

PTA Meeting



Monday, September 18, 2023

Welcome to our
1st PTA
Meeting of the
2023-2024
School Year !

Officer Introduction



Executive Board

Ellen Park – President
president@cpespta.org

Hema Keshava – VP Ways & Means
vp.waysandmeans@cpespta.org

Hana Kim – VP Programs
vp.programs@cpespta.org

Jenn Balam – Treasurer
treasurer@cpespta.org

Mary Kim – Secretary
secretary@cpespta.org

Officer Introduction



Chair Members

Jenny Hwang – Communications Chair
webmaster@cpespta.org

Volunteer Needed – Membership Chair
president@cpespta.org

Chelsea Washington – Hospitality Chair
hospitality@cpespta.org

Santosh Chilappagari – STEM Chair
stem@cpespta.org

PTA Meeting Dates



(Posted Online)

September 18th @ 7 pm

October 16th @ 7 pm

November 13th @ 7 pm

January 22nd @ 7 pm

February 12th @ 7 pm

March 18th @ 7 pm

April 15th @ 7 pm

May 20th @ 7 pm

June 10th @ 7 pm

All meetings virtual on Mondays

President



Ellen Park

PTA Goal

- **Field Trips**
- **Teacher reimbursements**
- **After school clubs**
- **Water filling stations**

Financial Review Report for 2022-2023 School Year, 1/5

Treasury



VIRGINIA PTA ANNUAL FINANCIAL REVIEW FORM

FULL PTA/PTSA Name: Colin C Powell Elementary PTA City: Fairfax
 PTA EIN Number 74-3094639

Contact Information for Primary Officers During Review Period

| | Treasurer | President | Secretary |
|---------|-----------------------|-----------------------|-----------------------|
| Name | Jennifer Burke | Cindy Yang | Mary Kim |
| Address | | | |
| Email | treasurer@cpespta.org | president@cpespta.org | secretary@cpespta.org |
| Phone # | 757-876-3589 | 516-343-7777 | 804-514-9030 |

Treasurer's Signature: Jennifer Burke *Jennifer Burke* Date Records Turned Over: 7/19/2023

Review Committee, please check the boxes of the financial records provided to you by the Treasurer:

| | |
|---|--|
| <input checked="" type="checkbox"/> Copy of last Financial Review (July 1-June 30 previous year) | <input checked="" type="checkbox"/> All Monthly Treasurer's reports from PTA meetings |
| <input checked="" type="checkbox"/> Copies of any interim Financial Reviews that were conducted during the year (if applicable) | <input checked="" type="checkbox"/> All Minutes of executive board and general membership meetings |
| <input checked="" type="checkbox"/> Copy of Transactions Register with running balance | <input checked="" type="checkbox"/> Copy of Final Approved Budget and All Amendments |
| <input checked="" type="checkbox"/> Checkbook and unused checks | <input checked="" type="checkbox"/> Copy of Local Unit Uniform Bylaws with Completed Organizational Structure Form |
| <input checked="" type="checkbox"/> All Bank Statements | <input checked="" type="checkbox"/> Copy of filed IRS Form 990, 990EZ or 990N confirmation |
| <input checked="" type="checkbox"/> All Deposit Receipts/Records | <input checked="" type="checkbox"/> Copy of insurance policy |
| <input checked="" type="checkbox"/> Any Cash Counting Forms | <input checked="" type="checkbox"/> Copy of Virginia Sales Tax Exemption (if applicable) |
| <input checked="" type="checkbox"/> All Check Request Forms with receipts/bills attached | <input checked="" type="checkbox"/> Copy of 501(c)3 determination letter from Virginia PTA |
| <input checked="" type="checkbox"/> All Transaction Authorization Forms for debit/EFT expenses | |
| <input checked="" type="checkbox"/> Copy of Annual Financial Report | |



