



PTO Budget 2018-2019 School Year



Budget Review – Randi Rosen
9/11/2018 PTO General Meeting

Budget Breakdown

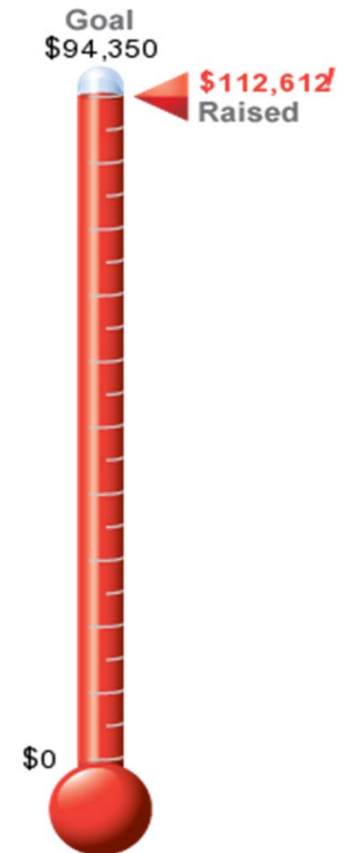
*What exactly
does the PTO do?*

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

2017-18 Results

Income: \$112,612
Expenses: \$ 87,707*
Gain: \$ 24,905

*Numbers include post 7/31 expenses



Thank You!

2017-18 Budget Plan

PTO Budget Plan 2017-18						
						* Includes pending credits/debits from FY17-18 budget
	PLANNED/ESTIMATED 2017-18			Actual 2017 - 2018		
	Proposed Income	Proposed Expenses	PTO Gain	Income to Date	Expenses To Date	PTO Gain
	PLANNED/ESTIMATED 2017-2018			ACTUAL 2017 - 2018		
	<u>Income</u>	<u>Expenses</u>	<u>Gain</u>	<u>Income</u>	<u>Expenses</u>	<u>Gain</u>
Fundraising Sub-Total	88,750	35,535	53,215	105,771	35,763	70,008
PTO Operating Expense Sub-Totals	0	5,838	(5,838)	0	4,530	(4,530)
Community Events Expense Sub-Totals	6,100	6,850	(650)	7,341	7,243	98
Academic Events Expense Sub-Totals	0	1,900	(1,900)	0	2,082	(2,082)
School Program Expense Sub-Totals	10,000	20,000	(10,000)	10,095	16,088	(5,993)
Field Trip Expense Sub-Totals	0	11,400	(11,400)	0	7,939	(7,939)
Supply and Gifts Expense Sub-Totals	14,500	38,250	(23,750)	14,500	37,509	(23,009)
Reserve Sub-Totals	2,000	4,000	(2,000)	2,000	3,653	(1,653)
Expense Sub-total:	32,600	88,238	(55,538)	33,936	79,044	(45,108)
Totals	121,350	123,773	(2,323)	139,707	114,807	24,900
Less Carry Forwards	27,000	27,100	(100)	27,095	27,100	(5)
Totals w/o Carry Forwards	94,350	96,673	(2,223)	112,612	87,707	24,905

