



GVMS PTO Treasurer Report

Previous Year August 1st 2016 to July 31 2017 Summary

September 7th 2017 Board Meeting

Prepared By Treasurer

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Content

- 1) Goals
- 2) Other activities to be aware of
- 3) PTO Finance Dashboard
 - a. Cash Dashboard
 - b. P&L
 - c. Balance Sheet

1) PTO Goals for August 2017 to July 2018

- a) \$10,000 to be left in the bank account for emergencies.
- b) Provide funding for teacher requests
- c) Year End is July 31.
- d) Taxes and Audit is performed yearly by Kiely and Kiely.
- e) GVMS Tax ID is 20-4016773

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Accrual Basis

Great Valley Middle School PTO

Profit & Loss

July 31, 2016 through August 1, 2017

	<u>Jul 31, '16 - Aug 1, 17</u>
Ordinary Income/Expense	
Income	
Just Write a Check Campaign	6,882.21
JWAC Corporate Matching	119.04
Mini Fund Raisers	
6th Grade Socials	432.00
Total Mini Fund Raisers	432.00
Parent/School Directory	
Directory Corporate Sponsorship	1,400.00
Directory Sales	3,930.00
Total Parent/School Directory	5,330.00
Spirit Wear Sales	1,065.00
Total Income	13,828.25
Expense	
Awards	360.00
Awards and Ceremony T-Shirts	5,429.75
Computer and Internet Expenses	20.17
Directories	1,672.20
Recess Items	154.47
Spirit Wear	1,022.50
Stagnaro Foundation	1,000.00
Teacher and School Budget Items	4,874.31
Teacher Appreciation Dinner	-120.61
Teacher Appreciation Lunch	122.16
Teacher Snacks	102.41
Total Expense	14,637.36
Net Ordinary Income	-809.11
Net Income	<u><u>-809.11</u></u>



2) Activities that impact finances

2016/2017

- Appendix 1 includes the profit and loss for last year 2016/2017. A loss of \$8000 was projected due to approved spending on teacher request items. There was an actual loss of \$809. The expenses were carefully managed and in many cases, came under budget or projects made a profit. In addition, all projects exceeded income expectations over \$2000.
- Expensed \$4,874 on teacher items.
 - 7 Items purchased to date
 1. Elmo for Family and Consumer Sciences - The Elmo allows students to see demonstrations on the projector screen. The Elmo is used for all three grade levels and every student in the building benefits from this piece of equipment. There are uses for the Elmo in each of the three FCS curriculum's; demonstrating cooking techniques that are difficult for an entire class to see while gathered around a table, the Elmo is great for teaching sewing skills such as how to make a knot, thread the sewing machine and teaching different stitches.
 2. Camcorder for the TV Studio
 3. New microscopes for ALL 7th grade science rooms
 4. Raised garden beds and soil for autistic support and part time learning support classrooms.
 5. Emotional support incentive prizes.
 6. Bookmarks
 7. Practice buzzers for the Quiz-Bowl-Team so they do not go into competitions with a disadvantage
- Received first corporate matching checks – Pfizer – in May 2017. This program is little work for high reward and it is recommended we publicize this more for JWAC.
- Paypal was set up to receive JWAC and Teacher appreciation donations. It can be accessed by a link or an email - <https://www.gvmspto.org/just-write-a-check/>



2017/2018

- The teacher submissions will be open for a couple of weeks at the end of September, in order to purchase any approved items quickly for the coming year.
- Since Aug 28 received \$478.54 in JWAC Paypal donations. Please keep promoting this on Facebook using the link to the new site - <https://www.gvmspto.org/just-write-a-check/>
- Board decided to investigate AmazonSmile income program to complement the summer book fair, reading-Olympics program and school supplies. This needs a project owner.
- The website was modernized to make it easier for people to get news and make donations from their phones.
 - Just Write A Check Page
 - Directory Page
 - Adding an ecommerce site for \$5 spirit wear t-shirts and car magnets

GVMS PTO Finance Dashboard as of September 6th 2017

Cash In Bank	\$35,125
Uncleared Cheques	(\$1,165)
Total Cash	\$33,960

<u>Check #</u>	<u>Date</u>	<u>Check written to</u>	<u>Details</u>	<u>Amount</u>
1053	08/30/2017	Joanne Lang (Treasurer)	Website - Squarespace	(\$216.00)
1054	08/30/2017	Joanne Lang (Treasurer)	Website - Squarespace	(\$30.00)
1055	08/30/2017	Joanne Lang (Treasurer)	Website - GoDaddy Hosting 1 yr	(\$20.17)
1056	09/05/2017	Tuttle Marketing Services	Spirit Wear - T-Shirts	(\$663.25)
1057	09/05/2017	Great Valley Middle School	Teacher and School Budget Items - Bookmarks	(\$85.09)
1061	08/28/2017	Jen Murray	Cash for Directory table sales	(\$150.00)
				(\$1,164.51)