Jenn Balam

Financial Review Report for 2022-2023 School Year, 2/5

| | | |
|--|--------------------------------------|-------------------------------------|
| Does the amount shown on the first bank statement (adjusted for outstanding checks and deposits) correspond to the ending balance on the last financial review and the starting balance recorded in the transactions register? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Were the bank statements reconciled monthly by a PTA member who is not an authorized signer? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Were all receipts and expenses recorded in the transactions register? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Did all checks written contain two signatures (President, Treasurer, or other officer / bank signatory)? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Do all check requests and expense authorizations have receipts/bills attached? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Were there transaction authorizations for any payments made by debit card or electronic funds transfer (EFT)? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Were all expenses recorded on the Treasurer's Reports and spent according to the approved budget? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Were all funds received documented by the Treasurer, with two-person cash counting forms (if applicable)? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Were all funds received recorded on the Treasurer's Reports in the approved budget category? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Was the budget approved at a general membership meeting, as documented in the minutes? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Were any budget amendments approved at a general membership meeting, as documented in the minutes? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Did the Treasurer prepare an Annual Financial Report, listing all receipts and expenses, as compared to the budgeted amounts? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Did the PTA file the appropriate 990, 990EZ, or 990N? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Did the PTA purchase insurance? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Did the PTA remit state/national dues to Virginia PTA, \$3.75 per member? # of members recorded <u>354</u> | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Did the PTA pay dues to a council? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Was the financial review committee able to reconcile the PTA's account balances, as detailed on page 3? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |

- Council dues were paid!

Financial Review Report for 2022-2023 School Year, 3/5



VIRGINIA PTA ANNUAL FINANCIAL REVIEW FORM

FULL PTA/PTSA Name: Colin C Powell Elementary PTA City: Centreville
 PTA EIN Number 74-3094639

Dates covered by this Financial Review: July 1, 2022 - June 30, 2023

Check numbers covered by this review: Beginning check # 3030 Ending check # 3147

Are there any checks that are missing or not accounted for? No

1. **BEGINNING BALANCE** as of July 1 (Ending Balance on June 30 of previous year).....\$ 32,623.72
2. **TOTAL RECEIPTS** (all income, deposits, and credits).....\$ 53,009.39
3. **TOTAL CASH ON HAND** (sum of Line 1 and Line 2)\$ 85,633.11
4. **TOTAL EXPENSES** (all expenses, checks, and debits).....\$ 57,215.42
5. **ENDING BALANCE** as of June 30 (subtract Line 4 from Line 3).....\$ 28,417.69
6. **BANK STATEMENT BALANCE** as of June 30\$ 40,813.63

7. **OUTSTANDING CHECKS** (write total amount of outstanding checks).....\$ 14,128.98

| Check # | Recipient | Amount |
|---------------------|-----------|--------|
| <i>see attached</i> | | |
| | | |
| | | |

8. **OUTSTANDING DEPOSITS** (write total amount of outstanding deposits).....\$ 2,533.04

| Date | Description of Deposit | Amount |
|---------------------|------------------------|--------|
| <i>see attached</i> | | |
| | | |

9. **ENDING BALANCE** (Subtract Line 7 from Line 6 and add Line 8).....\$ 28,417.69

NOTE: Line 5 and Line 9 must be the same for the PTA accounts to be reconciled. If Line 5 and Line 9 are not equal, please re-check outstanding checks and deposits.

Financial Review Report for 2022-2023 School Year, 4/5

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|------------|---------|-------------|-------|--------------|
| 05/25/2011 | Check | 1853 | | -2,585.00 |
| 06/30/2011 | Check | 1871 | | -170.85 |
| 06/12/2012 | Check | 1988 | | -75.00 |
| 03/24/2013 | Check | 2075 | | -50.00 |
| 05/18/2013 | Check | 2136 | | -45.00 |
| 05/18/2013 | Check | 2127 | | -45.77 |
| 05/18/2013 | Check | 2133 | | -45.00 |
| 11/06/2013 | Check | 2203 | | -60.00 |
| 12/31/2013 | Journal | JV - 3 2058 | | -0.90 |
| 01/10/2014 | Check | Debit 17 | | -39.59 |
| 05/28/2014 | Check | Debit 52 | | -120.76 |
| 05/30/2014 | Check | Debit 55 | | -210.00 |
| 11/11/2014 | Check | 2342 | | -111.40 |
| 02/07/2015 | Check | 2390 | | -40.34 |
| 05/02/2015 | Check | 2398 | | -1,005.96 |
| 06/07/2015 | Check | 2437 | | -45.00 |
| 06/07/2015 | Check | 2452 | | -65.00 |
| 05/31/2016 | Check | 2568 | | -19.94 |
| 06/10/2016 | Check | 2588 | | -23.47 |
| 01/25/2017 | Check | 2629 | | -135.77 |
| 05/10/2017 | Check | 2650 | | -75.00 |
| 05/30/2018 | Check | 2723 | | -0.01 |
| 05/30/2018 | Check | 2761 | | -100.00 |
| 02/28/2020 | Check | 2936 | | -75.00 |
| 03/26/2023 | Check | 3076 | | -28.75 |
| 04/27/2023 | Check | 3081 | | -75.00 |
| 05/11/2023 | Check | 3107 | | -75.00 |
| 05/17/2023 | Check | 3113 | | -75.00 |
| 06/01/2023 | Check | 3132 | | -6,384.69 |
| 06/16/2023 | Check | 3145 | | -1,001.75 |
| 06/16/2023 | Check | 3144 | | -1,344.03 |
| Total | | | | -14,128.98 |

Last 6 checks
cleared in July 2023

In process of investigating old checks, and clearing up discrepancies.

