

WES PTO Treasurer Report

2019-07-17

We have opened all of the critical WES PTO bank accounts and seeded them with \$15,000 in transferred assets from Windermere Elementary PTA. We are operating with the following funds:

- General Fund: This is a BB&T checking account. It is our primary account and the only account we plan to write checks on.
- PayPal: Our PayPal account is linked to our web shop and our general fund. Purchases at our web shop will be automatically deposited in our PayPal account. Money can be manually transferred from the PayPal account to our general fund.
- Square: Our Square account is linked to our general fund. Money in the Square account will automatically transfer to our general fund at the end of each business day so it should rarely have a balance.
- Reserve Fund: This is a BB&T savings account that will give us a very small return on assets we hold to cover summer operations, startup operations each fiscal year, and unplanned shortfalls and emergencies. By the end of this fiscal year it should hold a reserve of \$30,000.
- Credit cards: We have a primary and secondary credit card at BB&T that will be automatically paid in full each month from our general fund. The secondary credit card is intended for use only when the primary credit card is unavailable.

We're ready to transfer further funds from Windermere Elementary PTA and leave it with just enough money to cover its uncashed checks and other obligations as well as its operating expenses for its final year.

Assets

Fund	Reconciled	Unreconciled	Total
General Fund	14,000.00	0.00	14,000.00
PayPal	9.41	0.00	9.41
Square	0.00	0.00	0.00
Reserve Fund	1,000.00	0.00	1,000.00
Primary Credit Card	0.00	0.00	0.00
Secondary Credit Card	0.00	0.00	0.00
<i>WEPTA Assets</i>	<i>31,092.00</i>	<i>-1,479.68</i>	<i>29,612.32</i>
		Total	44,621.73

Budgeting

A proposed 2019-20 budget has been prepared based upon Windermere Elementary PTA's actuals from the last fiscal year. That year's performance deviated in several significant ways from historic performance so it is worth carefully evaluating each line item to make sure its numbers make sense for this year.

The proposed budget calls for \$156,650 income on \$115,350 expenses but includes a \$45,000 transfer of assets from Windermere Elementary PTA to WES PTO so actually predicts a slight net loss of \$2,700.

The areas that need the most attention during the budgeting process include:

- Membership expenses (C01-): Last year these expenses were about -\$3,500 but only -\$1,000 is in the current budget due to our planned simplified membership process. As orientation plans are finalized this number should become more clear. Some expenses might be shifted into spirit wear.
- School improvements expenses (D00-): There is -\$5,000 in the budget for unspecified school improvements. This would include any money spent on landscaping, the playground, shades, or any other capital improvement. It represents a substantial reduction in capital improvements from previous years. We do intend to promote the media center updates as part of this year's achievements.
- Mustang Daughters Dance (J02): The current budget numbers reflect last year's performance but it is worth noting that last year was the first year the dance has lost money. In 2017-18 the dance netted \$896 on \$8,414 income against \$7,518 expenses and in 2016-17 it netted \$2,497 on \$10,110 income against \$7,613 expense.
- Spirit wear (K02): The current budget numbers again reflect last year's performance but last year was anomalous. In 2017-18 spirit wear netted \$4,833 on \$12,684 income against \$7,851 expenses.

Historic information of varying quality exists for almost all of these line items and can be provided upon request to assist in finalizing the budget.

2019-20 Budget Proposal

❖ TOTAL INCOME	157,650
❖ TOTAL EXPENSES	115,350
❖ NET	42,300
❖ A00: Governance	
➤ A01-: Organizational Expenses	
■ A01a-: Corporate Expenses	-100
■ A01b-: Insurance Expenses	-150
■ A01c-: Accounting Expenses	-100
➤ A02-: Dues and Subscriptions	
➤ A03-: Financial Expenses	

