"Change of Accounting Period"

Form **990-EZ**

Department of the Treasury
Internal Revenue Service

Short Form
Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except black lung benefit trust or private foundation)

► Sponsoring organizations of donor advised funds, organizations that operate one or more hospital facilities, and certain controlling organizations as defined in section 512(b)(13) must file Form 990 (see instructions). All other organizations with gross receipts less than $200,000 and total assets less than $500,000 at the end of the year may use this form.

► *The organization may have to use a copy of this return to satisfy state reporting requirements.*

OMB No 1545-1150

2012 for 2013

Open to Public Inspection

A For the 2012 calendar year, or tax year beginning Jun 1 , 2013, and ending Jun 30 , 2013

B Check if applicable
- [ ] Address change
- [ ] Name change
- [ ] Initial return
- [ ] Terminated
- [ ] Amended return
- [ ] Application pending

C Name of organization
SIENNA CROSSING ELEMENTARY PTO
Number and street (or P O box, if mail is not delivered to street address) | Room/suite
10011 STEEP BANK TRACE
City or town, state or country, and ZIP + 4
MISSOURI CITY TX 77459

D Employer identification number
76-0575509

E Telephone number
(281) 634-3680

F Group Exemption Number ►

G Accounting Method [X] Cash [ ] Accrual Other (specify) ►

H Check ► [X] if the organization is **not** required to attach Schedule B (Form 990, 990-EZ, or 990-PF)

I Website: ► N/A

J Tax-exempt status (check only one) — [X] 501(c)(3) [ ] 501(c) ( ) ◄(insert no) [ ] 4947(a)(1) or [ ] 527

K Check ► [ ] if the organization is not a section 509(a)(3) supporting organization or a section 527 organization **and** its gross receipts are normally **not** more than $50,000 A Form 990-EZ or Form 990 return is not required though Form 990-N (e-postcard) may be required (see instructions) But if the organization chooses to file a return, be sure to file a complete return

L Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts If gross receipts are $200,000 or more, or if total assets (Part II, line 25, column (B) below) are $500,000 or more, file Form 990 instead of Form 990-EZ ► $ 0.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I [X]

Revenue	1	Contributions, gifts, grants, and similar amounts received			1	
	2	Program service revenue including government fees and contracts			2	
	3	Membership dues and assessments			3	
	4	Investment income			4	
	5 a	Gross amount from sale of assets other than inventory	5a			
	b	Less cost or other basis and sales expenses	5b			
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)			5c	
	6	Gaming and fundraising events				
	a	Gross income from gaming (attach Schedule G if greater than $15,000)	6a			
	b	Gross income from fundraising events (not including $ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds $15,000)	6b			
	c	Less: direct expenses from gaming and fundraising events	6c	400.		
	d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)			6d	-400.
	7 a	Gross sales of inventory, less returns and allowances	7a			
	b	Less cost of goods sold	7b			
	c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)			7c	
	8	Other revenue (describe in Schedule O)			8	
	9	**Total revenue.** Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ►			9	-400.
Expenses	10	Grants and similar amounts paid (list in Schedule O)			10	
	11	Benefits paid to or for members			11	
	12	Salaries, other compensation, and employee benefits			12	
	13	Professional fees and other payments to independent contractors			13	
	14	Occupancy, rent, utilities, and maintenance			14	
	15	Printing, publications, postage, and shipping			15	
	16	Other expenses (describe in Schedule O)	See Form 990-EZ, Part I, Line 16 Other Expenses		16	2,347.
	17	**Total expenses.** Add lines 10 through 16 ►			17	2,347.
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)			18	-2,747.
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)			19	178,054.
	20	Other changes in net assets or fund balances (explain in Schedule O)			20	
	21	Net assets or fund balances at end of year Combine lines 18 through 20 ►			21	175,307.

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BAA For Paperwork Reduction Act Notice, see the separate instructions. Form **990-EZ** (2012)

TEEA0812 03/14/13

Part II **Balance Sheets.** (see the instructions for Part II.)
Check if the organization used Schedule O to respond to any question in this Part II ☐

		(A) Beginning of year		(B) End of year
22	Cash, savings, and investments	174,786.	22	172,039.
23	Land and buildings	0.	23	0.
24	Other assets (describe in Schedule O)	3,268.	24	3,268.
25	**Total assets**	178,054.	25	175,307.
26	**Total liabilities** (describe in Schedule O)	0.	26	0.
27	**Net assets or fund balances** (line 27 of column (B) **must** agree with line 21)	178,054.	27	175,307.