Will contact our bank to cancel Stale checks over 180 days old.

Uncleared deposits and other credits as of 06/30/2023

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|------------|---------|---------|-------|--------------|
| 05/28/2014 | Deposit | | | 867.50 |
| 05/29/2014 | Deposit | | | 221.93 |
| 04/30/2017 | Deposit | | | 0.81 |
| 04/09/2018 | Deposit | | | 335.00 |
| 04/09/2018 | Deposit | | | 315.00 |
| 06/02/2018 | Deposit | | | 487.80 |
| 06/02/2018 | Deposit | | | 305.00 |
| 01/06/2019 | Check | 2793 | | 0.00 |
| 04/08/2019 | Check | 2838 | | 0.00 |
| 06/09/2019 | Check | | | 0.00 |
| Total | | | | 2,533.04 |

Financial Review Report for 2022-2023 School Year, 5/5



VIRGINIA PTA ANNUAL FINANCIAL REVIEW FORM

FULL PTA/PTSA Name: Colin C Powell Elementary PTA City: Fairfax

PTA EIN Number 74-3094639

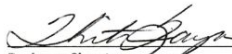
Date Financial Review Completed 7-25-2023

PLEASE CHECK ONE:

- I (We) have reviewed the books and find them to be correct.
- I (We) have reviewed the books and found problems and/or have suggestions that we have listed below.
(such as inadequate records, lack of accounting procedures or standard best practices, missing funds, etc.)

Comments from the Review Committee or Auditor

- 1.) Transactional discrepancies from prior fiscal year (changes were made post-audit)
- 2.) Several transactions missing vendor names and check numbers in Quickbooks
- 3.) Accounts deleted w/ balances remaining

| | | |
|--|---|---|
|  _____ Reviewer Signature | _____ Reviewer Signature | _____ Reviewer Signature |
| <small>Professional Auditor or CPA</small> | | |
| <u>Christina Sawyers</u> Printed Name of Reviewer | _____ Printed Name of Reviewer | _____ Printed Name of Reviewer |
| <u>703-626-8585</u> Reviewer's Phone Number or Email | _____ Reviewer's Phone Number or Email | _____ Reviewer's Phone Number or Email |

As the incoming Treasurer and President, we accept this Financial Review. We will submit a copy of this completed review to Virginia PTA as directed on the instructions page. We will present it to our PTA membership at the first meeting of the year.

| | | |
|---|---|---|
|  _____ President |  _____ Treasurer | <u>8-3-2023</u> _____ Date Received |
|---|---|---|

Comments addressed:

1. Reimbursement check was re-issued, original was voided. Resolution: Any changes in prior fiscal years will be documented for year end review.
2. Due to automatic bank statement uploads to Quickbooks. Resolution: Vendor names and check numbers have been manually entered.
3. Duplicate accounts resulted from the switch from QuickBooks desktop to QuickBooks Online. Resolution: duplicate accounts were merged.

Christina Sawyers, CPA
Elite Accounting
Services

Treasury



Jenn Balam

- Questions / comments about financial review report?
- Motion to approve 2022-2023 financial review report.

Proposed Budget for 2023-2024 School Year, 1/5

| | Budgeted Income | Budgeted Expenses | Budget Net |
|---|-----------------|-----------------------|-----------------------|
| Membership | \$5,000 | \$400 | \$4,600 |
| **Restricted Funds - PTA Membership Dues | | ** \$1,430 | ** \$1,430 |
| Fundraising | \$33,000 | \$14,100 | \$18,900 |
| Programs & Activities - Field Trips | | \$8,400 | \$8,400 |
| Programs & Activities - Enrichment, clubs, activities, events, support, etc | \$9,500 | \$11,550 | \$2,050 |
| Movie License (3-year renewal) | | \$1,482 | \$1,482 |
| Hospitality | | \$3,300 | \$3,300 |
| Teacher/Staff Reimbursement, Principal Discretion Fund | | \$6,450 | \$6,450 |
| PTA Admin & credit card fees | | \$4,007 | \$4,007 |
| **Restricted Funds - Playground Improvement | | ** \$10,465.70 | ** \$10,465.70 |
| | \$47,500 | \$61,584.70 | \$14,084.70 |

