



PTO Budget 2014-2015 School Year



Pia Rieppo - Treasurer
9/11/2014 PTO Membership Meeting

Budget Breakdown

*What exactly
does the PTO do?*

- Fundraising
 - Ongoing Fundraising
 - Seasonal Fundraising Events
 - Seasonal Fundraiser
- Spend
 - Academic Events
 - Community Events
 - Field Trips
 - Teacher Gifts
 - School Programs
 - PTO Operating Expense

PTO Calendar (1/2)

August

- Ice Cream Social
- Boo Hoo Breakfast

October

- Fall Festival & Walk-a-Thon

December

- Winter Wonder Lights (inc. Pics with Santa)
- See's Candy Drive

September

- Membership Drive

November

January

- "I ♥ Trace" Write-a-Check (into Feb)
- Movie Night

ongoing: restaurant nights, t-shirt sales, box tops, eScript & S.H.A.R.E.S, Jamba Juice Fridays, parent game nights, company matching

PTO Calendar (2/2)

February

- Family Dance (inc. pics)

April

- Spring Fling (inc. silent auction)
- "El Día Del Niño" Ice Cream Social

June

March

- See's Candy Drive
- Science Fair
- [Dr. Seuss Week]

May

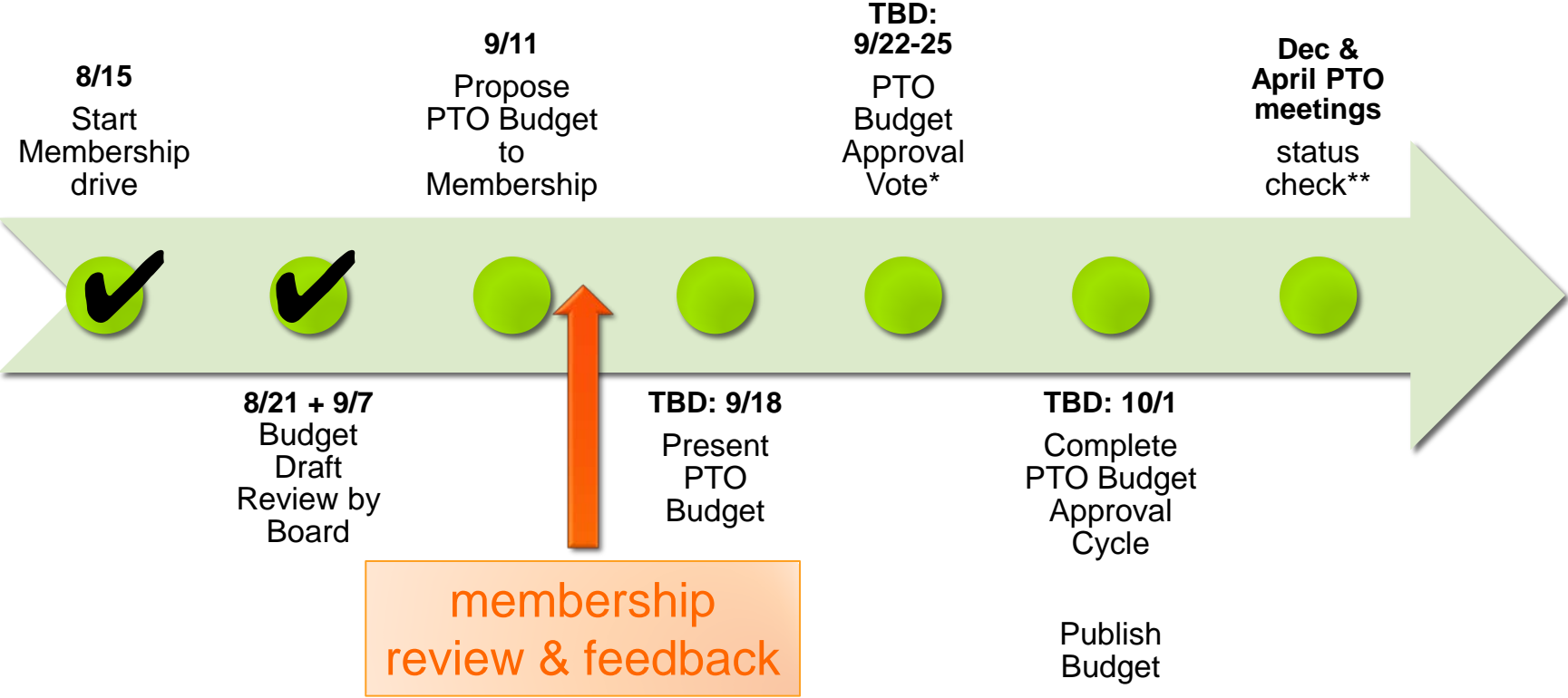
- Sponsor SELAC Mother's Day
- Teacher Appreciation Week
- test time snacks

