

Providence PTA Meeting - August 24, 2023

Zoom Recording of our Meeting

<https://us06web.zoom.us/rec/share/RnM17JV96eMxjyWeX0uA48T2d2ad7GvzjHSi2cUGWSe4xJOMDw7haQISMVrOaYtH.1b6nKhVwCuvleHuc>

Passcode: 0+Fy*9y+

Secretary's Notes in Purple

Attendance

Tricia Suri
Meredith Lee
Mandi Gordon
Ahsan Maqsood
Stephanie Jensen
James and Maggie Contreras
Kimberly Lloyd
Chunxue Ren
Amy Bryant
Lynh Berenbaum
Rachel McQuillen
Ember Taylor
Shannon Papoulias
Lynh Berenbaum

Budget was approved with no Nays recorded.

**Providence PTA FY 2023
Budget Report**

SY 2023 - 2024

Funds available at beginning of financial year (07/01/2023)			\$27,323.19
Reserved Funds	Budgeted Income	Budgeted Expenses	Budget Net
Reserved Funds - Library Restricted Funds/Book Fair	-	-\$10,253.93	-\$10,253.93
Reserved Funds - GOTR Available Balance	-	-\$110.53	-\$110.53
Reserved Funds - Food Pantry Available Balance	-	-\$3,040.00	-\$3,040.00
Reserved Funds - PTA Emergency Reserve	-	-\$6,472.79	-\$6,472.79
<i>The National PTA/VA PTA has recommended that we aim to accumulate at least half to one year's worth of average expenditures. Given our projected ending balance in the bank for this SY is approximately \$6K, the board should consider setting up the Emergency Fund for \$6,000 for this SY and gradually work towards increasing it to \$20K or more.</i>			
Reserved Funds Totals	-	-\$19,877.25	-\$19,877.25
PTA Operation Budget	Budgeted Income	Budgeted Expenses	Budget Net
Membership			
PTA Membership <i>(1) SY22-23 combined the Membership drive and Dues into PTA Membership; (2) Budgeted \$600 for swag purchases.</i>	\$4,500.00	-	\$4,500.00
National, State & Local PTA Dues <i>FCCPA dues are \$.025 per member. VAPTA dues are \$3.75 per member (\$2.25/member for National PTA and \$1.50/member for Virginia). FCCPTA dues are remitted by Dec. 1 (for members to date) and June 30 annually (for any members since first dues payment. VAPTA dues remitted monthly starting in September.</i>	-	-\$500.00	-\$500.00
Membership Drive (M) <i>PTA Contact: Hillary; Category: Sell Merchandise; Planned Date: 10/23-10/27 (M) Last year the cost was \$50 for pizza tips. The pizza was donated by the business.</i>	-	-\$200.00	-\$200.00
Membership Totals	\$4,500.00	-\$700.00	\$3,800.00

PTA Operation Budget	Budgeted Income	Budgeted Expenses	Budget Net
Fundraising			
Fall Fundraiser <i>PTA Contact: Mandi; Planned Dates: 9/18-9/22; For SY 2023-2024, we may plan to continue raising funds using the Read-a-Thon. (2) SY23-24 Budgeted income has been updated to reflect prior SY actuals. Prior SY also included the Shoe Drive \$446.20.</i>	\$13,000.00	-\$200.00	\$12,800.00
Store Redemption Programs <i>(M) There is no existing Store redemption programs that will generate a reasonable amount for the PTA.</i>	-	-	-
School Supplies <i>(M) SY 23-24 we are getting \$2 per kit sold. Estimating 430 kits to be sold.</i>	\$870.00	-	\$870.00
Spirit Wear <i>Assuming an average cost of \$12 per t-shirt or cap, \$1800 / \$12 = 150 new units of inventory. Assuming we sell through just half of this, we'll say 75 units sold. Assuming an average retail price of \$23 per item (simpler tees at \$20, tie dye tees at \$25, caps at \$25 = avg ~\$23), we would expect 75 x \$23 = \$1725 in sales. This would close the net to -\$75.</i>	\$1,725.00	-\$2,400.00	-\$675.00
OSA Martial Arts <i>(3) This item was combined with Family Event in SY22-23. SY 2023 - 2024: projecting 3 events Sept, Feb and May SY 2022-2023: Sept 2022: 3 signed up = \$180; Feb 2023: 5 signed up = \$300 SY 2021-2022: Sept 2021: 3 signed up (\$180); Feb 2022: 11 signed up (\$660); May 2022: 2 signed up (\$200).</i>	\$800.00	-	\$800.00
Nothing Bundt Cakes <i>(4) This item was combined with Family Night Out in SY22-23. PTA can get 40% of the proceeds. Net \$370 for Fall and Net \$370 for Spring.</i>	\$1,800.00	-\$1,060.00	\$740.00
Fundraising Totals	\$18,195.00	-\$3,660.00	\$14,535.00
Donations/Grants			
Donations- General/Non-Designated <i>(Review) We haven't budgeted for donations in the past SYs. Even when we do budget for the donation, we would net it out to zero with the same budgeted expenses. Please let me know if we do want to add in the donation line for this year.</i>	-	-	-
Donations - Monday Activities <i>(Review) We haven't budgeted for donations in the past SYs. Even when we do budget for the donation, we would net it out to zero with the same budgeted expenses. Please let me know if we do want to add in the donation line for this year.</i>	-	-	-
Donations - Businesses <i>(Review) We haven't budgeted for donations in the past SYs. Even when we do budget for the donation, we would net it out to zero with the same budgeted expenses. Please let me know if we do want to add in the donation line for this year.</i>	\$500.00	-	\$500.00
National PTA Grant <i>(5) This line was reported in "Donations - Businesses" line. Andrew may want us to apply for a different grant this SY. Please confirm with Andrew.</i>	\$1,000.00	-\$1,000.00	-
Donations/Grants Totals	\$1,500.00	-\$1,000.00	\$500.00