Proposed Budget for 2023-2024 School Year, 2/5

| Funds available at beginning of financial year (07/01/2023) | | | \$31,029.41 |
|---|--------------------|---------------------|--------------------|
| Membership. Goal: 400 members | Budgeted Income | Budgeted Expenses | Budget Net |
| Membership. Goal: 400 members Totals | \$5,000.00 | -\$400.00 | \$4,600.00 |
| **Restricted Funds for PTA Membership Dues - to be used only for PTA | | | |
| Membership Dues | Budgeted Income | Budgeted Expenses | Budget Net |
| Membership Dues Totals | - | -\$1,430.00 | -\$1,430.00 |
| Fundraising | | | |
| | Budgeted Income | Budgeted Expenses | Budget Net |
| Fall Fundraiser | | | |
| Fall Fundraiser Totals | \$10,000.00 | -\$2,500.00 | \$7,500.00 |
| Spring Fundraiser | | | |
| Spring Fundraiser Totals | \$11,000.00 | -\$4,600.00 | \$6,400.00 |
| Grocer Rewards (ex: Boxtops, Givebacks) | \$100.00 | - | \$100.00 |
| No Fuss Fundraising (Ex: Donations, Benevity) | \$500.00 | - | \$500.00 |
| Sixth Grade Activities | \$4,000.00 | -\$4,000.00 | - |
| School Packs | \$800.00 | - | \$800.00 |
| Spirit Nights | \$2,500.00 | - | \$2,500.00 |
| Spirit Wear | \$3,000.00 | -\$2,000.00 | \$1,000.00 |
| Non-Spirit Wear Merchandise (Ex: Magnets, Challenge Coin) | \$1,000.00 | -\$1,000.00 | - |
| Other - Fundraising (Ex: Bake Sale, flower sales) | \$100.00 | - | \$100.00 |
| Fundraising Totals | \$33,000.00 | -\$14,100.00 | \$18,900.00 |

Beginning Balance includes restricted funds. Actual Reserve amount = **\$19,133.71**

Membership Goal= 400 Members
(Last Year: 354 members)
Income: \$5,000

****Restricted Funds for Membership Dues. \$1,430.00 (Expenses)**

Fundraising:

- Walk-A-Thon (Fall)
Fair/Carnival & Silent Auction (Spring)
- 6th Grade Activities
- Spirit Nights, Spirit Wear

Income: \$33,000.00

Expenses: \$14,100.00

Net: \$18,900.00

Proposed Budget for 2023-2024 School Year, 3/5

| Programs & Activities | Budgeted Income | Budgeted Expenses | Budget Net |
|---|-------------------|---------------------|---------------------|
| Enrichment | | | |
| Enrichment Totals | - | -\$4,500.00 | -\$4,500.00 |
| Grade Level Experiences (Ex. Field Trips) | | | |
| Grade Level Experiences (Ex. Field Trips) Totals | - | -\$8,400.00 | -\$8,400.00 |
| After School Programs | \$5,000.00 | - | \$5,000.00 |
| CPNN News | - | -\$100.00 | -\$100.00 |
| Equity Committee | - | -\$100.00 | -\$100.00 |
| Reflections | - | -\$100.00 | -\$100.00 |
| SCA | - | -\$100.00 | -\$100.00 |
| Spelling Bee | - | -\$250.00 | -\$250.00 |
| STEM (Ex: Math Olympiad, Science Olympiad, Odyssey of the Mind) | \$500.00 | -\$800.00 | -\$300.00 |
| Yearbook | \$3,000.00 | -\$2,000.00 | \$1,000.00 |
| Other - Clubs | - | -\$300.00 | -\$300.00 |
| Other - Programs & Activities | - | -\$200.00 | -\$200.00 |
| Student/Family/Community Support | | | |
| Student/Family/Community Support Totals | \$1,000.00 | -\$3,100.00 | -\$2,100.00 |
| Programs & Activities Totals | \$9,500.00 | -\$19,950.00 | -\$10,450.00 |

Programs & Activities: ↑ Budgeted funds back to students this year.

