

PS110 PTA

November 6, 2019

8:30AM – Meeting

Mark your calendar!

- 11/11 School Closed
- 11/13 School Tour
- 11/14 Half day/PT Conferences
- 11/22 Community Engagement Breakfast
- 11/28 & 29 Happy Thanksgiving

Principal's Report

Ms. Raciunas

President's Report

- C30 process to hire principal happening this afternoon
 - Seeking parent input on interview questions for candidates
 - hannah.cinelli@ps110kpta.org
- THANK YOU! Fall Carnival was a huge success!
- Two additional keyboards needed – approx. \$260

President's Report

- Parent Square update:
 - 90% of families are connected
 - Parent Teacher Conference sign ups
 - Contact Amy if you need to register

Treasurer Report

We are required to have a review by an independent CPA firm to be submitted with our tax return for the 18/19 year due to revenues higher than \$250,000.

---- AUDIT IS UNDERWAY ----

Contributions and Grants

	11/5/2019	11/5/2019		
	FY 19/20 Budget	Actual	Projected	Comments
Financial contributions				
Direct Giving	57,000	17,801	39,199	Goal at \$57k as approved during the meeting. Projected through year end is about \$23k currently.
GCEF Grant	9,648	9,648	-	Prior year funding coming through this year, added to budget (\$6,398 and \$3,250 separate grants).
Insurance reimbursement	4,366	4,366	-	PTA lost this money in FY 18/19 when NY Charities shut down without sending us contributions for May/June 2018. Insurance claim was submitted and received in July 2019. This was added to budget.
Insurance reimbursement - DLP Intern Contributions	5,443	5,443		DLP contributions shown separately as these will be spent on hosting the intern.
DLP Intern Contributions	206	206	-	Amounts received will be spent on the intern
Company Match	4,000	124	3,876	
Bees Alive Grant	2,125		2,125	New grant over two years. Expecting year 2 to be funded in FY 19/20
School Supplies - funding from parents	10,000		10,000	To pay for school supplies instead of parents buying individually
Theater for New Audiences Grant	7,350		7,350	Just received a grant this year to cover the cost of the program
Total - Financial contributions/grants	100,139	37,589	62,550	

Fall Carnival - Results

Events- completed	11/5/2019			
	FY 19/20 Budget	Actual	Projected	
Fall Carnival Proceeds	15,841	15,841	-	<i>Far in excess of original budget of \$9,000. Merch sales of \$220 excluded.</i>
Fall Carnival Expenses	(943)	(943)	-	<i>Slightly under budget of \$1,000 with vendor donations.</i>
	14,898	14,898	-	<i>Event completed above net budget of \$8k. Thank you for all the parent organizers and volunteers.</i>

Events, continued

Events- continued	11/5/2019	11/5/2019		
	FY 19/20 Budget	Actual	Projected	
Multicultural Holiday Fair Proceeds	7,000		7,000	<i>Excludes merch sales</i>
Multicultural Holiday Fair Expenses	(1,000)		(1,000)	<i>Will not raise goal</i>
	6,000	-	6,000	
NEW Family Welcome Dance Party (replace Parents Night)	1,000	-	1,000	<i>New event</i>
Family Dance Party Expenses	(250)		(250)	
	750	-	750	
NEW Family Winter Dance Party	1,000	-	1,000	<i>New event</i>
Family Dance Party Expenses	(250)		(250)	
	750	-	750	
FUNRaiser Proceeds	55,000		55,000	<i>Will not raise goal</i>
FUNRaiser Expenses	(12,500)		(12,500)	<i>Raised expenses slightly as actuals this year were a little higher than budgeted and also assuming additional \$2.5k to rent a space</i>
	42,500	-	42,500	