PTO Member approval (Feb'18) for additional merchandise spending, \$2500

Protected Funds*



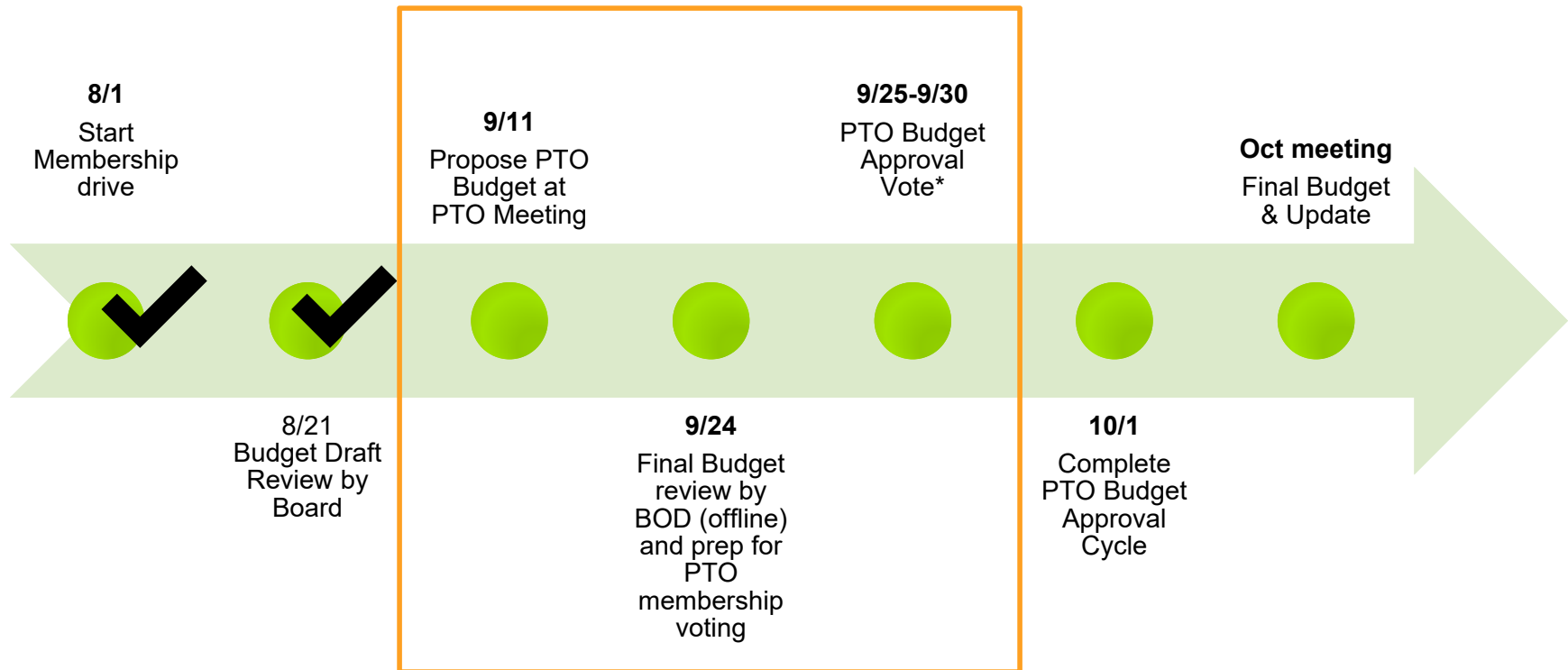
"protected funds" Money separated from General Budget Account/we act as a bank for	Starting Balance	Income	Expenses	Ending Balance
Library Grant from Intel	5,000	-	-	5,000
TWBI	3,515	1,197	(36)	4,675
5th Grade Science Camp	13,920	12,003	(11,377)	14,547
Fraud Payments to PTO	6,787	425	(87)	7,125
Garden Club	1,166	-	(30)	1,136
Earthquakes sports equipment donation	-	-	-	-
Library Book Drop	5,748			5,748
Student Council	107			107
Reserve per PTO Bi-Laws	500	-	-	500
total	36,743	13,625	(11,530)	38,838

*Protected Funds belong to other entities. We manage the finances for these groups as a favor.

- Allocation of 5th Grade money managed by 5th Grade teachers
- Targeting to spend Book Drop money this year to purchase / install book drop
- Looking to implement an improved process for the allocation of the TWBI funds

2018-19 Budget Plan Proposal

PTO Budget Approval Timeline



* 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
 - Teacher lounge upgrades, \$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)
 - PTO Operational funds increases
 - Website ~+\$120, Office Supplies (paper and containers) +\$125, General Misc (replacement canopies & weight bags) +\$400, Discretionary +\$2k,...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-imburement deadline Apr 26th, 2019
 - July 4th float community event – PTO discretionary funds if supported

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>
Fundraising Sub-Total	105,771	35,763	70,008	95,425	31,040	64,385
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	2,000	(2,000)
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	6,000	(4,000)
Expense Sub-total:	33,936	79,044	(45,108)	27,100	91,485	(64,385)
Totals	139,707	114,807	24,900	122,525	122,525	0
Less Carry Forwards	27,095	27,100	(5)	27,100	27,550	(450)
Totals w/o Carry Forwards	112,612	87,707	24,905	95,425	94,975	450
* Includes pending 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
Income				
On-Going Fundraisers	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
Seasonal Fundraising Events				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
	Fundraising Sub-Total	83,225	21,490	61,735
Seasonal Fundraisers	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
	Fundraising Total	95,425	31,040	64,385

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

		PLANNED/ESTIMATED 2018-19		
		Proposed Income	Proposed Expenses	PTO Gain
Expenses				
Community Events				
	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
	Community Event Expenses Subtotals:	600	4,900	(4,300)
Academic Events				
	Test Time Snacks (April/May 2nd-5th grade)		500	(500)
	Science Fair		1,500	(1,500)
	Academic Event Expenses Subtotals:	0	2,000	(2,000)
School Programs				
	After School Programs (2017-2018) - Carry Forward		10,000	(10,000)
	After School Programs (ex: Coding Class)	10,000	10,000	0
	School Program Expenses Subtotals:	10,000	20,000	(10,000)
Field Trips				
	Field Trip Expenses Subtotals:	0	12,000	(12,000)

Increase from last year

2018-19 Spend Plan– Part 2

		PLANNED/ESTIMATED 2018-19		
		Proposed Income	Proposed Expenses	PTO Gain
VPA & Teachers Gifts	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)
	Supplies & Gifts Expenses Subtotals:	14,500	40,100	(25,600)

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
VPA & Teachers Gifts	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)
PTO Operations	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)
	PTO Operating Expenses Subtotals:	0	6,485	(6,485)
Reserves	Board Discretionary (2017-2018) - Carry Forward		2,000	(2,000)
	Board Discretionary - budgeted previous school year	2,000	2,000	0
	Additional Board Discretionary		2,000	(2,000)
	Reserves Subtotals:	2,000	6,000	(\$4,000)