PTA Operation Budget	Budgeted Income	Budgeted Expenses	Budget Net
Student/Family/Community Support			
Kindergarten Meet & Greet (M) <i>PTA Contact: Board; Category: Unknown; Planned Date: July 2023 Actual cost for meet & greet and Safari is \$66.44. Split the cost half.</i>	\$540.00	-\$34.00	\$506.00
Kindergarten Safari (M) <i>PTA Contact: Board ; Category: Sell Merchandise; Planned Date: 8/9; Actual cost for meet & greet and Safari is \$66.44. Split the cost half.</i>	-	-\$34.00	-\$34.00
Kindergartens Tears & Cheers (M) <i>PTA Contact: Board; Category: Unknown; Planned Date: 8/21</i>	-	-\$59.62	-\$59.62
Movie Night (F) <i>PTA Contact: Meredith; Category: Free; Projected Income \$400 from food/popcorns and projected expenses include \$500 for Parks & Rec Services and food purchases. Movie license expires on 10/14/2023.</i>	\$400.00	-\$800.00	-\$400.00
Fall Festival (M) <i>PTA Contact: Board; Category: Sell Merchandise; Planned Date: 11/3;</i>	\$2,400.00	-\$750.00	\$1,650.00
Bingo Night (M) <i>PTA Contact: Jon; Category: Sell Merchandise; Planned Date: 1/19; (M) Ticket sales.</i>	\$500.00	-\$500.00	-
Craft Night (M) <i>(6) This item was combined with Family Night Out in SY22-23. For SY23-24 we budgeted based the prior SY's actuals. The Budgeted income includes the Pizza sale. PTA Contact: Ember; Category: Sell Merchandise; Planned Date: 2/9 (SY22-23, we had an income of \$620. We also had \$400 paid for craft, \$100 of petty cash for pizza and \$160.18 for pizza purchase. I cannot find the income for the pizza sale, which I will need to get confirmation from Allison).</i>	\$1,445.00	-\$675.00	\$770.00
Panther Dance/Earth Day Dance (F) <i>PTA Contact: Kimberly; Category: Free; Planned Date: 4/19; LB: To align with how other events will be recorded, let's consider having swag cost come out of Spirit Wear or PTA Membership TY. We may want to increase the PTA Membership expense to reflect swag purchases for sale at Panther Dance</i>	\$2,400.00	-\$750.00	\$1,650.00
Yearbook <i>PTA Contact: Kimberly; Category: Sell Merchandise; Planned Date: TBD</i>	\$2,000.00	-\$1,000.00	\$1,000.00
Family Events <i>Family Events (Spooktacular, DC United Tix, Hershey Tix, Paint Night, Caps Raffle) The Budgeted amount only reflects the Paint Night.</i>	\$450.00	-	\$450.00
Family/Adult Night Out (M) <i>(Review) Budgeted based on 9 events at \$250 per event. PTA Contact: Kimberly; Adult Paint Night @ TBD - 11/17; Adult Trivia Night @ Audacious Ale Works - 3/5; Averaging \$250 income per event for a total of 9 events.</i>	\$2,250.00	-	\$2,250.00
Student/Family/Community Support Totals	\$12,385.00	-\$4,602.62	\$7,782.38