July

- 4th of July Parade Float

ongoing: restaurant nights, t-shirt sales, box tops, eScript & S.H.A.R.E.S, Jamba Juice Fridays, parent game nights, company matching

PTO Budget Approval Timeline

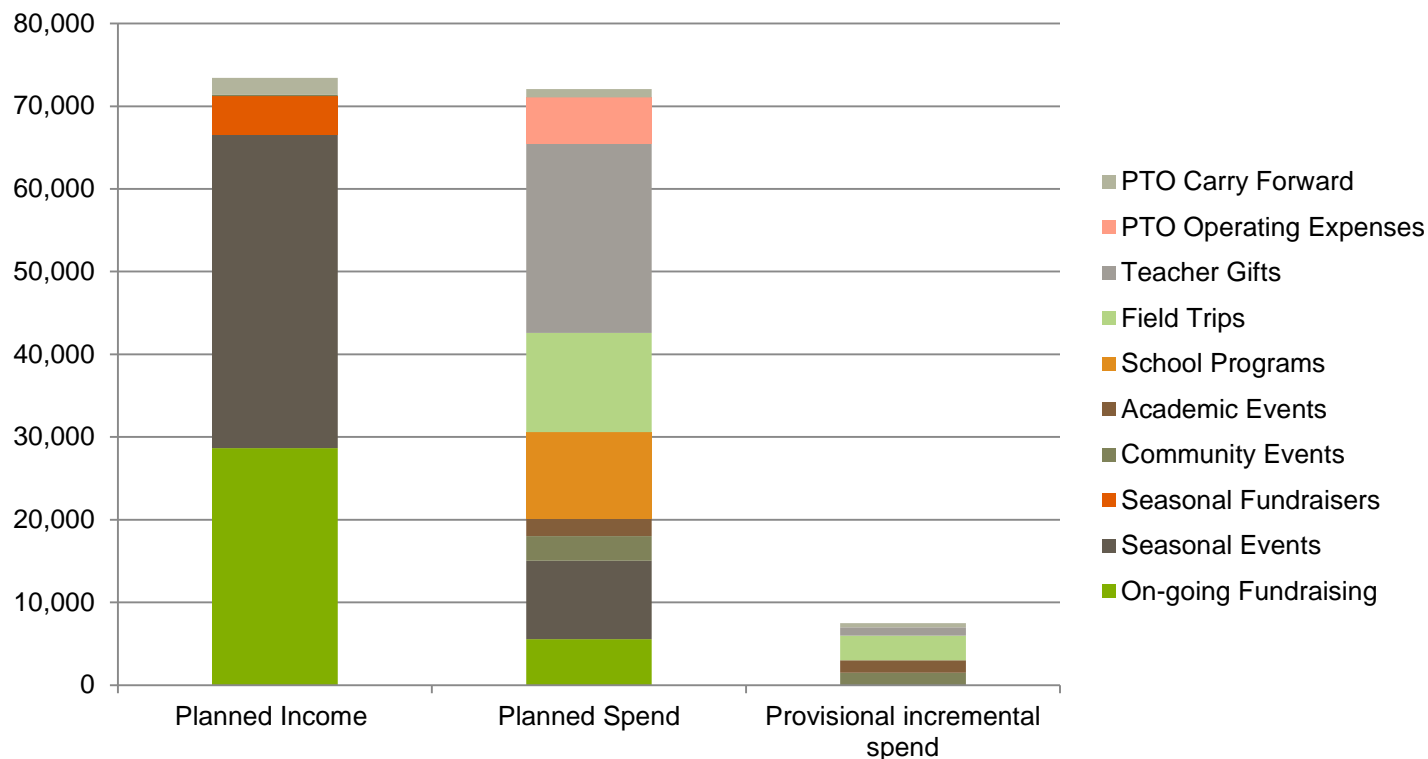


* vote online by Survey Monkey or paper

** in-meeting vote on nice-to-have items if funds allow

Plan: Balanced Budget spend=income=\$73K

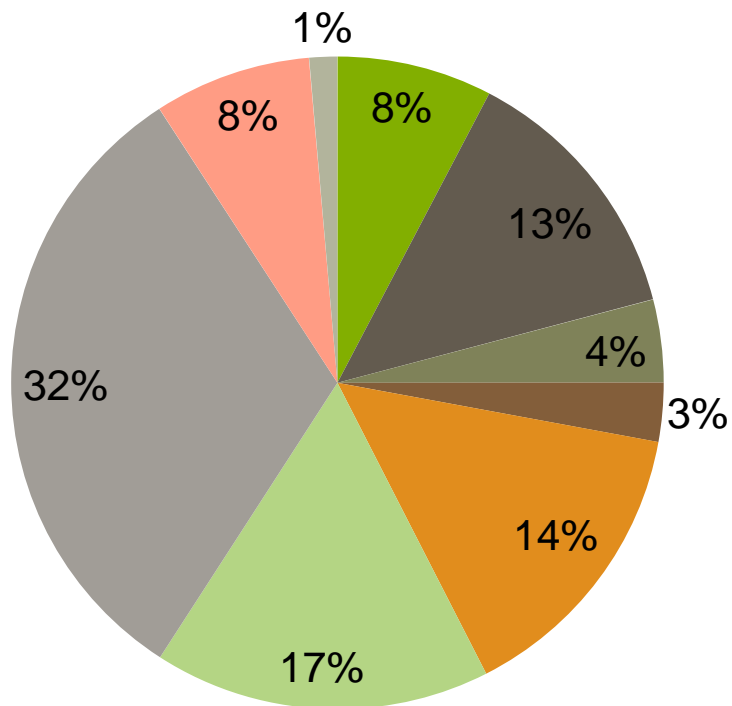
Planned Income vs Expenses



Additional \$7.5K nice-to-have items if tracking above expectations

PTO Spend Plan

**Planned Spend
(total = \$73K)**



- On-going Fundraising
- Seasonal Events
- Seasonal Fundraisers
- Community Events
- Academic Events
- School Programs
- Field Trips
- Teacher Gifts
- PTO Operating Expenses
- PTO Carry Forward

income
generating
activity
(29%)

programs
(71%)

PTO Spend Plan

| | Income | Expenses | Gain |
|-------------------------------------|---------------|---------------|-----------------|
| Fundraising Sub-Total | 71,225 | 15,050 | 56,175 |
| PTO Operating Expense Sub-Totals | 0 | 5,606 | (5,606) |
| Community Events Expense Sub-Totals | 200 | 2,950 | (3,250) |
| Academic Events Expense Sub-Totals | 0 | 2,100 | (2,100) |
| School Program Expense Sub-Totals | 0 | 10,500 | (10,500) |
| Field Trip Expense Sub-Totals | 0 | 12,000 | (12,000) |
| Supply and Gifts Expense Sub-Totals | 0 | 22,850 | (22,850) |
| Reserve Sub-Totals | 2,000 | 2,000 | (2,000) |
| Expense Sub-total: | 2,200 | 58,006 | (58,306) |
| Total | 73,425 | 73,056 | 369 |

Note: starting bank balance is \$15.4K

2014-2015 Budget Notes

- New: Spring Fling (community-beyond-Trace fundraiser), reintroduction of parent games nights and movie nights, more restaurant nights and potential comedy club night (inc. in restaurant night category)
- Continue existing **Carry forward** funding next School Year (\$24,000)
