

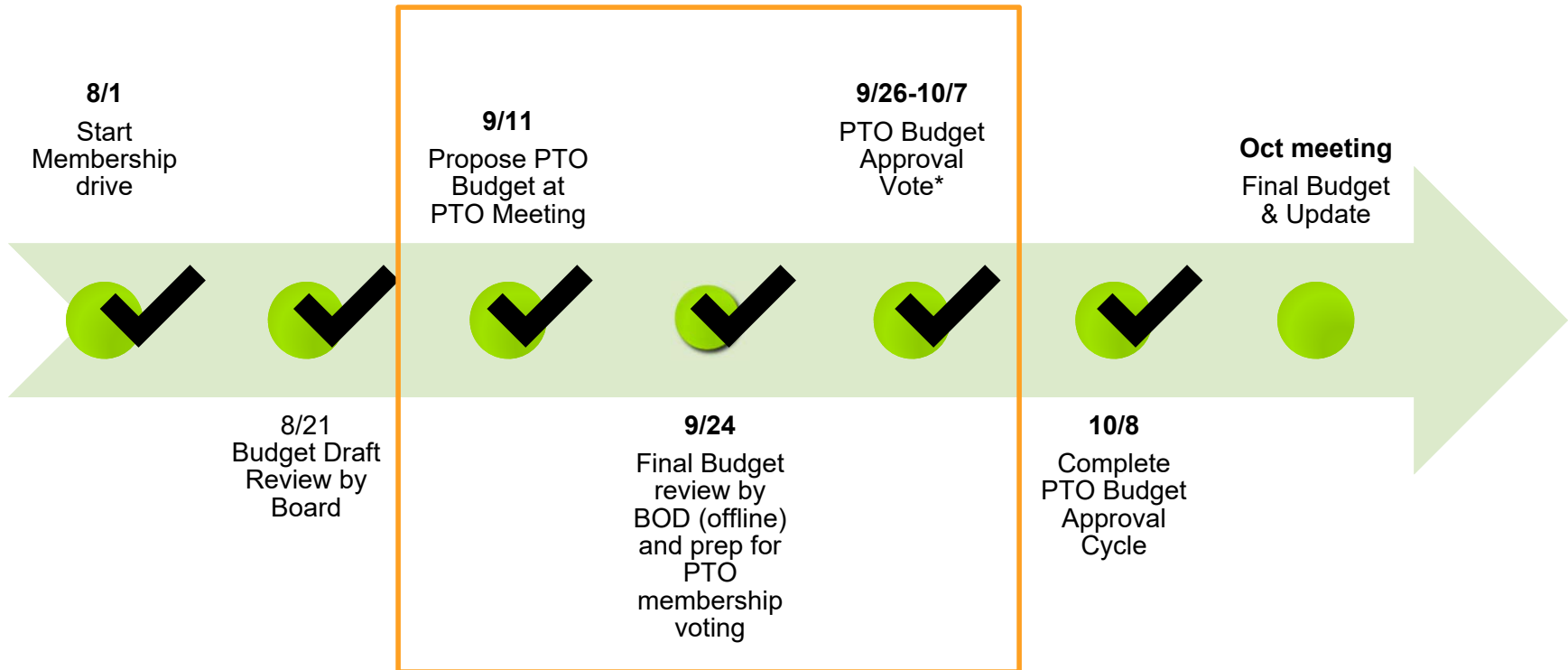


# PTO Budget 2018-2019 School Year



**Budget Review – Randi Rosen**  
**10/9/2018 PTO General Meeting**

# PTO Budget Approval Timeline



**Budget Approved, Thank you for voting!**

\* vote by Survey Monkey

# 2018-2019 Budget Summary

- Budget plan is similar to previous years with several changes
- Continue **Carry Forward** funding next School Year, \$27,100 + add'l \$450 for Music Program (recorder books)
  - Maintain all other carry forwards: After School Programs, Choir Teacher, Back-to-school week (ex: ice cream social), Classroom Supplies, PTO Discretionary and Recorders
- Key changes:
  - Reduced events: Removed Daughter and Son Dances and Winter Flurry
  - New Corporate Grant received allocated to this years budget, \$5k
  - Add Movie Nights – movie license and at least 2 movie nights, \$1250
  - Additional Teacher support (lounge), \$500
  - Field trip allocation increased to support TK trip(s) \$11.4k to \$12k
  - Music Program support for Recorder books for this year, replacement boom box and “finale” music notation software, \$1000 (\$450 and \$550)
  - Additional Teacher Supplies Gifts, \$400 (ice makers and misc)
  - **Academic Support for Mystery Science subscription**
  - PTO Operational funds increases
    - Website ~+\$120, Office Supplies (paper and containers) +\$125, General Misc (replacement canopies & weight bags) +\$400, Discretionary +\$1.25k,...maintained line item for Banner / Signage (not spent last year)
- Continue to support the same processes as last year for the following items:
  - Classroom supplies unused funds to be re-allocated to high need programs / teachers
    - Re-imbursement deadline Apr 26th, 2019
  - July 4<sup>th</sup> float community event – PTO discretionary funds if supported

# Big Ticket Spending

## 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 6<sup>th</sup> (if we need more time, now thru Dec 4<sup>th</sup>)
- Review of submissions in Nov PTO meeting, 11/13/18
- Submit ideas to: PTO mailbox, email [treasurer@tracepto.com](mailto:treasurer@tracepto.com), or deliver directly to Randi Rosen or other Board member

# Template for Proposal

- Submit one proposal per form