■ A03a-: Bank Fees	-100
■ A03a+: Bank Fees	
■ A03b-: PayPal Fees	-1,400
■ A03c-: Square Fees	-400
➤ A04-: Charitable Contributions	
■ A04a+: Interest	0
➤ A05-: Investment Expenses	
➤ A05+: Investment Income	
■ A05b+: Dividends	
❖ B00: Administration	
➤ B01-: Administrative Expenses	
■ B01a-: Office Equipment	-600
■ B01b-: Office Supplies	-1,000
■ B01c-: Printing	-1,100
➤ B02-: Meeting Expenses	-300
➤ B03-: Training	
❖ C00: Membership	
➤ C01-: Membership Expenses	-1,000
➤ C01+: Membership Income	
■ C01a+: Class P Dues	1,500
■ C01b+: Class T Dues	300
➤ C02+: Donations	45,000
❖ D00: Improvements	
➤ D00-: School Improvements Expenses	-5,000
➤ D00+: School Improvements Income	
➤ D01-: Class-wide Funds	-2,200
➤ D02-: Building Maintenance	
➤ D03-: Landscaping Expenses	
➤ D04-: Playground Expenses	
➤ D05-: Soundproofing Expenses	
➤ D06-: Pavilion Fan Expenses	
➤ D07-: Drinking Fountain Expenses	
■ D07a-: Drinking Fountain Maintenance	-400
➤ D08-: Media Center Expenses	
➤ D09-: Shade Expenses	
❖ E00: Arts Committee	
➤ E00-: Arts Committee Expenses	-100
➤ E00+: Arts Committee Income	
➤ E01-: Arty Facts Expenses	-200
➤ E01+: Arty Facts Income	
➤ E02-: Square 1 Art Expenses	
➤ E02+: Square 1 Art Income	
➤ E03-: Art Contest Expenses	
➤ E03+: Art Contest Income	
❖ F00: Literacy Committee	
➤ F00-: Literacy Committee Expenses	-100
➤ F00+: Literacy Committee Income	

➤ F01-: Accelerated Reader Expenses	-4,000
➤ F01+: Accelerated Reader Income	
➤ F02-: Book Fair Expenses	-200
➤ F02+: Book Fair Income	10,000
■ F02a-: Book Fair Scholastic Expenses	-5,500
■ F02b-: Book Fair Media Center Contribution	-4,300
➤ F03-: Family Literacy Night Expenses	-1,700
➤ F03+: Family Literacy Night Income	
❖ G00: Science Committee	
➤ G00-: Science Committee Expenses	-100
➤ G00+: Science Committee Income	
➤ G01-: Conservation Expenses	-400
➤ G01+: Conservation Income	
■ G01a-: Earth Day Expenses	-1,000
■ G01a+: Earth Day Income	700
➤ G02-: Learning Garden Expenses	-3,000
➤ G02+: Learning Garden Income	
■ G02a-: Learning Garden Construction Expenses	
■ G02b-: Learning Garden Irrigation Expenses	-500
■ G02c-: Learning Garden Food Expenses	-500
➤ G03-: Makerspace Expenses	-2,500
➤ G03+: Makerspace Income	
➤ G04-: Zoo Crew Expenses	-1,100
➤ G04+: Zoo Crew Income	
❖ H00: School Operations Committee	
➤ H00-: School Operations Committee Expenses	-100
➤ H00+: School Operations Committee Income	
➤ H01-: School Events Expenses	-100
➤ H01+: School Events Income	
■ H01a-: Spirit Days Expenses	
■ H01b-: Picture Day Expenses	-100
■ H01b+: Picture Day Income	
■ H01c-: Muffins for Mustangs Expenses	-500
■ H01c+: Muffins for Mustangs Income	
■ H01d-: Open House Expenses	
■ H01e-: Field Day Expenses	-350
■ H01f-: Field Trip Expenses	
■ H01g-: Grandparents Day Expenses	-100
■ H01h-: Windermere Welcome Expenses	-100
■ H01k-: Popcorn Fridays Expenses	-600
➤ H02-: School Nurse Expenses	-13,000
➤ H02+: School Nurse Income	8,000
➤ H02a-: School Nurse Salary	
■ H02a+: School Nurse Sponsorship	5,000
➤ H03-: Guardian Angels Expenses	-2,500
➤ H03+: Guardian Angels Income	1,500
➤ H04-: Room Parents Expenses	-100