Part III **Statement of Program Service Accomplishments** (see the instrs for Part III.)
Check if the organization used Schedule O to respond to any question in this Part III ☐

What is the organization's primary exempt purpose? EDUCATION AND WELFARE OF STUDENTS

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title

Expenses (Required for section 501 (c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts, optional for others)

			Expenses
28	EDUCATIONAL ENRICHMENT SUPPORTS FIELD TRIPS, CHARACTER DEVELOPMENT, CLASSROOM SUPPLIES, PROGRAMS AND ASSEMBLIES. (Grants $ 0.) If this amount includes foreign grants, check here ► ☐	28a	1,140.
29	PROJECT FUND USED FOR LAST SPLASH PROGRAM EXPENSES. (Grants $ 0.) If this amount includes foreign grants, check here ► ☐	29a	336.
30	VIPS PROGRAMS. (Grants $ 0.) If this amount includes foreign grants, check here ► ☐	30a	597.
31	Other program services (describe in Schedule O) (Grants $) If this amount includes foreign grants, check here ► ☐	31a	
32	**Total program service expenses** (add lines 28a through 31a) ►	32	2,073.

Part IV **List of Officers, Directors, Trustees, and Key Employees.** List each one even if not compensated (see the instructions for Part IV)
Check if the organization used Schedule O to respond to any question in this Part IV ☐

(a) Name and Title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (If not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
MELINDA SLAUSON PRESIDENT	12.00	0.	0.	0.
SHANNA ROSSETTI 1ST VP	12.00	0.	0.	0.
KAREN ZYLICZ 2ND VP	6.00	0.	0.	0.
CATHY HUNTER 2ND VP	6.00	0.	0.	0.
LANIE HAUSCHEL TREASURER	12.00	0.	0.	0.
CARRIE BISHOP SECRETARY	3.00	0.	0.	0.
LINDSAY STESZEWSKI VIPS COORDINATOR	6.00	0.	0.	0.
ALLYSON HUTH VIPS COORDINATOR	6.00	0.	0.	0.
LAURA KROBOTH PARLIAMENTARIAN	3.00	0.	0.	0.

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V) Check if the organization used Schedule O to respond to any question in this Part V ☐

			Yes	No
33	Did the organization engage in any activity not previously reported to the IRS? If 'Yes,' provide a detailed description of each activity in Schedule O	33		X
34	Were any significant changes made to the organizing or governing documents? If 'Yes,' attach a conformed copy of the amended documents if they reflect a change to the organization's name Otherwise, explain the change on Schedule O (see instructions)	34		X
35a	Did the organization have unrelated business gross income of $1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?	35a		X
b	If 'Yes,' to line 35a, has the organization filed a Form 990-T for the year? If 'No,' provide an explanation in Schedule O	35b		
c	Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If 'Yes,' complete Schedule C, Part III	35c		X
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If 'Yes,' complete applicable parts of Schedule N	36		X
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions ► 37a 0.			
b	Did the organization file **Form 1120-POL** for this year?	37b		X
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee **or** were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	38a		X
b	If 'Yes,' complete Schedule L, Part II and enter the total amount involved 38b			
39	Section 501(c)(7) organizations Enter			
a	Initiation fees and capital contributions included on line 9 39a			
b	Gross receipts, included on line 9, for public use of club facilities 39b			
40a	Section 501(c)(3) organizations Enter amount of tax imposed on the organization during the year under section 4911 ► ______, section 4912 ► ______; section 4955 ► ______			
b	Section 501(c)(3) and 501(c)(4) organizations Did the organization engage in any section 4958 excess benefit transaction during the year or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If 'Yes,' complete Schedule L, Part I	40b		X
c	Section 501(c)(3) and 501(c)(4) organizations Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ►			
d	Section 501(c)(3) and 501(c)(4) organizations Enter amount of tax on line 40c reimbursed by the organization ►			
e	All organizations At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If 'Yes,' complete Form 8886-T	40e		X

41 List the states with which a copy of this return is filed ►

42a The organization's books are in care of ► LANIE HAUSCHEL Telephone no ► (281) 634-3680
Located at ► 3802 RITA ELLIOTT COURT MISSOURI CITY TX ZIP + 4 ► 77459-2892

			Yes	No
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If 'Yes,' enter the name of the foreign country ►	42b		X
	See the instructions for exceptions and filing requirements for **Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts**			
c	At any time during the calendar year, did the organization maintain an office outside of the U S ? If 'Yes,' enter the name of the foreign country ►	42c		X

43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of **Form 1041** — Check here ► ☐
and enter the amount of tax-exempt interest received or accrued during the tax year ► 43