- A person may submit more than one proposal
- Where possible, divided the proposal if it comprises multiple areas

## Information to provide

- **Description:** Provide a description with enough information for the general membership to understand about the item(s) requested
- **Benefit/why:** Why is this an area that the PTO should provide funds.
- Select all **areas** that apply for the submission:
  - One time expense
  - Benefits entire community
  - Enables Academic
  - Enables Performing Arts
  - Fills critical gap
  - Supports PTO Fundraising Efforts (Community Awareness, Fitness, Academic, Performing Arts)
- Cost – include est. of any tax & shipping as well as installation and other related costs. Itemize your list where ever possible
- Are there any other considerations such as maintenance, insurance or storage costs?
- Submitters name, phone number and email

ID: Title:

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

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

- **Benefits/Why:**

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

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

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

The word cloud features the word "Volunteers" in a large, teal, sans-serif font at the center. Surrounding it are various other words in different colors and sizes, including: "Generous" (large, yellow, top right), "Thanks" (large, yellow, middle right), "Charitable" (large, orange, middle left), "Humble" (medium, blue, top left), "Involved" (medium, yellow, top right), "Vibrant" (medium, blue, top left), "Selfless" (medium, yellow, top center), "WONDERFUL" (small, yellow, middle right), "Passionate" (medium, blue, middle left), "Loving" (small, yellow, middle left), "Friendly" (small, yellow, middle center), "FUN" (small, yellow, middle center), "Caring" (small, blue, middle right), "UNSELFISH" (small, green, bottom left), "HELPFUL" (medium, blue, bottom center), "PROSPEROUS" (small, yellow, bottom right), "Amazing" (small, blue, bottom left), "GREAT" (small, yellow, bottom right), "THOUGHTFUL" (large, yellow, bottom center), and "Respectable" (medium, blue, bottom center).