Events, continued

	11/5/2019		Projected	
	FY 19/20 Budget	Actual		
CharityBuzz Proceeds (unexpected income)	-			Not budgeted, proceeds were unexpected in 2018
Book Fair Sales	500		500	Budgeting used books only.
Book Fair Expenses	(5,440)	(5,440)	-	Prior year expenses coming through this year. Budgeting no cost as used books will be donated
	(4,940)	(5,440)	500	
Film Festival Proceeds	1,500		1,500	
Film Festival Expenses	(1,000)		(1,000)	This is assuming 3 dates
	500	-	500	
Fun!Run Proceeds	12,000	50	11,950	Small amount received from prior year
Fun!Run Expenses	(500)		(500)	
	11,500	50	11,450	
Night of the Arts Proceeds	1,500		1,500	
Night of the Arts Expenses	(150)		(150)	
	1,350	-	1,350	
Other Events				
Parent's Fun Run Proceeds	598	598	-	Received in November from prior year.
Coffee, Tea and Tears	(143)	(143)	(0)	Slightly lower than original \$250 budgeted
Total - Other	455	455	(0)	
Total - Events Income, net	73,764	9,964	63,800	

Merch sales and other

Merchandise sales				
Merchandise sales	10,000	1,821	8,179	<i>Includes Fall fair merch sales of \$220.</i>
Merchandise purchases	(8,000)	(1,935)	(6,065)	
Total - Merch Sales	2,000	(114)	2,114	
Other				
School Photos	2,000		2,000	
Amazon Smile	600	188	412	
Primary Kids Rebates	53	53	-	
Box Tops	250		250	
Total - Other Income	2,903	241	2,662	<i>Amazon Smile, School Photos, Primary Kids, etc</i>
Total Income	178,805	47,680	131,125	

Art Residencies and Grant Covered Expenses

Expenses	11/5/2019	11/5/2019		
Art Residencies	FY 19/20 Budget	Actual	Projected	
WMAAC (Pre-K Art residence)	(4,400)		(4,400)	New program, instead of Art teacher
Young Audiences NY (K- Latin Dance)	(15,000)		(15,000)	\$5k covered for FY 18/19. Assuming minimal increase, 8 classes both yrs.
Alastair King (Musical Theater - 2nd/3rd grade)	(10,000)		(10,000)	Assuming minimal increase, 8 classes both yrs.
Dancing Classrooms NYC (Ballroom - 4th grade)	(8,400)		(8,400)	4th grade ballroom dancing was paid for in FY 18/19. Next year budgeting 4 classes @ \$2k each plus minimal increase
Mark Morris Dance (Fall - 1st Grade)	(5,500)		(5,500)	4 classes both years. Minimal increase budgeted
Carnegie Hall Music Program - Link up (3rd-5th grade - Winter)	(2,000)		(2,000)	No increase, same program budgeted
Theater for New Audiences (5th grade - Shakespeare)	(7,350)		(7,350)	Assuming this would not be covered - but maybe will be
WITS expense	(25,000)		(25,000)	Plan for several WITS labs during the year, 4 labs at \$2.5k/lab plus recess coach/chef twice a week.
Total - Art Residencies	(77,650)	-	(77,650)	
Grant Covered Expenses				
GCEF Grant	(7,317)	(7,317)	-	Prior year expenses coming through this year.
Bees Alive Grant	(2,125)	-	(2,125)	Grant funding used to pay for enrichment programs. 1 yr of 2 yr grant
DLP Intern Expenses	(5,649)	(1,100)	(4,549)	Added to budget based on funding received to date, including insurance reimbursement. 2 months of rent paid to date.
Total - Grant Covered Expenses	(15,091)	(8,417)	(6,674)	