			Yes	No
44a	Did the organization maintain any donor advised funds during the year? If 'Yes,' Form 990 must be completed instead of Form 990-EZ	44a		X
b	Did the organization operate one or more hospital facilities during the year? If 'Yes,' Form 990 must be completed instead of Form 990-EZ	44b		X
c	Did the organization receive any payments for indoor tanning services during the year?	44c		X
d	If 'Yes' to line 44c, has the organization filed a Form 720 to report these payments? *If 'No,' provide an explanation in Schedule O*	44d		
45a	Did the organization have a controlled entity of the organization within the meaning of section 512(b)(13)?	45a		X
b	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If 'Yes,' Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)	45b		X

			Yes	No
46	Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I	46		X

Part VI **Section 501(c)(3) organizations only**

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

			Yes	No
47	Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If 'Yes,' complete Schedule C, Part II	47		X
48	Is the organization a school as described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E	48		X
49a	Did the organization make any transfers to an exempt non-charitable related organization?	49a		X
b	If 'Yes,' was the related organization a section 527 organization?	49b		

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than $100,000 of compensation from the organization If there is none, enter 'None '

(a) Name and title of each employee paid more than $100,000	**(b)** Average hours per week devoted to position	**(c)** Reportable compensation (Forms W-2/1099-MISC)	**(d)** Health benefits, contributions to employee benefit plans, and deferred compensation	**(e)** Estimated amount of other compensation
NONE				

f Total number of other employees paid over $100,000 ►

51 Complete this table for the organization's five highest compensated independent contractors who each received more than $100,000 of compensation from the organization If there is none, enter 'None '

(a) Name and address of each independent contractor paid more than $100,000	**(b)** Type of service	**(c)** Compensation
NONE		

d Total number of other independent contractors each receiving over $100,000 ►

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A ► ☒ **Yes** ☐ **No**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge

Sign Here

► Lanie Hauschel — Signature of officer — Date 10/1/2013

► LANIE HAUSCHEL — Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
Joanne Gore	Joanne Gore	9/18/13		P00593279
Firm's name ► Joanne L. Gore CPA, LLC			Firm's EIN ► 74-3121828	
Firm's address ► 3323 El Dorado Blvd. Missouri City TX 77459-3013			Phone no (281) 381-8763	

May the IRS discuss this return with the preparer shown above? See instructions ► ☐ **Yes** ☐ **No**

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

► **Attach to Form 990 or Form 990-EZ.** ► **See separate instructions.**

OMB No 1545-0047

2012

Open to Public Inspection

Name of the organization	Employer identification number
SIENNA CROSSING ELEMENTARY PTO	76-0575509

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is (For lines 1 through 11, check only one box)

1 ☐ A church, convention of churches or association of churches described in **section 170(b)(1)(A)(i).**

2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)** Enter the hospital's name, city, and state

5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II)

9 ☒ An organization that normally receives (1) more than 33-1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions — subject to certain exceptions, and (2) no more than 33-1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975 See **section 509(a)(2).** (Complete Part III)

10 ☐ An organization organized and operated exclusively to test for public safety See **section 509(a)(4).**

11 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See **section 509(a)(3).** Check the box that describes the type of supporting organization and complete lines 11e through 11h

a ☐ Type I b ☐ Type II c ☐ Type III — Functionally integrated d ☐ Type III — Non-functionally integrated

e ☐ By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2)

f If the organization received a written determination from the IRS that is a Type I, Type II or Type III supporting organization, check this box ☐

g Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?

			Yes	No
(i)	A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization?	11 g (i)		
(ii)	A family member of a person described in (i) above?	11 g (ii)		
(iii)	A 35% controlled entity of a person described in (i) or (ii) above?	11 g (iii)		

h Provide the following information about the supported organization(s)

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-9 above or IRC section **(see instructions)**)	(iv) Is the organization in column (i) listed in your governing document?		(v) Did you notify the organization in column (i) of your support?		(vi) Is the organization in column (i) organized in the U S ?		(vii) Amount of monetary support
			Yes	No	Yes	No	Yes	No	
(A)									
(B)									
(C)									
(D)									
(E)									
Total									

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III If the organization fails to qualify under the tests listed below, please complete Part III)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2008	(b) 2009	(c) 2010	(d) 2011	(e) 2012	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any 'unusual grants')						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2008	(b) 2009	(c) 2010	(d) 2011	(e) 2012	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income Do not include gain or loss from the sale of capital assets (Explain in Part IV)						
11 **Total support.** Add lines 7 through 10						

12 Gross receipts from related activities, etc (see instructions) | 12 |

13 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ► ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2012 (line 6, column (f) divided by line 11, column (f)) | 14 | %