 - New process for teacher gifts – escrow accounts + reimbursement; solicit teacher input on optimal funds usage
 - Fitness coach
 - PTO board discretionary
- Include 2014-15 board discretionary spend item snow for Winter Wonder Lights
- Additional nice-to-have spend proposal if income tracks above expectations - pending two further reviews
 - Early December - move forward with non-carry forward items if fall festival tracked above expectations
 - Post “Spring Fling” – review affordability of proposed new carry forwards
- Small adjustments
 - Optimize t-shirt pricing, generate some income in select community events to offset costs

Fundraising

| | | Income | Expenses | Gain |
|-----------------------------|---------------------------------------|---------------|---------------|---------------|
| On-Going Fundraisers | | | | |
| | PTO membership dues | 2,000 | 50 | 1,950 |
| | Write-a-check | 7,000 | | 7,000 |
| | Employee Matching Programs | 1,500 | | 1,500 |
| | Received incoming gifts & Grants | 500 | | 500 |
| | eScrip | 6,100 | | 6,100 |
| | T-shirt and Merchandise Sales | 6,500 | 5,200 | 1,300 |
| | Box Tops | 800 | | 800 |
| | S.H.A.R.E.S. | 600 | | 600 |
| | Restaurant/Comedy Nights | 1,200 | 300 | 900 |
| | Jamba Juice Fridays | 2,000 | 0 | 2,000 |
| | Parent Game Nights | 250 | | 250 |
| | Coupon Book (Save Around) | 200 | | 200 |
| Seasonal Events | | | | |
| | Fall Festival & Walk-A-Thon (October) | 28,000 | 7,000 | 21,000 |
| | Winter Wonder Lights (December) | 1,800 | 1,050 | 750 |
| | Family Dance (February) | 1,100 | 450 | 650 |
| | Spring Fling (April) | 7,000 | 1,000 | 6,000 |
| Seasonal fundraisers | | | | |
| | Candy Drive (December) | 2,400 | | 2,400 |
| | Candy Drive (March - April) | 2,275 | | 2,275 |
| | Fundraising Total | 72,025 | 15,020 | 57,005 |