PTA Operation Budget	Budgeted Income	Budgeted Expenses	Budget Net
School/Teacher/Staff Support			
Teacher Welcome Back Breakfast <i>PTA Contact: Board; Category: Free; Planned Date: 8/11</i>	-	-\$775.00	-\$775.00
Staff Appreciation Week <i>PTA Contact: Board; Category: Free; Planned Date: 5/6-5/10</i>	-	-\$5,000.00	-\$5,000.00
Principal's Account <i>(Review) Should we consider combining the donation account with the Principal's Account for a more accurate balance?</i>	-	-\$4,750.00	-\$4,750.00
Teacher Conferences <i>(M) \$1,000 originally budgeted. The funding has been removed for this SY. There was no spending in the previous SY.</i>	-	-	-
6th Grade Party <i>(M) Keep the budget for \$500 and focus on spending the donated fund first. Potential to cut if we have tight budget.</i>	-	-\$500.00	-\$500.00
Writers Anthology <i>(M) Originally budgeted for \$500, but we are deleting this line for this SY. There was no spending in the previous SY.</i>	-	-	-
Courtyard <i>(M) This is a set amount we budget each year.</i>	-	-\$750.00	-\$750.00
Cultural Night <i>(M) \$2,000 originally budgeted. The funding has been removed for this SY. There was no spending in the previous SY.</i>	-	-	-
Special Ed Awareness	-	-\$200.00	-\$200.00
Fairfax HS Graduation Night	-	-\$100.00	-\$100.00
Thanksgiving Lunch <i>(Review) New item for SY23-24. Please advise the budgeted expenses.</i>	-	-	-
Back to School Night <i>(Review) New item for SY23-24. Please advise the budgeted expenses.</i>	-	-	-
PTA Appreciation <i>(M) \$150 per season.</i>	-	-\$300.00	-\$300.00
School/Teacher/Staff Support Totals	-	-\$12,375.00	-\$12,375.00
Grade Level Purchases			
Pre-K	-	-\$500.00	-\$500.00
Kindergarten	-	-\$1,000.00	-\$1,000.00
First Grade	-	-\$1,000.00	-\$1,000.00
Second Grade	-	-\$1,000.00	-\$1,000.00
Third Grade	-	-\$1,000.00	-\$1,000.00
Fourth Grade	-	-\$1,000.00	-\$1,000.00
Fifth Grade	-	-\$1,000.00	-\$1,000.00
Sixth Grade	-	-\$1,000.00	-\$1,000.00
Grade Level Purchases Totals	-	-\$7,500.00	-\$7,500.00

PTA Operation Budget	Budgeted Income	Budgeted Expenses	Budget Net
Other Learning Purchases (Specials)			
AAP	-	-\$600.00	-\$600.00
Art	-	-\$600.00	-\$600.00
Chinese	-	-\$600.00	-\$600.00
ESOL	-	-\$600.00	-\$600.00
Math	-	-\$600.00	-\$600.00
Music	-	-\$600.00	-\$600.00
PE	-	-\$600.00	-\$600.00
Reading	-	-\$600.00	-\$600.00
SPED	-	-\$600.00	-\$600.00
STEAM	-	-\$600.00	-\$600.00
Other Learning Purchases (Specials) Totals	-	-\$6,000.00	-\$6,000.00
PTA Admin			
PTA Board Discretionary/Overhead <i>This line should include the office supplies, Zoom Renewal (\$100), PTBoard Renewal (\$130).</i>	-	-\$5,000.00	-\$5,000.00
Audit for School Year <i>Maryellen Bagley 703-509-2482 Maryellen@bagley.rog Important Note: If you receive anything regarding old audits or tax filings, scan the letter and send to her immediately.</i>	-	-\$385.00	-\$385.00
Insurance <i>Occurs Annually in September.</i>	-	-\$400.00	-\$400.00
Bank & PayPal Charges and Bad Debts	-	-\$100.00	-\$100.00
MoneyMinder Subscription <i>If we agree to pay for the subscription, the cost would be \$179 for base fee and \$59 for bank import add-on = \$238.</i>	-	-\$238.00	-\$238.00
PTA Admin Totals	-	-\$6,123.00	-\$6,123.00
PTA Operation Budget Totals	\$36,580.00	-\$41,960.62	-\$5,380.62
Grand Totals			
	\$36,580.00	-\$61,837.87	-\$25,257.87
Projected bank balance if on budget			\$2,065.32