15 Public support percentage from 2011 Schedule A, Part II, line 14 | 15 | %

16a **33-1/3% support test — 2012.** If the organization did not check the box on line 13, and the line 14 is 33-1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ► ☐

b **33-1/3% support test — 2011.** If the organization did not check a box on line 13 or 16a, and line 15 is 33-1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ► ☐

17a **10%-facts-and-circumstances test — 2012.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and **stop here.** Explain in Part IV how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization ► ☐

b **10%-facts-and-circumstances test — 2011.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and **stop here.** Explain in Part IV how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization ► ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ► ☐

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 9 of Part I or if the organization failed to qualify under Part II If the organization fails to qualify under the tests listed below, please complete Part II)

Section A. Public Support

Calendar year (or fiscal yr beginning in) ►	(a) 2008	(b) 2009	(c) 2010	(d) 2011	(e) 2012	(f) Total
1 Gifts, grants, contributions and membership fees received (Do not include any 'unusual grants ')	8,321.	8,300.	14,317.	22,368.	0.	53,306.
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	128,114.	157,885.	178,329.	156,938.	0.	621,266.
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5	136,435.	166,185.	192,646.	179,306.	0.	674,572.
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 **Public support** (Subtract line 7c from line 6)						674,572.

Section B. Total Support

Calendar year (or fiscal yr beginning in) ►	(a) 2008	(b) 2009	(c) 2010	(d) 2011	(e) 2012	(f) Total
9 Amounts from line 6	136,435.	166,185.	192,646.	179,306.	0.	674,572.
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources				0.		0.
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b				0.		0.
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income Do not include gain or loss from the sale of capital assets (Explain in Part IV)						
13 **Total support.** (Add lns 9, 10c, 11, and 12)	136,435.	166,185.	192,646.	179,306.	0.	674,572.

14 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ► ☐

Section C. Computation of Public Support Percentage

15	Public support percentage for 2012 (line 8, column (f) divided by line 13, column (f))	15	100.00 %
16	Public support percentage from 2011 Schedule A, Part III, line 15	16	100.00 %

Section D. Computation of Investment Income Percentage

17	Investment income percentage for **2012** (line 10c, column (f) divided by line 13, column (f))	17	0.00 %
18	Investment income percentage from **2011** Schedule A, Part III, line 17	18	0.00 %

19a **33-1/3% support tests — 2012.** If the organization did not check the box on line 14, and line 15 is more than 33-1/3%, and line 17 is not more than 33-1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ► ☒

b **33-1/3% support tests — 2011.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33-1/3%, and line 18 is not more than 33-1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ► ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ► ☐

Part IV **Supplemental Information.** Complete this part to provide the explanations required by Part II, line 10; Part II, line 17a or 17b; and Part III, line 12. Also complete this part for any additional information. (See instructions).

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

► Attach to Form 990 or 990-EZ.

OMB No 1545-0047

2012

Open to Public Inspection

Name of the organization	Employer identification number
SIENNA CROSSING ELEMENTARY PTO	76-0575509

Schedule O (Form 990 or 990-EZ), Supplemental Information to Form 990 or 990-EZ

Form 990-EZ, Part I, Line 16 Other Expenses

Other expenses (describe in Schedule O)	
EDUCATIONAL ENRICHMENT	1,140.
PROGRAM EXPENSES	336.
VIP PROGRAMS	597.
GARDEN	100.
BANK CHARGES	99.
DUES & SUBSCRIPTIONS	75.
Total	2,347.

Additional Information

Statement 1

Sienna Crossing Elementary PTO amended the organization's By-Laws in April 2013 to change the fiscal year from June 1 through May 31st to July 1 through June 30th. This tax return reflects a short period of one month; June 1, 2013 through June 30, 2013. The amended By-Laws are attached to this tax return for your reference.

By-Laws of the Sienna Crossing Elementary Parent-Teacher Organization (PTO)

ARTICLE I
NAME AND PURPOSE

Section 1-1. Name. The name of the organization shall be the Sienna Crossing Elementary Parent-Teacher Organization (local PTO), hereby known as the "Organization", a self-governing unit.

Section 1-2. Purpose. The purpose of the Organization shall be to aid in the education and welfare of the students of Sienna Crossing Elementary by providing support for their educational and recreational needs, and to promote open communication between the school administration, teachers and parents.

ARTICLE II
POLICIES

Section 2-1. Governance. The purpose of this Organization shall be limited to promoting and assisting in the education and welfare of the children of Sienna Crossing Elementary School or any other authorized designee, and will be developed through meetings, committees and projects. The Organization shall not seek to direct the administrative activities of the school or to control the school's policies.

