman, Amanda Rud, Simone Drake, Margaret Tupinamba, Jacquelyn Muncy, Amy Patton