- \$1000 ↑ Enrichment/Cultural Arts (ex: assemblies, author visit, multicultural night)
- ↑ Field Trip support to \$1200 per grade level from \$1000.
- Support all clubs and activities
- Host school-wide family events
- Student help: \$1,000

Income: \$9,500.00

Expenses: \$19,950.00

Net: \$10,450.00

Proposed Budget for 2023-2024 School Year, 4/5

| School/Teacher/Staff Support | Budgeted Income | Budgeted Expenses | Budget Net |
|---|-----------------|---------------------|---------------------|
| Movie License (3-year renewal: Sept 2023 - August 2026) | - | -\$1,482.00 | -\$1,482.00 |
| Hospitality | | | |
| Hospitality Totals | - | -\$3,300.00 | -\$3,300.00 |
| Teacher/Staff Reimbursements/Grants | | | |
| Teacher/Staff Reimbursements/Grants Totals | - | -\$5,450.00 | -\$5,450.00 |
| Principal Discretion Fund | - | -\$1,000.00 | -\$1,000.00 |
| School/Teacher/Staff Support Totals | - | -\$11,232.00 | -\$11,232.00 |

School/Teacher/Staff Support:

- Movie License, 3-year renewal for 20% savings
- Hospitality
- Teacher/Staff Reimbursements at \$75/person

Expenses: \$11,232.00

| PTA Administration | Budgeted Income | Budgeted Expenses | Budget Net |
|-----------------------------------|-----------------|--------------------|--------------------|
| Bookkeeping | | | |
| Bookkeeping Totals | - | -\$1,377.00 | -\$1,377.00 |
| Insurance | - | -\$450.00 | -\$450.00 |
| PTA Officer Training | - | -\$100.00 | -\$100.00 |
| PTA Supplies | | | |
| PTA Supplies Totals | - | -\$1,230.00 | -\$1,230.00 |
| Website Hosting & Domain Name | - | -\$550.00 | -\$550.00 |
| Other - PTA Administration | - | -\$50.00 | -\$50.00 |
| Bank Fees | - | -\$50.00 | -\$50.00 |
| Interest Income - general account | - | - | - |
| NSF/Void | - | - | - |
| Processing Fees (Ex: Givebacks) | - | -\$100.00 | -\$100.00 |
| PTA Administration Totals | - | -\$3,907.00 | -\$3,907.00 |

PTA Administration:

- Bookkeeping software, financial review/audit, tax filing
- Paper/copying
- Insurance, Website Hosting
- Processing fees

Expenses: \$3,907.00

Proposed Budget for 2023-2024 School Year, 5/5

| **Restricted Funds for Playground - to be used only for playground | Budgeted Income | Budgeted Expenses | Budget Net |
|---|-----------------|-------------------|--------------|
| **Restricted Funds for Playground - to be used only for playground Totals | - | -\$10,465.70 | -\$10,465.70 |
| Stripe Fees | Budgeted Income | Budgeted Expenses | Budget Net |
| Stripe Fees Totals | - | -\$50.00 | -\$50.00 |
| Square Fees | Budgeted Income | Budgeted Expenses | Budget Net |
| Square Fees Totals | - | -\$50.00 | -\$50.00 |
| Grand Totals | | | |
| | \$47,500.00 | -\$61,584.70 | -\$14,084.70 |
| Projected bank balance if on budget | | | \$16,944.71 |

*** Restricted Funds for Playground Improvement.

- Again, need approval to release funds for additional seating and shade

Expenses: \$10,465.70

Stripe & Square Fees:

- For accepting credit card payments

Expenses: \$100

Summary (with restricted funds)

Beginning Balance: \$31,029.41
 Budgeted Total Income: **\$47,500.00**
 Budgeted Total Expenses: **\$61,584.70**
 Budget Net: **\$14,084.70**
 Projected bank balance if on budget: **\$16,944.71**

Summary (without restricted funds)

Beginning Balance: \$19,133.71
 Budgeted Total Income: **\$47,500.00**
 Budgeted Total Expenses: **\$49,689.00**
 Budget Net: **\$2,189.00**
 Projected bank balance if on budget: **\$16,944.71**

Treasury



Jenn Balam

- Questions / comments about proposed budget?
- Motion to approve proposed 2023-2024 budget, with release of restricted playground improvement funds for previously approved seating and shade, and release of restricted membership dues funds for CPES PTA memberships.