Section 2-2. Endorsements. The Organization shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise or political candidate shall be endorsed by the Organization in any way, including the publishing or distributing of statements. The name of the Organization or the names of the Organization's Officers, in their official capacities, shall not be used in any connection with a commercial concern or with any partisan interest or for any other purpose except the regular work of the Organization.

Section 2-3. Co-Operation. The Organization may cooperate with other organizations and agencies such as, but not limited to, conference groups or coordinating councils, provided the Organization's representative(s) make no commitments that bind the Organization.

Section 2-4. Oversight. All programs, fundraising activities, major expenditures for the school, and budgets are subject to the approval of the Principal of Sienna Crossing Elementary.

Section 2-5. PTO Seed Money. In the event of the opening of a new elementary school which draws from the Sienna Crossing Elementary population, the Organization may provide seed money to help establish a non-profit parent-teacher organization at the new campus.

ARTICLE III
MEMBERSHIP

Section 3-1. Regular. All parents and/or legal guardians of students who currently attend Sienna Crossing Elementary and all current faculty and staff of Sienna Crossing Elementary, without regard to race, color, creed or national origin, shall be Regular Members of the Organization. Regular Members shall have the right to attend and participate in all meetings and activities of the Organization, but shall not have the right to vote on issues, to elect officers, or to hold office.

Section 3-2. Voting. All Regular Members who are current in the payment of annual dues shall be designated as Voting Members. Voting Members shall have the right to vote on all issues before the Membership, to elect Officers, and to hold office. A majority vote of the voting members present at any meeting is required for action taken by the Organization, with the exception of revisions and amendments to the by-laws.

Section 3-3. Admittance. Persons may join the Organization at any time during the year. However, no dues will be prorated.

ARTICLE IV
MEETINGS

Section 4-1. Regular Meetings. At least two General Membership Meetings of the Organization shall be held during each school year. The PTO Board has the authority to schedule Regular Meetings. The time and place of the meetings shall be announced in written form and placed in an area with reasonable public access, including, without limitation, the foyer of the school or posted on the school's front entrance doors. The meeting announcement shall be posted at least five (5) school days prior to the meeting and the meeting shall be held in a facility that accommodates all Voting Members present for the meeting.

Section 4-2. Special Meetings. Additional General Membership Special Meetings of the Organization may be called by the President, by majority vote of the PTO Board, or by petition of a majority of the Voting Members. The time and place of all Special Meetings shall be announced at least three (3) days prior to the meeting. Notice of the meeting shall be announced in the same manner as a Regular Meeting as set forth in Section 5-1. The meeting shall be held in a facility that accommodates all Voting Members present for the meeting.

Section 4-3. Quorum. A minimum of thirty (30) Voting Members present at a properly called General Membership or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the Organization.

Section 4-4. Voting. A majority vote of the Voting Members present at any meeting shall be required for action to be taken by the Organization with the exception of revisions and amendments to the By-Laws.

ARTICLE V
DUTIES OF OFFICERS

Section 5-1. Positions. The elected Officers of the Organization shall consist of a President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Parliamentarian, Publicist, VIPS Coordinator, Educational Enrichment Coordinator and Staff Appreciation Coordinator. Two persons may be nominated for and elected to fill any single position at the discretion of the Nominating Committee. The Nominating Committee shall have full discretion to recommend to the PTO Board and the PTO Board shall have full discretion to approve or disapprove, acceptance of a single person or two persons nominated for a single Officer position. If two persons are properly nominated and elected for a single Officer position, both persons shall be given all of the rights and responsibilities of the office as enumerated herein with the exception of voting rights. Each Officer position will be given one (1) vote even though more than one person can be elected to the position. In the event that more than one person is elected to an Officer position, and an agreement cannot be reached between the two individuals concerning how the Officer position's vote shall be cast, neither person shall cast a vote and shall abstain from voting on the issue(s) in question.

Section 5-2. **President.** The President shall be the principal Executive Officer of the Organization and, subject to the control of the PTO Board and the direction of the Membership, shall in general supervise all of the activities of the Organization. The President shall oversee financial records and disbursements to assure Principal's guidelines, district rules, and local, state and federal laws are strictly followed. The President shall be a member of the PTO Board and, when present, shall preside at all meetings of the PTO Board and all meetings of the Membership. The President shall vote only in the case of a tie in a vote of the PTO Board or the Membership. The President shall be an ex-officio member of all committees of the Organization. To be eligible to serve as President, a person must have been a Voting Member of the Organization for at least one-year.