# 2018-19 Budget Plan

PTO Budget Plan 2018-19						
	ACTUAL 2017 - 2018			PLANNED/ESTIMATED 2018-2019		
	<u>Income</u>	<u>Expenses</u>	<u>Gain</u>	<u>Income</u>	<u>Expenses</u>	<u>Gain</u>
<b>Fundraising Sub-Total</b>	<b>105,771</b>	<b>35,763</b>	<b>70,008</b>	<b>95,425</b>	<b>31,040</b>	<b>64,385</b>
PTO Operating Expense Sub-Totals	0	4,530	(4,530)	0	6,485	(6,485)
Community Events Expense Sub-Totals	7,341	7,243	98	600	4,900	(4,300)
Academic Events Expense Sub-Totals	0	2,082	(2,082)	0	2,750	(2,750)
School Program Expense Sub-Totals	10,095	16,088	(5,993)	10,000	20,000	(10,000)
Field Trip Expense Sub-Totals	0	7,939	(7,939)	0	12,000	(12,000)
Supply and Gifts Expense Sub-Totals	14,500	37,509	(23,009)	14,500	40,100	(25,600)
Reserve Sub-Totals	2,000	3,653	(1,653)	2,000	5,250	(3,250)
<b>Expense Sub-total:</b>	<b>33,936</b>	<b>79,044</b>	<b>(45,108)</b>	<b>27,100</b>	<b>91,485</b>	<b>(64,385)</b>
<b>Totals</b>	<b>139,707</b>	<b>114,807</b>	<b>24,900</b>	<b>122,525</b>	<b>122,525</b>	<b>0</b>
<b>Less Carry Forwards</b>	<b>27,095</b>	<b>27,100</b>	<b>(5)</b>	<b>27,100</b>	<b>27,550</b>	<b>(450)</b>
<b>Totals w/o Carry Forwards</b>	<b>112,612</b>	<b>87,707</b>	<b>24,905</b>	<b>95,425</b>	<b>94,975</b>	<b>450</b>
* Includes credits/debits from FY17-18 budget						

\$450 carry forward increase



# 2018-19 Fundraising Plan

New Corporate Grant,  
increase, \$5k

		PLANNED/ESTIMATED 2018-19		
		Proposed Income	Proposed Expenses	PTO Gain
<b>Income</b>				
<b>On-Going Fundraisers</b>	PTO membership dues	2,500	75	2,425
	Write-a-check	6,500		6,500
	Employee Matching Programs	12,800		12,800
	T-shirt and Merchandise Sales	6,625	6,000	625
	eScrip	450		450
	Box Tops	650	75	575
	Restaurant Nights	2,200		2,200
	Amazon Smile	250		250
	Misc (Savers, Benefit Mobile, Kendra Scott, other)	750		750
<b>Seasonal Fundraising Events</b>				23,500
	Walk-a-Thon	28,500	5,000	
	Fall Festival	12,500	8,840	3,660
	Family Fiesta & Silent Auction(April)	9,500	1,500	8,000
	<b>Fundraising Sub-Total</b>	<b>83,225</b>	<b>21,490</b>	<b>61,735</b>
<b>Seasonal Fundraisers</b>	Candy Drive (December)	8,000	6,400	1,600
	5th Grade Share of See's		0	0
	Candy Drive (March - April)	4,200	3,150	1,050
	<b>Fundraising Total</b>	<b>95,425</b>	<b>31,040</b>	<b>64,385</b>

Fall Festival PTO specific  
expenses budgeted at \$5000

# 2018-19 Spend Plan – Part 1

Removed: Winter Flurry, Daughter Dance and Son Event

- Added:
- Movie Night (license and events)
  - Teacher Lounge upgrades
  - Academic support: Mystery Science subscription