Colin L. Powell Elementary School PTA FY 2023

Treasurer's Report

07/01/2023 - 08/31/2023

| Membership. Goal: 400 members | Income | Expenses | Year to Date | Net Budget | More/-Less |
|--|-------------------|-----------------|-------------------|--------------------|---------------------|
| Membership Dues (\$6.00 for staff/faculty, \$16.00 for parent/guardian/community) | \$1,821.00 | \$5.00 | \$1,816.00 | \$5,000.00 | -\$3,184.00 |
| Membership Committee | - | - | - | -\$400.00 | \$400.00 |
| Funds Not Belonging to Local Unit | | | | | |
| Fairfax County PTA Dues (\$0.25/member) | \$37.75 | - | \$37.75 | - | \$37.75 |
| National & State PTA Dues (\$3.75/member) | \$566.25 | - | \$566.25 | - | \$566.25 |
| Funds Not Belonging to Local Unit Totals | \$604.00 | - | \$604.00 | - | \$604.00 |
| Membership. Goal: 400 members Totals | \$2,425.00 | -\$5.00 | \$2,420.00 | \$4,600.00 | -\$2,180.00 |
| **Restricted Funds for PTA Membership Dues - to be used only for PTA Membership Dues | | | | | |
| Restricted Funds for parent/guardian PTA Membership dues | \$40.00 | \$20.00 | \$20.00 | -\$1,430.00 | \$1,450.00 |
| **Restricted Funds for PTA Membership Dues - to be used only for PTA Membership Dues Totals | \$40.00 | -\$20.00 | \$20.00 | -\$1,430.00 | \$1,450.00 |
| Fundraising | | | | | |
| Fall Fundraiser | | | | | |
| Fall Fundraiser Totals | - | - | - | \$7,500.00 | -\$7,500.00 |
| Spring Fundraiser | | | | | |
| Spring Fundraiser Totals | - | - | - | \$6,400.00 | -\$6,400.00 |
| Grocer Rewards (ex: Boxtops, Givebacks) | - | - | - | \$100.00 | -\$100.00 |
| No Fuss Fundraising (Ex: Donations, Benevity) | \$150.00 | - | \$150.00 | \$500.00 | -\$350.00 |
| Sixth Grade Activities | - | - | - | - | - |
| School Packs | - | - | - | \$800.00 | -\$800.00 |
| Spirit Nights | - | - | - | \$2,500.00 | -\$2,500.00 |
| Spirit Wear | - | - | - | \$1,000.00 | -\$1,000.00 |
| Non-Spirit Wear Merchandise (Ex: Magnets, Challenge Coin) | \$221.00 | - | \$221.00 | - | \$221.00 |
| Other - Fundraising (Ex: Bake Sale, flower sales) | - | - | - | \$100.00 | -\$100.00 |
| Fundraising Totals | \$371.00 | - | \$371.00 | \$18,900.00 | -\$18,529.00 |

2023-2024 Budget Highlights : July - August, 1/4

← Membership dues:

- Income: **\$1821.00**
- Expense: **\$5.00**

← Funds NOT belonging to local unit: \$604

← ***Restricted Membership Dues. \$1430:

- Income: **\$40.00**
- Expense: **\$20.00**

← No Fuss Fundraising

- Income: **\$150.00**

← Non-Spirit Wear Merchandise

- Income: **\$221.00**

2023-2024 Budget Highlights : July - August, 2/4

| Programs & Activities | Income | Expenses | Year to Date | Net Budget | More/-Less |
|---|-------------------|----------|-------------------|---------------------|--------------------|
| Enrichment | | | | | |
| Enrichment Totals | - | - | - | -\$4,500.00 | \$4,500.00 |
| Grade Level Experiences (Ex. Field Trips) | | | | | |
| Grade Level Experiences (Ex. Field Trips) Totals | - | - | - | -\$8,400.00 | \$8,400.00 |
| After School Programs | \$1,125.00 | - | \$1,125.00 | \$5,000.00 | -\$3,875.00 |
| CPNN News | - | - | - | -\$100.00 | \$100.00 |
| Equity Committee | - | - | - | -\$100.00 | \$100.00 |
| Reflections | - | - | - | -\$100.00 | \$100.00 |
| SCA | - | - | - | -\$100.00 | \$100.00 |
| Spelling Bee | - | - | - | -\$250.00 | \$250.00 |
| STEM (Ex: Math Olympiad, Science Olympiad, Odyssey of the Mind) | - | - | - | -\$300.00 | \$300.00 |
| Yearbook | - | - | - | \$1,000.00 | -\$1,000.00 |
| Other - Clubs | - | - | - | -\$300.00 | \$300.00 |
| Other - Programs & Activities | - | - | - | -\$200.00 | \$200.00 |
| Student/Family/Community Support | | | | | |
| Student/Family/Community Support Totals | - | - | - | -\$2,100.00 | \$2,100.00 |
| Programs & Activities Totals | \$1,125.00 | - | \$1,125.00 | -\$10,450.00 | \$11,575.00 |
| School/Teacher/Staff Support | | | | | |
| School/Teacher/Staff Support Totals | - | - | - | -\$11,032.00 | \$11,032.00 |