Spend 1/3

| | | Proposed Income | Proposed Expenses |
|-------------------------|---|--------------------|----------------------|
| Community Events | | | |
| | Boo-Hoo breakfast | | 250 |
| | Ice cream Social (Fall - Back to school) | | 250 |
| | Day of the Child Ice cream Social | | 250 |
| | Movie Night (January) | 200 | 200 |
| | Teacher Luncheon/Appreciation (5/6) | | 1,500 |
| | Mothers Day Event (May) | 0 | 500 |
| | Community Event Subtotals: | 200 | 2,950 |
| Academic Events | | | |
| | Test Time Snacks (April/May 2nd-5th grade) | | 500 |
| | Science Fair (February) | | 1,200 |
| | Speaker Series | | 400 |
| | Academic Event Subtotals: | 0 | 2,100 |
| School Programs | | | |
| | Recess Coach (2015-2016) - <i>Carry Forward</i> | | 10,000 |
| | Lunch Clubs | | 500 |
| | School Program Subtotals: | 0 | 10,500 |

Spend 2/3

| | | Proposed Expenses |
|-----------------------|---|-------------------|
| Field Trips | Field Trips | 12,000 |
| Supplies/Gifts | | |
| | Drama Dance Instructor | 1,500 |
| | Drama Music Instructor | 1,500 |
| | Drama Art/Costumes/Sets Designer | 1,000 |
| | 5th Grade Video Film Project (Studio) | 3,500 |
| | Music Teacher | 400 |
| | Choir Teacher | 1,000 |
| | Recorders (2015-2016) - <i>Carry Forward</i> | 1,000 |
| | Transportation to venues | 550 |
| | Art Teacher | 400 |
| | Teacher Supplies Gifts (2015-2016) - <i>Carry Forward</i> | 12,000 |
| | Supplies & Gifts Expenses Subtotals: | 22,850 |

| | | Income | Proposed Expenses |
|-----------------------|--|--------------|-------------------|
| PTO Operations | | | |
| | PTO membership Meeting Childcare | | 400 |
| | Website | | 150 |
| | Bank Charges | | 200 |
| | Accountant | | 1,125 |
| | Insurance | | 805 |
| | State Fees for Non-profit | | 25 |
| | Storage Facility | | 1,776 |
| | Additional Tax & State fees | | 25 |
| | Banners | | 700 |
| | Office Supplies/Stationery/Postage | | 200 |
| | General Miscellaneous Expenses | | 200 |
| | PTO Operating Expenses Subtotals: | 0 | 5,606 |
| Reserves | | | |
| | \$500/year per By Laws | | 1,000 |
| | Incoming Board Discretion (2015-2016) - <i>Carry Forward</i> | | 1,000 |
| | Additional Board Discretion (2014-2015) - <i>restitution funds</i> | 2,000 | |
| | Reserves Subtotals: | 2,000 | 2,000 |

PTO Spend Plan

| | Income | Expenses | Gain |
|-------------------------------------|---------------|---------------|-----------------|
| Fundraising Sub-Total | 71,225 | 15,050 | 56,175 |
| PTO Operating Expense Sub-Totals | 0 | 5,606 | (5,606) |
| Community Events Expense Sub-Totals | 200 | 2,950 | (3,250) |
| Academic Events Expense Sub-Totals | 0 | 2,100 | (2,100) |
| School Program Expense Sub-Totals | 0 | 10,500 | (10,500) |
| Field Trip Expense Sub-Totals | 0 | 12,000 | (12,000) |
| Supply and Gifts Expense Sub-Totals | 0 | 22,850 | (22,850) |
| Reserve Sub-Totals | 2,000 | 2,000 | (2,000) |
| Expense Sub-total: | 2,200 | 58,006 | (58,306) |
| Total | 73,425 | 73,056 | 369 |

Note: starting bank balance is \$15.4K

Nice-To-Have Items (\$7,500)

for later review & vote if tracking above expectations

- Additional carry forwards
 - Choir Teacher \$1,000
 - First Week Activities \$500
- Field Trips add-on \$3,000
- July 4th parade float \$500
- Dr. Seuss Week \$1,500
- Teacher Appreciation Week add-on \$500

Thanks for your support!!!

What are “Carry Forwards”?

Carry Forwards are items in budget paid for next school year – to overcome timing challenge between spend and budget approval.

No spend (outside of opex) can occur until PTO membership vote. This presents a timing challenge for many start-of-schol year spend items. Existing carry forwards include the fitness coach and teacher supplies including recorders. If budget permits, we propose to add new carry forwards for Choir Teacher and First Week events (Welcome Ice Cream Social and Boo Hoo Breakfast).

10/1
Complete
PTO Budget
Approval
Cycle

Publish
Budget

OK to
spend