Section 5-3. **1st Vice-President.** The 1st Vice-President shall be a member of the PTO Board and, in the absence of the President, shall perform the duties of the President. The 1st Vice-President shall prepare the Organization's draft annual budget for consideration by the PTO Board. The 1st Vice-President shall perform such other duties as are assigned by the President or the PTO Board. To be eligible to serve as 1st Vice-President, a person must have been a Voting Member of the Organization for at least one-year. It is intended to place the 1st Vice President in the role of President when his/her term has expired.

Section 5-4. **2nd Vice-President.** The 2nd Vice-President shall be a member of the PTO Board. The 2nd Vice-President shall oversee all fundraising activities approved by the PTO Board. The 2nd Vice-President shall perform such other duties as may be assigned by the President or the PTO Board.

Section 5-5. **Secretary.** The Secretary shall be a member of the PTO Board. The Secretary shall keep the minutes of the proceedings of the Membership and the PTO Board, shall maintain an official list of Voting Members, shall see that all notices are duly given in accordance with these By-Laws and, shall in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the PTO Board.

Section 5-6. **Treasurer.** The Treasurer shall be a member of the PTO Board. The Treasurer shall have charge of and be responsible for all funds of the Organization and shall receive and give receipts for monies due and payable to the Organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the PTO Board. The Treasurer shall make disbursements as authorized by the PTO Board in accordance with the budget adopted by the Membership. The Treasurer, or Treasurer's designee as approved by the PTO Board, shall present a written financial report at each PTO Board Meeting and General Membership Meeting and at other times as requested by the PTO Board. The Treasurer shall complete and submit all financial reports and all non-profit income tax returns and sales tax reporting as required by local, state, and federal laws. Furthermore, the Treasurer shall perform other duties as may be assigned by the President or the PTO Board.

Section 5-7. **Publicist.** The Publicist shall be a member of the PTO Board. The Publicist shall be responsible for publicity for all events of the Organization, and shall act as a liaison between the PTO and the media. The Publicist shall keep the official history of the Organization and shall keep an annual record of all of the activities of the Organization. Additionally, the Publicist shall perform such other duties as may be assigned by the President or the PTO Board.

Section 5-8. **Parliamentarian.** The Parliamentarian shall be a member of the PTO Board. The Parliamentarian shall chair the By-Laws Revision Committee, if created by the PTO Board, and shall upon request by the presiding Officer, rule upon matters of procedure at PTO Board meetings and meetings of the general Membership. The Parliamentarian shall chair the Nominating Committee, and furthermore, shall perform such other duties as may be assigned by the President or the PTO Board.

Section 5-9. Volunteers in Public Schools (VIPS) Coordinator. The VIPS Coordinator shall be a member of the PTO Board. The VIPS Coordinator shall be responsible for recruitment programs and activities for volunteers.

The VIPS Coordinator or Designee shall attend monthly district VIPS meetings. The VIPS Coordinator shall be responsible for working with Grade Level Team Leaders (faculty) to establish volunteer needs, appoint Grade Level Coordinators, select Room Parents and plan class parties. The VIPS Coordinator shall manage the VIPS workroom to see that proper materials are available, and schedule volunteer workers. The VIPS Coordinator shall perform such other duties as may be assigned by the President or the PTO Board. The VIPS Coordinator shall be responsible for coordinating the mentoring program.

Section 5-10. Educational Enrichment Coordinator. The Educational Enrichment Coordinator shall be a member of the PTO Board. The Educational Enrichment Coordinator shall be responsible for field trips, assemblies, and programs including special family programs. The Educational Enrichment Coordinator shall perform such other duties as may be assigned by the President or the PTO Board.

Section 5-11. Staff Appreciation Coordinator. The Staff Appreciation Coordinator shall be a member of the PTO Board. The Staff Appreciation Coordinator shall develop, implement, and oversee programs approved by the PTO Board to show appreciation to the school staff; such as but not limited to, birthday luncheons, cards, lunch and recess duty relief, staff appreciation week, etc. The Staff Appreciation Coordinator shall perform such other duties as may be assigned by the President or the PTO Board.

ARTICLE VI
ELECTIONS

Section 6-1. Procedure. The election of Officers shall take place during the a General Membership Meeting held during the last quarter of the school year. All Voting Members of the Organization may participate in the election. The Nominating Committee shall present a slate of Officers for election. Further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.

Section 6-2. Term of Office. The term of each Officer shall be one year, beginning on ~~June 1st~~ July 1st and ending on ~~May 31st~~ June 30th. A person may be elected to the same office for a maximum of two (2) consecutive terms.