← After School Programs:

- Income: **\$1125.00**

2023-2024 Budget Highlights : July - August, 3/4

| PTA Administration | Income | Expenses | Year to Date | Net Budget | More/-Less |
|--|---------------|-----------------|-----------------|--------------------|-------------------|
| Bookkeeping | | | | | |
| Audit/Financial Review | - | - | - | -\$1,000.00 | \$1,000.00 |
| Tax filing fee | - | - | - | -\$77.00 | \$77.00 |
| Software Subscription (Ex: QuickBooks, MoneyMinder) | - | \$21.25 | -\$21.25 | -\$300.00 | \$278.75 |
| Bookkeeping Totals | - | -\$21.25 | -\$21.25 | -\$1,377.00 | \$1,355.75 |
| Insurance | - | - | - | -\$450.00 | \$450.00 |
| PTA Officer Training | - | - | - | -\$100.00 | \$100.00 |
| PTA Supplies | | | | | |
| PTA Supplies Totals | - | - | - | -\$1,230.00 | \$1,230.00 |
| Website Hosting & Domain Name | - | - | - | -\$550.00 | \$550.00 |
| Other - PTA Administration | - | - | - | -\$50.00 | \$50.00 |
| Bank Fees | - | - | - | -\$50.00 | \$50.00 |
| Interest Income - general account | \$0.37 | - | \$0.37 | - | \$0.37 |
| NSF/Void | - | - | - | - | - |
| Processing Fees (Ex: Givebacks) | - | - | - | -\$100.00 | \$100.00 |
| PTA Administration Totals | \$0.37 | -\$21.25 | -\$20.88 | -\$3,907.00 | \$3,886.12 |
| **Restricted Funds for Playground - to be used only for playground | | | | | |
| **Restricted Funds for Playground - to be used only for playground Totals | - | - | - | -\$10,465.70 | \$10,465.70 |

← Quickbooks monthly subscription:

- Expense: **\$21.25**

← Interest income from bank account:

- Income: **\$0.37**

← ***** Restricted Funds for Playground improvement. \$10,465.70**

2023-2024 Budget Highlights : July - August, 4/4

| Stripe Fees | Income | Expenses | Year to Date | Net Budget | More/-Less |
|--------------------|--------|----------|--------------|------------|------------|
| Stripe Fees Totals | - | -\$9.92 | -\$9.92 | -\$50.00 | \$40.08 |

| Square Fees | Income | Expenses | Year to Date | Net Budget | More/-Less |
|--------------------|--------|----------|--------------|------------|------------|
| Square Fees Totals | - | -\$1.65 | -\$1.65 | -\$50.00 | \$48.35 |

| Grand Totals | Income | Expenses | Year to Date | Net Budget | More/-Less |
|--------------|------------|----------|--------------|--------------|-------------|
| | \$3,961.37 | -\$57.82 | \$3,903.55 | -\$13,884.70 | \$17,788.25 |

← Stripe Fees:
 • Expense: **\$9.92**

← Square Fees:
 • Expense: **\$1.65**

| Bank Account Balances | 07/01/2023 | 08/31/2023 | Last reconciled |
|--|--------------------|--------------------|-----------------|
| Sandy Spring Bank | \$20,563.71 | \$24,472.26 | 08/31/2023 |
| Sandy Spring Bank - Savings (Restricted Funds) | \$10,465.70 | \$10,465.70 | New |
| Square Clearing Account | - | - | 08/31/2023 |
| Stripe Clearing Account | - | -\$5.00 | 08/31/2023 |
| Totals | \$31,029.41 | \$34,932.96 | |

| Summary for the Period | | |
|------------------------|------------|-------------|
| Starting Total | | \$31,029.41 |
| Income | \$3,961.37 | |
| Expenses | -\$57.82 | \$3,903.55 |
| Ending Total | | \$34,932.96 |

Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.