Financial Income and Expense Report 2017/2018

**Great Valley Middle School PTO
Profit & Loss
August through September 2017**

Aug - Sep 17

▼ Ordinary Income/Expense	
▼ Income	
Just Write a Check Campaign	518.54
Spirit Wear Sales	985.00
Total Income	1,503.54
▼ Expense	
Computer and Internet Expenses	266.17
Directories	150.00
Spirit Wear	663.25
Teacher and School Budget Items	85.09
Total Expense	1,164.51
Net Ordinary Income	339.03
Net Income	339.03

Notes

Quick-books was reconciled to the PTO bank statement ending August 24th, 2017

**GREAT VALLEY MIDDLE SCHOOL
PARENT TEACHER ORGANIZATION (PTO)
2017-2018 BUDGET**

Beginning Cash Balance 8/24/2016

\$35,349.91

AS OF: 9/6/2017

Sources of Cash	2016/2017			2017/2018			Notes
	Budget	16/17 Actual	Difference	17/18 Budget	17/18 Actual	Difference	
Directories	\$4,000.00	\$3,930.00	(\$70.00)	\$3,800.00			
Advertising in Directory	\$1,400.00	\$1,400.00	\$400.00	\$1,400.00			
Just Write a Check	\$5,000.00	\$6,882.21	\$1,882.21	\$6,000.00	\$518.54		Pay online - https://www.gymspto.org/just-write-a-check/ Pfizer
JWAC Corporate Matching	\$0.00	\$119.04	\$119.04	\$0.00			
6th Grade Socials	\$400.00	\$432.00	\$32.00	\$400.00			
Spirit Wear Income	\$1,000.00	\$1,065.00	\$65.00	\$1,000.00	\$985.00		
Total Income	\$10,400.00	\$13,828.25	\$2,428.25	\$11,600.00	\$1,503.54		
Uses of Cash							
Directory Printing & Software	(\$1,500.00)	(\$1,672.20)	(\$172.20)	(\$1,500.00)	(\$150.00)		
6th Grade Socials	(\$120.00)	\$0.00	\$120.00	(\$120.00)			Three per year
Emergency Needs Fund or Community Donations	(\$200.00)	\$0.00	\$200.00	(\$200.00)			
PTO Character Counts Awards	(\$360.00)	(\$360.00)	\$0.00	(\$360.00)			18 \$20 B&N Gift Cards
Teacher Appreciation Dinner (Theresa Becker)	(\$500.00)	\$120.61	\$120.61	(\$500.00)			Made \$120 profit Spent \$0
Teacher Appreciation Lunch (Heather Garcia)	\$0.00	(\$102.41)	(\$102.41)	(\$150.00)			Lunch boxes/flowers for teacher lunch (not split in budget)
Monthly Teacher Appreciation	(\$250.00)	(\$20.17)	\$147.59	(\$200.00)	(\$266.17)		
Accounting, Tax, Office & Website & Admin/Printing costs	(\$300.00)	(\$20.17)	\$279.83	(\$550.00)			
D.C. T-Shirts	(\$7,000.00)	(\$5,429.75)	\$1,570.25	(\$7,000.00)			Carolyn Duran won \$5K in 2016/2017
Stagnaro Memorial Scholarship	(\$1,000.00)	(\$1,000.00)	\$0.00	(\$1,000.00)			
Recess Supplies	(\$200.00)	(\$154.47)	\$45.53	(\$100.00)			
Summer Book Sale	(\$1,030.00)	(\$1,022.50)	\$7.50	(\$700.00)	(\$663.25)		Spirit Wear, Magnets and Cash float
Spirit Wear	(\$12,460.00)	(\$5,763.05)	(\$2,696.95)	\$0.00			
Expenses							
School Enhancements (optional per needs of the school)	(\$6,000.00)	(\$4,874.31)	\$1,125.69	(\$6,000.00)			Elmo, Camcorder, Microscopes, Planters+Soil, Emotional Assistance items
Expenses Including Enhancements							
				(\$18,380.00)	(\$1,164.51)	\$0.00	
Revenue - Expenses =	(\$8,060.00)	(\$809.11)	\$856.99	(\$6,780.00)	\$339.03	\$0.00	
Bank Cash Balance as of reconciled Statement August 24 2017		\$35,540.80					

- 1) No summer book sale. Recommendation is to put the summer reading books and the school supplies in amazon smile.
- 2) 2016/2017 Board agreed to remove the donation to the Foundation
- 3) School enhancements is optional - carried forward \$6000.
- 4) Spirit Wear Inventory - T-Shirts and Magnets still available for sale on ecommerce site
- 5) Paypal link is active for JWAC.
- 6) New teacher item requests for 2017/2018 will be open for the last two weeks of September 2017