



PTO Budget 2018-2019 School Year



Budget Review – Randi Rosen
11/13/2018 PTO General Meeting

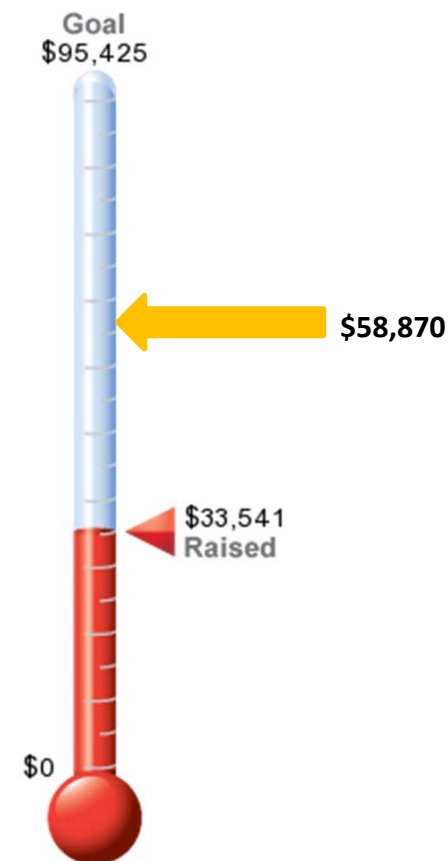
Revenue Update

Nov 13th, 2018

Income to date: \$33,541
 Expenses: \$23,020
 Gain: \$10,521

Notes:

- Walkathon money still being finalized, only a small portion of the proceeds has hit the books yet
 - 99Pledges check expected \$23,280
- Tacolicious payment still outstanding, \$2049
- Big ticket revenue generators remaining
 - Write a Check, Employee Matching, Candy drives, Silent Auction
- Majority of big ticket expenses still outstanding (field trips, teacher supplies, After school program)



~62% to Revenue goal with additional 2 payments, 35% to Revenue with money that has hit the books

2018-19 Fundraising Plan

		PLANNED/ESTIMATED 2018-19			Actual 2018 - 2019		
		Proposed Income	Proposed Expenses	PTO Gain	Income to Date	Expenses To Date	PTO Gain
Income							
On-Going Fundraisers	PTO membership dues	2,500	75	2,425	3,070		3,070
	Write-a-check	6,500		6,500	666		666
	Employee Matching Programs	12,800		12,800	5,338		5,338
	T-shirt and Merchandise Sales	6,625	6,000	625	6,293	2,884	3,409
	eScrip	450		450	59		59
	Box Tops	650	75	575			0
	Restaurant Nights	2,200		2,200	2049		0
	Amazon Smile	250		250	128		128
	Misc (Savers, Benefit Mobile, Kendra Scott, other)	750		750			0
Seasonal Fundraising Events				23,500			3,733
	Walk-a-Thon	28,500	5,000		6,287	2,554	
	Fall Festival	12,500	8,840	3,660	11,700	5,875	5,826
	Family Fiesta & Silent Auction(April)	9,500	1,500	8,000			0
	Fundraising Sub-Total	83,225	21,490	61,735	33,541	11,313	22,228
Seasonal Fundraisers	Candy Drive (December)	8,000	6,400	1,600			0
	Candy Drive (March - April)	4,200	3,150	1,050			0
	Fundraising Total	95,425	31,040	64,385	33,541	11,313	22,228

- WAT still in progress, small portion has hit the books,...will meet revenue after incorporating 99Pledge payment, \$23,280,...additional expenses also expected
- Tacolicious payment in progress, \$2049
- Still have outstanding Fall Festival expenses,...revenue lower than forecast, but expenses are expected to come in under budget.

2017-18 Budget Plan – Nov Status

	PLANNED/ESTIMATED 2018-2019			ACTUAL 2018 - 2019		
	<u>Income</u>	<u>Expenses</u>	<u>Gain</u>	<u>Income</u>	<u>Expenses</u>	<u>Gain</u>
Fundraising Sub-Total	95,425	31,040	64,385	33,541	11,313	22,228
PTO Operating Expense Sub-Totals	0	6,485	(6,485)	0	1,212	(1,212)
Community Events Expense Sub-Totals	600	4,900	(4,300)	600	1,170	(570)
Academic Events Expense Sub-Totals	0	2,750	(2,750)	0	749	(749)
School Program Expense Sub-Totals	10,000	20,000	(10,000)	10,000	10,000	0
Field Trip Expense Sub-Totals	0	12,000	(12,000)	0	0	0
Supply and Gifts Expense Sub-Totals	14,500	40,100	(25,600)	14,500	24,126	(9,626)
Reserve Sub-Totals	2,000	5,250	(3,250)	2,000	2,000	0
Expense Sub-total:	27,100	91,485	(64,385)	27,100	39,257	(12,157)
Totals	122,525	122,525	0	60,641	50,570	10,071
Less Carry Forwards	27,100	27,550	(450)	27,100	27,550	(450)
Totals w/o Carry Forwards	95,425	94,975	450	33,541	23,020	10,521

Big Ticket Spending

Refresh


Summary:

- PTO Balance has been grown over the past 2 years,...PTO BOD wants to invest some of the money back into the school
- Submit ideas on how to invest all, partial or none of this money
- Teachers, School administrator's and PTO members to submit ideas
- PTO Beginning Balance: \$86.5k,...at least \$40k for investment

Key criteria:

- Broad impact, reaching all or majority of students
- Strategic / Long lasting impact

Timeline:

- Idea submission now thru Tues Nov 6th (if we need more time, now thru Dec 4th)
- Review of submissions in Nov PTO meeting, 11/13/18  **We are here**
- Submit ideas to: PTO mailbox, email treasurer@tracepto.com, or deliver directly to Randi Rosen or other Board member

ID: Request #1a & b

Title: Band Instruments

• Description (provide 1-2 brief description):

- New Band instruments to replace old instruments and add additional instruments to meet demand.