Section 6-3. Nominating Committee. The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as Officers. The Committee shall prepare a slate of Officers to present for election by the Membership. The Committee shall contact all persons who will be nominated to confirm their willingness to serve. The Committee shall verify that all nominees are Voting Members and otherwise eligible to serve in the office.

Section 6-4. Election. A majority of the votes cast by the Voting Members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.

Section 6-5. Vacancies. The PTO Board shall fill any vacancy in office because of death, resignation, removal, or inability to serve. However, should a vacancy occur in the office of the President, the 1st Vice-President shall immediately assume the office until a replacement can be elected at the next meeting of the Membership of the Organization.

ARTICLE VII
PTO BOARD

Section 7-1. General Powers. The PTO Board shall manage the affairs, activities and operation of the Organization. The PTO Board shall transact necessary business during the intervals between the meetings of the Membership and such other business as may be referred to it by the Membership or these By-Laws. It may create Standing and Special Committees, approve the plans and work of Standing and Special Committees, present reports and recommendations at the meetings of the Membership, prepare and submit a budget to the Membership for approval, and, in general, conduct the business and activities of the Organization.

Section 7-2. **Membership.** The membership of the PTO Board shall consist of the Principal, President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Publicist, Parliamentarian, VIPS Coordinator, Educational Enrichment Coordinator, Staff Appreciation Coordinator and no less than two (2) or more than three (3) faculty representatives selected by the faculty. The Assistant Principal of the school and the chairpersons of all Standing Committees shall serve as ex-officio members and shall not be entitled to vote. The Principal, when unable to attend, can send his/her vote with the Assistant Principal.

Section 7-3. **Meetings.** Regular meetings of the PTO Board shall be held monthly during the school year, the time to be established at the first meeting of the year and be voted on at the first board meeting. Special Meetings of the PTO Board may be called by the President, or by a majority of the PTO Board. Adequate notice of all meetings shall be given to all members of the PTO Board and, in the absence of an emergency, at least five (5) school days in advance. Notice of the meetings should be announced to all Members of the Organization in the same manner as set forth in Section V.A. above. Any Regular or Voting Member may attend a meeting of the PTO Board.

Section 7-4. Quorum. A majority of the voting members of the PTO Board shall constitute a quorum for the transaction of business.

Section 7-5. Voting. A majority vote of the voting members of the PTO Board present at a meeting, at which a quorum has been established, shall be required for all action to be taken by the PTO Board.

Section 7-6. Email Voting. When a meeting is not physically possible, but regular Board business must be conducted, it may be necessary to conduct a Board vote via e-mail. The vote will be given proper notice with a time limit established for a motion, second and discussion of the topic at hand (motion to be called for by the PTO President; time limits will allow for adequate and reasonable response time from all Board members). Once the discussion time period has ended, the President will call for a vote by email, with a time to respond by clearly identified. Once the time allotment has passed, the President will tally the votes and post via email to all. At all times during this process, Board members must respond with a "Reply All." Vote results will be posted on the PTO website with 12 hours and the vote will be recorded with minutes as a "Special Meeting" and as is required, will be voted on at the next regularly scheduled PTO Board meeting.

Section 7-7. Removal. Any Officer may be removed from office at any time, with or without cause, by a majority vote of the entire PTO Board.

Section 7-8. **Resignation.** Any officer may resign by written notification to the Secretary. In case the Secretary resigns written notification will be sent to the President. Any member of the PTO Board missing two (2) meetings without notifying the President, Secretary, or Parliamentarian will be considered to have resigned.

ARTICLE VIII
STANDING AND SPECIAL COMMITTEES

Section 8-1. Nominating Committee. The Nominating Committee shall be a Standing Committee and shall be chaired by the Parliamentarian. The Nominating Committee shall be composed of the Parliamentarian, President, Principal, and a faculty representative. In addition, the Nominating Committee membership shall include two (2) non-PTO Board members and one (1) current VIPs PTO Board member, all of which shall be appointed by the PTO Board. The PTO Board shall make all required member appointments to the Nominating Committee no later than the conclusion of the third (3rd) nine (9) weeks grading period. The committee shall carry out its responsibilities, as specified in Section 6-3.

Section 8-2. Membership Committee. The Membership Committee shall be a Standing Committee and shall be chaired by the Secretary. The Membership Committee shall be responsible for conducting at least one (1) annual membership drive of the Organization to commence at the beginning of the school year and conclude as deemed necessary by the Membership Committee. The Membership Committee shall collect membership dues of the Organization. The Membership Committee shall review and update the Organization's Voting Membership roster as changes necessitate or as a minimum, prior to the regularly scheduled monthly meetings of the PTO Board, any General Membership Meeting or any Special Meeting of the Organization. The Membership Committee shall report monthly to the Secretary any changes to the Voting Membership roster, prior to the aforementioned meetings. The Membership Committee shall make the current Voting Membership roster of the Organization available to the PTO Board at all times.