Increases from last year

Big Ticket Spending

- PTO Balance has been growing the past several years
- Big ticket spending process / voting done in FY15-16
- Balance continued to grow the past 2 year,....It's time again to invest our growing balance back into the school
- Separate process from budget plan
- Ideas submitted and reviewed in a PTO meeting,...followed by voting process
- Goal is to do this early in the year, so we can try to get items implemented during this fiscal year

Start thinking about big ticket spending needs

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

2017-18 Fundraising Plan vs Actual

PTO Budget Plan 2017-18								
								* Includes pending credits/debits from FY17-18 budget
		PLANNED/ESTIMATED 2017-18			Actual 2017 - 2018			
		Proposed Income	Proposed Expenses	PTO Gain	Income to Date	Expenses To Date	PTO Gain	
Income								
On-Going Fundraisers	PTO membership dues	2,300		2,300	2,741	1	2,740	
	Write-a-check	5,500		5,500	7,860	7	7,854	
	Employee Matching Programs	7,000		7,000	9,195	7	9,188	
	T-shirt and Merchandise Sales	8,000	7,500	500	9,065	8,658	407	
	eScrip	500		500	469		469	
	Box Tops	750	75	675	643	88	555	
	Restaurant Nights	750		750	2,477		2,477	
	Amazon Smile	200		200	253		253	
	Misc (Savers, Benefit Mobile, Kendra Scott, other)	750		750	799		799	
Seasonal Fundraising Events				20,000			31,965	
	Walk-a-Thon	25,000	5,000		36,630	4,664		
	Fall Festival	13,000	8,840	4,160	12,267	8,704	3,563	
	Family Fiesta & Silent Auction(April)	7,500	1,000	6,500	11,101	1,970	9,131	
	Fundraising Sub-Total	71,250	22,415	48,835	93,501	27,317	66,183	
Seasonal Fundraisers	Candy Drive (December)	12,000	9,600	2,400	8,046	5,863	2,183	
	Candy Drive (March - April)	5,500	3,520	1,980	4,225	2,583	1,642	
	Fundraising Total	88,750	35,535	53,215	105,771	35,763	70,008	

PTO members approved spending increase, Feb 2018, +\$2500

2017-18 Spends Plan vs Actual – Part 2

						* Includes pending credits/debits from FY17-18 budget		
						Actual 2017 - 2018		
PLANNED/ESTIMATED 2017-18						Income to Date	Expenses To Date	PTO Gain
						Proposed Income	Proposed Expenses	PTO Gain
VPA & Teachers Gifts	Drama Program							
	Drama Dance Instructor		1,500	(1,500)			1,500	(1,500)
	Drama Music Instructor		1,500	(1,500)			1,500	(1,500)
	Drama Art/Costumes/Sets Designer		1,000	(1,000)			1,000	(1,000)
	5th Grade Video Film Project (Studio)		4,250	(4,250)			3,500	(3,500)
	Music Program		500	(500)			502	(502)
	Choir Teacher (2017-2018) - Carry Forward			1,500	(1,500)		1,500	(1,500)
	Choir Teacher - budgeted previous year	1,500	1,500	0		1,500	1,500	0
	Choir Teacher (2016-2017) - unplanned increase			0				0
	Recorders (2017 - 2018) - Carry Forward			1,000	(1,000)		1,000	(1,000)
	Recorders - budgeted previous year	1,000	1,000	0		1,000	1,001	(1)
	Transportation to venues		0	0				0
	Art Program		500	(500)			500	(500)
	Teacher Supplies Gifts (2017-2018) - Carry Forward			12,000	(12,000)		12,000	(12,000)
	Teacher Supplies Gifts - budgeted previous year	12,000	12,000	0		12,000	12,006	(6)
	Supplies & Gifts Expenses Subtotals:	14,500	38,250	(23,750)		14,500	37,509	(23,009)

2017-18 Spends Plan vs Actual – Part 3

		PLANNED/ESTIMATED 2017-18			Actual 2017 - 2018		
		Proposed Income	Proposed Expenses	PTO Gain	Income to Date	Expenses To Date	PTO Gain
PTO Operations	PTO membership Meeting Childcare		400	(400)		295	(295)
	Website		300	(300)		79	(79)
	Bank Charges		50	(50)		6	(6)
	Accountant		1,350	(1,350)		1,350	(1,350)
	Insurance		830	(830)		719	(719)
	State Fees for Non-profit		50	(50)		25	(25)
	Storage Facility		1,908	(1,908)		1,908	(1,908)
	Banners / Signage		750	(750)			0
	Office Supplies/Postage		100	(100)		10	(10)
	General Miscellaneous Expenses		100	(100)		138	(138)
	PTO Operating Expenses Subtotals:	0	5,838	(5,838)	0	4,530	(4,530)
Reserves	Board Discretionary (2017-2018) - Carry Forward		2,000	(2,000)		2,000	(2,000)
	Board Discretionary - budgeted previous school year	2,000	2,000	0	2,000	1,653	347
	Reserves Subtotals:	2,000	4,000	(\$2,000)	2,000	3,653	(1,653)

* Includes pending credits/debits from FY17-18 budget