Cost (provide cost, itemize tax, shipping, installation and any other costs) :

Proposal #1a

8 clarinets at \$600.00 a piece.....\$4,800
 6 saxes at \$800.00 each.....\$4,800
 6 trumpets at \$600.0.....\$3,600
 7 guitars at various prices ...a total of \$2,300

Subtotal: \$15,500
 Tax \$1395
 Total \$16,895

Proposal #1b

6 clarinets at \$600.00.....\$3,600
 4 saxes at \$800.00.....\$3,200
 7 guitars at Total.....\$2,300
 Tax.....\$900

Total \$10,000

•Benefits/Why:

- Current clarinets and saxes are 20-25 years old and only 8 are currently working. Also, started to offer guitar, but do not have enough instruments to meet the demand.

•Maintenance, Storage or Installation Considerations: None

• Criteria rating (mark all that apply):

One time expense	Benefits entire community	Enables Academic	Enables Performing Arts	Fills critical gap	Supports PTO Fundraising Efforts
X	X		X	X	

ID: Request #2 Title: LED Lighting

• **Description** (provide 1-2 brief description):

•New LED lighting in support of the visual arts program. Request includes 4 LED lights and a light board.

•**Cost** (provide cost, itemize tax, shipping, installation and any other costs) :

ETC - Source 4 LED Luster - \$2450.00 each x 4 = \$9800
 *light fixtures - front light

ETC - 20 - Fader Color Source - \$2999.00 x 1 = \$2999
 * light controls

Est. Tax \$1152
 Total Request: \$13951

•**Benefits/Why:**

Current lighting system is ~xx years old. LED lighting system will be more energy efficient and will provide much better lighting quality than what we have today. In addition, it will additional features,

•**Maintenance, Storage or Installation Considerations:** None

• **Criteria rating** (mark all that apply):

One time expense	Benefits entire community	Enables Academic	Enables Performing Arts	Fills critical gap	Supports PTO Fundraising Efforts
X	X		X	X	

ID: Request #3 Title: Upgraded Water Fountains

• **Description** (provide 1-2 brief description):

- Upgrade water fountains on campus with dual head drinking fountains that have the water bottle filler capability with built in water filters

• **Cost** (provide cost, itemize tax, shipping, installation and any other costs) :

Drinking Fountain – 1436 each x 3 = \$4308
 Est Tax \$ 399
 Shipping \$ 152
 Total \$ 4859

Installation costs still tbd (by district)

• **Benefits/Why:**

This will improve the drinking water quality for the entire school community. It will also encourage the community to use water bottles vs using plastic bottles and paper cups.

• **Maintenance, Storage or Installation Considerations:**

- Water filter replacements required, ~\$60*3 = \$180 /yr

• **Criteria rating** (mark all that apply):

One time expense	Benefits entire community	Enables Academic	Enables Performing Arts	Fills critical gap	Supports PTO Fundraising Efforts
X	X				

A word cloud featuring the words "Volunteers" and "Thanks" as the most prominent elements. "Volunteers" is written in a large, teal, sans-serif font, while "Thanks" is in a large, yellow, sans-serif font. Surrounding these are various adjectives in different sizes and colors (teal, yellow, green, blue) including: Humble, Generous, Charitable, Helpful, Thoughtful, Loving, Friendly, Caring, Devoted, Vibrant, Selfless, Involved, Passionate, UNSELFISH, PROSPEROUS, AMAZING, and RESPECTABLE. The words are arranged in a roughly circular pattern around the central terms.

Devoted Humble Involved
Vibrant Selfless Generous
Passionate Charitable WONDERFUL Thanks
Loving Friendly FUN Caring
UNSELFISH HELPFUL PROSPEROUS
Amazing GREAT
Thoughtful
Respectable

Fall Festival Summary

Summary	2018		Category	Amount	Comments
Source	Fall Festival		Crafts	\$160	
Pre Event sales	32		Facepainting	\$290	
Cash	9,509.70		Tatoos	\$220	
Square	2,158.55		Games	\$1,555	
Revenues	11,700		Obstacle Course	\$1,360	
PTO expenses	\$2,758.2		Photo Booth	\$166	
5th grade income (PTO expense)	2,898		Pumpkins	\$1,004	
TWBI net income (expense)	218.50	50% of proceeds, \$437	Bake sale	\$977	
Expenses	5,875		Hogwarts	\$1,097	
Net Income	5,826	Missing ~\$500 in expenses	Misc (event donations, etc.)	\$10	
			Tshirts (White & Harry Potter)	\$554	Add'l sales on white tshirts still to be added
			TOTAL PTO	\$7,393	
			5th Grade Booths	\$2,898	
			TWBI	\$437	
			Others Revenue	\$3,335	
			TOTAL	\$10,728	
			Pre-Event Sales	32	
			Estimated unused tickets	940	