Section 8-3. Other Standing Committees. The PTO Board may establish such other Standing Committees, as it deems necessary and advisable. The Officers of the PTO Board shall appoint the Chairpersons of all Standing Committees, who shall serve as ex-officio members of the PTO Board. The term of office for each Chairperson of each Standing Committee shall run concurrent with the President's term of office. Only Voting Members may serve as Chairpersons. The Chairperson of each committee shall recruit the members for his or her committee. Any Voting or Regular Member may serve as a committee member. The Chairperson shall report the plans and activities of the Committee to the PTO Board, which must approve all such reports.

Section 8-4. Special Committees. The President and/or the PTO Board may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or on ~~May 31st~~ June 30th of each year, whichever occurs first. The President may choose on ~~May 1st~~ June 1st but not after ~~May 31st~~ June 30th, to extend the term of the Special Committee an additional twelve (12) months. The PTO Board shall appoint the Chairpersons of all Special Committees. Only Voting Members may serve as Chairpersons. Any Voting or Regular Member may serve as a committee member. The Chairperson shall report the plans and activities of the Committee to the PTO Board, which must approve all such reports.

ARTICLE IX
FINANCES

Section 9-1. Budget. The PTO Board shall present to the Membership during the last quarter of the school year, a budget of anticipated revenue and expenses for the next fiscal year, which shall run from ~~June 1st until May 31st~~ July 1st until June 30th. This budget shall be used to guide the activities of the PTO Board during the year. Any deviation greater than twenty percent (20%) from the budget must be approved in advance by the Membership.

Section 9-2. Obligations. The PTO Board may authorize any Officer or Officers to enter into contracts or agreements for the purchase of materials or services on behalf of the Organization. The Officers shall not have the authority, however, to enter into such agreements on behalf of Sienna Crossing Elementary or the Ft. Bend Independent School District, nor should they present themselves as having such authority.

Section 9-3. Loans. No loans shall be made by the Organization to its Officers or Members.

Section 9-4. Commercial Paper. All checks, drafts, or other orders for the payment of money on behalf of the Organization shall be signed by the Treasurer and any other Officer of the Organization as authorized in writing by the PTO Board.

Section 9-5. Deposit of Funds. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.

Section 9-6. Financial Report. The Treasurer shall present a financial report at each PTO Board Meeting and General Membership Meeting of the Organization and shall prepare a final report at the close of the year. The PTO Board shall have the report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct per Ft. Bend Independent School District guidelines, shall sign a statement of that fact at the end of the report.

ARTICLE X
MEMBERSHIP DUES

Section 10-1. Amount. The Organization shall authorize and collect membership dues to be used for the operation of the Organization. Any change in the amount of the dues shall be approved by a vote of the PTO Board.

Section 10-2. Financial Hardship. No Regular Member shall be denied the right to participate in the activities of the Organization or to become a Voting Member due to financial hardship. The PTO Board shall establish a procedure for alternative payments or waivers to ensure compliance with this policy.

ARTICLE XI
AMENDMENTS

These By-Laws may be amended, or repealed, and new By-Laws may be adopted by a vote of at least two-thirds (2/3) of the Voting Members present at any Regular or Special Meeting. Notice of proposed changes shall be clearly stated in the meeting notice.

ARTICLE XII
AUTHORITY.

If any part of these By-Laws conflicts with the decisions, policies or procedures adopted by the Ft. Bend Independent School District, they shall be deemed null and void and the decision of the Ft. Bend Independent School District shall, in all cases, control.

ARTICLE XIII
DISSOLUTION

In the event of the dissolution of the Organization, its assets shall be distributed for one or more of the exempt purposes specified in section 501(C) (3) of the Internal Revenue Code of 1954 as from time to time amended.

ARTICLE XIV
PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern this Organization in all cases to which they are applicable and in which they are consistent with these By-Laws.

Any future amendments to these By-Laws shall be noted in this section after approval.

These By-Laws were adopted by the Membership with a 2/3 or greater vote during a properly called meeting on May 23, 2002.

These By-laws were revised by the Membership with a 2/3 greater vote during a properly called meeting on April 13, 2006

These By-laws were revised by the Membership with a 2/3 greater vote during a properly called meeting on March 25, 2010

These By-laws were revised by the Membership with 2/3 greater vote during a properly called meeting on March 8, 2012

These By-laws were revised by the Membership with 2/3 greater vote during a properly called meeting on May 30th, 2013.