➤ H04+: Room Parents Income	
❖ J00: Social Committee	
➤ J00-: Social Committee Expenses	-100
➤ J00+: Social Committee Income	
➤ J01-: Spring Carnival Expenses	-7,800
➤ J01+: Spring Carnival Income	6,000
■ J01a+: Spring Carnival Teacher Fundraiser Income	
■ J01b+: Spring Carnival Auction Income	1,000
■ J01c+: Spring Carnival Raffle Income	
■ J01d+: Spring Carnival Vendor Income	200
➤ J02-: Mustang Daughters Dance Expenses	-6,500
➤ J02+: Mustang Daughters Dance Income	5,500
■ J02a-: Mustang Daughters Dance Photography Expenses	-2,000
■ J02a+: Mustang Daughters Dance Photography Income	2,000
➤ J03-: Mustang Sons Event Expenses	-3,100
➤ J03+: Mustang Sons Event Income	3,000
➤ J04-: Talent Show Expenses	
➤ J04+: Talent Show Income	
➤ J05-: 5th Grade Expenses	-7,400
➤ J05+: 5th Grade Income	3,000
■ J05a-: 5th Grade Candy-grams Expenses	
■ J05a+: 5th Grade Candy-grams Income	2,000
■ J05b+: 5th Grade Memory Ads Income	1,000
■ J05c-: 5th Grade Concessions Expenses	-600
■ J05c+: 5th Grade Concessions Income	2,000
➤ J06-: Mother's Day Expenses	-800
➤ J06+: Mother's Day Income	800
➤ J07-: Orlando Magic Game Day Expenses	
➤ J07+: Orlando Magic Game Day Income	
➤ J08-: Fun Spot Expenses	
➤ J08+: Fun Spot Income	
➤ J09-: Orlando Eye Expenses	
➤ J09+: Orlando Eye Income	
❖ K00: Parent Services Committee	
➤ K00-: Parent Services Committee Expenses	-100
➤ K00+: Parent Services Committee Income	
➤ K01-: Orientation Expenses	-1,300
➤ K01+: Orientation Income	
➤ K02-: Spirit Wear Expenses	-6,500
➤ K02+: Spirit Wear Income	7,000
■ K02a-: Spirit Wear Sell-through Expenses	-500
■ K02a+: Spirit Wear Sell-through Income	500
➤ K03-: Yearbook Expenses	-3,800
➤ K03+: Yearbook Income	5,500
➤ K04-: School Supplies Expenses	-100
➤ K04+: School Supplies Income	1,000
❖ L00: Outreach Committee	

➤ L00-: Outreach Committee Expenses	-300
➤ L00+: Outreach Committee Income	
➤ L01-: Staff Appreciation Expenses	-2,400
➤ L01+: Staff Appreciation Income	
➤ L02-: Website Expenses	-400
➤ L02+: Website Income	
➤ L03-: Newsletter Expenses	-2,000
➤ L03+: Newsletter Income	
➤ L04-: Recognition Expenses	-1,000
➤ L04+: Recognition Income	
❖ M00: Fundraising Committee	
➤ M00-: Fundraising Committee Expenses	-100
➤ M00+: Fundraising Committee Income	
➤ M01-: Sponsorship Expenses	100
➤ M01+: Sponsorship Income	
■ M01a-: Grant Expenses	
■ M01a+: Grants	
➤ M02-: Mustang Stampede Expenses	-3,000
➤ M02+: Mustang Stampede Income	40,000
■ M02a+: Mustang Stampede Sponsorship	
■ M02b-: Mustang Stampede T-shirt Expenses	-4,700
■ M02b+: Mustang Stampede T-shirt Sponsorship	4,000
■ M02c-: Mustang Stampede Incentives	-2,800
■ M02d-: Mustang Stampede Pep Rally Expenses	-200
➤ M03-: Rewards Expenses	-150
➤ M03+: Rewards Income	150
➤ M04-: Pizza Nights Grants	-1,000
➤ M04+: Pizza Nights Income	1,000
➤ M05-: Partners Expenses	
➤ M05+: Partners Income	