		PLANNED/ESTIMATED 2018-19		
		Proposed Income	Proposed Expenses	PTO Gain
<b>Expenses</b>				
<b>Community Events</b>				
	Back-to-School (Ice Cream + Boo Hoo) (2017-2018)- Carry Forward		600	(600)
	Back-to-School week (budgeted previous year)	600	600	0
	Winter Flurry (January)	0	0	0
	Daughter Dance (February)	0	0	0
	Son Event	0	0	0
	Movie Night		1,250	(1,250)
	Teacher Luncheon/Appreciation (5/6)		1,550	(1,550)
	Teacher Appreciation Week Activity		400	(400)
	Teacher Lounge upgrades		500	(500)
	July 4th Float		0	0
	<b>Community Event Expenses Subtotals:</b>	<b>600</b>	<b>4,900</b>	<b>(4,300)</b>
<b>Academic Events</b>				
	Test Time Snacks (April/May 2nd-5th grade)		500	(500)
	Science Fair		1,500	(1,500)
	Mystery Science Subscription		750	(750)
	<b>Academic Event Expenses Subtotals:</b>	<b>0</b>	<b>2,750</b>	<b>(2,750)</b>
<b>School Programs</b>				
	After School Programs (2017-2018) - Carry Forward		10,000	(10,000)
	After School Programs (ex: Coding Class)	10,000	10,000	0
	<b>School Program Expenses Subtotals:</b>	<b>10,000</b>	<b>20,000</b>	<b>(10,000)</b>
<b>Field Trips</b>				
	<b>Field Trip Expenses Subtotals:</b>	<b>0</b>	<b>12,000</b>	<b>(12,000)</b>

Increase from last year

# 2018-19 Spend Plan– Part 2

		PLANNED/ESTIMATED 2018-19		
		Proposed Income	Proposed Expenses	PTO Gain
<b>VPA &amp; Teachers Gifts</b>	Drama Program			
	Drama Dance Instructor		1,500	(1,500)
	Drama Music Instructor		1,500	(1,500)
	Drama Art/Costumes/Sets Designer		1,000	(1,000)
	5th Grade Video Film Project (Studio)		4,250	(4,250)
	Music Program		500	(500)
	Choir Teacher (2017-2018) - Carry Forward		1,500	(1,500)
	Choir Teacher - budgeted previous year	1,500	1,500	0
	Recorders (2017 - 2018) - Carry Forward		1,450	(1,450)
	Recorders - budgeted previous year	1,000	1,000	0
	Recorder books - new request		450	(450)
	Music equipment & software		550	(550)
	Transportation to venues		0	0
	Art Program		500	(500)
	Teacher Supplies Gifts (2017-2018) - Carry Forward		12,000	(12,000)
	Teacher Supplies Gifts - budgeted previous year	12,000	12,000	0
	Additional School Supplies Gifts		400	(400)
	<b>Supplies &amp; Gifts Expenses Subtotals:</b>	<b>14,500</b>	<b>40,100</b>	<b>(25,600)</b>

## Adds:

- Recorder books – support for this year and carry forward for next year
- Music replacement boom box and music notation software
- Additional School Supplies Gifts (ice makers and misc)

# 2018-19 Spend Plan – Part 3

		PLANNED/ESTIMATED 2018-19		
		Proposed Income	Proposed Expenses	PTO Gain
<b>VPA &amp; Teachers Gifts</b>	Drama Program			
	Drama Dance Instructor		1,500	(1,500)
	Drama Music Instructor		1,500	(1,500)
	Drama Art/Costumes/Sets Designer		1,000	(1,000)
	5th Grade Video Film Project (Studio)		4,250	(4,250)
<b>PTO Operations</b>	PTO membership Meeting Childcare		400	(400)
	Website / Technology tools		422	(422)
	Bank Charges		50	(50)
	Accountant		1,350	(1,350)
	Insurance		830	(830)
	State Fees for Non-profit		50	(50)
	Storage Facility		1,908	(1,908)
	Banners / Signage		750	(750)
	Office Supplies/Postage		225	(225)
	General Miscellaneous Expenses (incl replacement canopies & weight bags)		500	(500)
	<b>PTO Operating Expenses Subtotals:</b>	<b>0</b>	<b>6,485</b>	<b>(6,485)</b>
<b>Reserves</b>	<b>Board Discretionary (2017-2018) - Carry Forward</b>		2,000	(2,000)
	Board Discretionary - budgeted previous school year	2,000	2,000	0
	Additional Board Discretionary		2,000	(2,000)
	<b>Reserves Subtotals:</b>	<b>2,000</b>	<b>6,000</b>	<b>(\$4,000)</b>

Increases from last year