VP Ways & Means



Hema Keshava

Spirit Night Fundraising

- SweetFrog: \$183

Coming Up:

- Chick Fil-A - 9/27
- Chipotle - 10/11
- CPK - November 6-9
- Noodles & Co - 12/7

VP Ways & Means

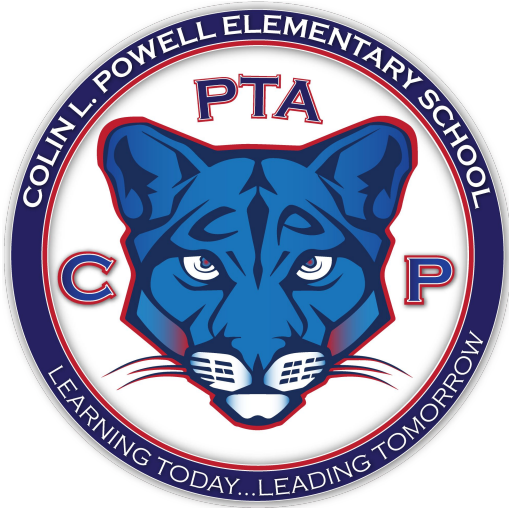


Hema Keshava

Walk-a-Thon Donations

- \$210 - Krispy Kreme
- \$350 - Top Class and Grade Parties
- \$400 in gift cards for raffle

VP Ways & Means



Hema Keshava

Walk-a-Thon
Volunteers Needed!

[Sign Up Genius](#)

VP Programs



Hana Kim

- **Fall Enrichment Classes**
 - Classes begin week 9/26
 - Please email directly if still wanting to register
 - vp.programs@cpespta.org
 - Confirmation emails for waitlisted classes
- **School Year Programs:**
 - Odyssey of the Mind
 - Math Olympiad
 - Science Olympiad

STEM Chair



Santosh Chilappagari

- I am honored to introduce myself as your STEM Chair and I am thrilled to take this role.
- As the STEM Chair, my primary goal is to inspire and support our students to explore the fascinating world of science, technology, engineering, and mathematics. I believe that by nurturing their interest and providing them with great opportunities, we can prepare the next generation of innovators and problem solvers.
-

STEM Chair



Santosh Chilappagari

- Math Olympiad
- Science Olympiad



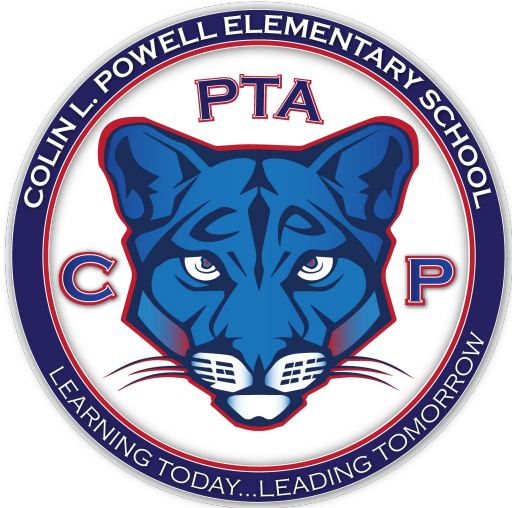
I am excited to collaborate with all of you, teachers, parents, and students, to create a dynamic and enriching STEM program.

We will be registering for these events soon and will provide further details for parents in the coming days.

Additionally, we are in search of dedicated volunteers who can help make these Olympiads a success.

If you are interested in contributing your time and expertise to support these events, please let us know.

Secretary



Mary Kim

Spirit Wear

- Online store closed on 9/8. We had a total of 114 orders with 182 items sold. PTA made \$660 with this order.
 - Depending on interest, we could open another online sales at the end of October.
 - Tie-Dye was the most popular item this time with over 60 of the shirts ordered.
 - All orders scheduled to delivered to school on the 26th.



Secretary



Mary Kim

School Supply Kits

- We had 175 supply kits that were ordered. PTA should receive a check for \$875 at the beginning of October.
 - We also received 8 essential kits that can be distributed to any child in need.
(we receive 1 kit per every 20 kits ordered)
- If we renew our contract by end of November we would receive 4 additional essential kits for this school year.

Secretary



Mary Kim

Membership

- We need to push out membership drive!
- We are currently only at 170 members vs. 354 members we had last year.
- Will send out flyer in Tuesday folder with QR code next week.

Hospitality Chair



**Chelsea
Washington**

- Teacher work day snacks
 - Nov 6, 2023
- Sign up genius will go out next month.

Communications Chair



Jenny Hwang

- Check out our website and Facebook for more information

Stay **TUNED**

 www.cpespta.org

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 [@cpes_pta](https://twitter.com/cpes_pta)



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Admin Corner



Principal Luerssen
Assistant Principal Cho
Assistant Principal Song

EJ CHO



JAMIE
LUERSSSEN



HOPE SONG



Announcement

Questions?



We would like to use this time for questions or concerns.

President email:
President@cpespta.org

PTA



**Thank you for joining
us today!**

**We will see you at our
next meeting**

Monday, October 16th

@ 7 pm