Classroom expenses and other

	11/5/2019	11/5/2019		
Classroom expense	FY 19/20 Budget	Actual	Projected	
Professional development - for staff	(5,000)		(5,000)	
School supplies - to be purchased by PTA with parent fundir	(11,000)		(11,000)	<i>Assumes some parents won't pay, will be about \$1k expense for PTA - placeholder for next year</i>
Classroom enrichment materials	(11,000)		(11,000)	
School equipment	(7,000)	(221)	(6,779)	<i>Prior year budget of 7k - no increase</i>
Teacher Appreciation	(1,300)	(107)	(1,193)	
Teacher Yoga class (16 weeks total @ \$50 a week)	(800)		(800)	
Outdoor classroom/sustainability	(2,500)	(252)	(2,248)	
Fee Assistance	(1,000)		(1,000)	
Parent Coordinator budget	(750)	(22)	(728)	
Fifth Grade Graduation	(450)		(450)	<i>Raised goal as was over budget last year</i>
Healthy school lunches	(200)		(200)	
Total - Classroom Expense	(41,000)	(602)	(40,398)	

Classroom expenses and other

Administrative and Other				
Supplies and software	(2,600)	(265)	(2,335)	
Website/Parent portal	(3,500)	(3,227)	(273)	Parent portal and weebly fees
Third party audit services	(3,500)		(3,500)	FY 18/19 requires an audit under IRS rules. This is the fee per engagement letter to be paid to a third party audit firm for preparation and review of annual financial statements.
Tax Preparation	(1,000)	(500)	(500)	
Marketing	(1,000)		(1,000)	Did not raise goal, should not print as many cards or print in advance?
Donation platform and other fees	(1,200)	(395)	(805)	Fees are now separate for DonorBox donation platform. Raising budget from \$200 to \$1000. Fees for 2 full months have been \$170, check stock ordered \$165, and donated QB online subscription (\$50).
Donor recruitment	(1,200)	(1,126)	(74)	Voted to add donor recruitment costs (merch incentives) to increase direct giving efforts.
Insurance	(900)		(900)	
Hospitality	(800)		(800)	Principals lunch, advocacy breakfast
Volunteer Appreciation	(400)	(124)	(276)	
Total - Administrative and Other	(16,100)	(5,637)	(10,463)	Quickbooks Online, Parent Square Portal, Tax prep, marketing, insurance, volunteer appreciation
Contingencies	(11,000)	-	(11,000)	
Total Expenses	(160,841)	(14,655)	(146,186)	

2019/2020 Budget Summary

- Total Income: \$178,805
- Total Expenditures: \$(160,841)
- Current Surplus Expected: \$17,964

Parent Coordinator Report

Ms. Chalkley

Advocacy

- Next Meeting: Thursday 11/21 at 8:15am
- Engagement Breakfast – Nov 22
- 2-3 Volunteers needed
- CEC Meeting 11/14 at 6p at IS 71
(266 Rutledge St)

Communication

- New photos taken
- Update Tour Presentation
- Add photos to school website
- Film for FUNRaiser

Fundraising and Grants

- Charity Buzz - \$7,700 (\$6,279 net!!!)
- Participatory Budget
- Direct Giving and Communication Drive
- 62 families have donated

Green Committee

- Next meeting: 11/20 at 8:15a
- Students in the Garden
- Bulb Planting event – great community event!

Merchandise

- Adult and youth hoodies
- Youth baseball tees
- Winter beanies
- Duffle bag

Tours

- New postcard/handout
- New presentation
- Tour guides

Wellness & Sustainability

- Next Meeting: 11/14 at 8:15am
- First cooking lab!

Multicultural Holiday Fair

- Saturday December 14 from 1-4p
- Community building event
- Potluck dishes
- Country rooms – can you lead one?

CineSchool

- Dates confirmed:
 - Jan 11
 - Feb 8
 - March 14

FUNRaiser – March 7th, 2020

- LIC Venue – confirmation and contract
- Event Coordinator – Alison Jennison
- Auction lead – Georgia Barker
- Glam lead – you?
- Food lead – you?
- Beverage lead – you?

Open Forum

- Meeting Summary approval
- Questions? Comments? Concerns?

Thank You!

December 4th at 8:30am