

Washington Irving School: PTO Budget Detail

Fiscal Year 2017-2018

I. OVERVIEW

The Board for the Irving PTO has prepared a working budget for the 2017-'18 fiscal year. The projected income from fundraising for this budget totals \$121,265. The overall expenses are estimated to equal \$171,140. The Board proposes a projected deficit of \$49,875 in an effort to reduce the surplus balance of \$80,796 that remained at the end of the 2016-'17 fiscal year. However, it should be noted that due to invoices/expenditures received after the close of the 2016-'17 fiscal year, the surplus to date stands at \$76,043.

In order to reduce the existing surplus and promote a stronger Irving community, the PTO is dedicated to the financial support of academic and community activities through direct funding, scholarships, and reducing costs. A few examples of these budgeted efforts include: funding of the new Diversity & Inclusion Committee, the continuation of robust budgets for academic and cultural enrichment and the Garden Club, increased support for the Teacher Classroom Fund, expand funding for specials teachers to include the nurse and social worker, and funds dedicated to outdoor beautification and inside capital improvements. More details are provided below.

II. INCOME

Revenue-generating events sponsored by the PTO are entirely coordinated and operated by volunteers, such as you. Through their generous contributions of time and energy, the income earned enables the PTO to fund many initiatives, ranging from field trip buses to teacher wellness and everything in between. Aside from the PTO's financial support of these initiatives, more importantly, these fundraising events help cultivate a stronger Irving community by providing opportunities to engage one another and our neighbors throughout the village.

A. **Fundraising**

Online Auction: The silent auction will continue to take place solely online. Projected revenue is \$8,000 with budgeted expenses totaling \$2,000. Expenses include the auction platform, *Bidding For Good* software, and shipping expenses.

Class baskets/parties: Class baskets, parent parties, child events, and teacher and staff events will continue to be auctioned at the Fun Fair. The projected revenue has been lowered to \$5,000 this year to accommodate lower minimum bid prices on baskets, making them more affordable for bidders. Budgeted expenses are \$100 for supplies.

Fun Fair: Projected revenue is \$5,000. Budgeted expenses total \$2,600 to cover games, food, supplies, and prizes. The Fun Fair Committee continues to seek cost saving measures to reduce expenses and patron costs.

Cookie Crumble/Craft Fair: Projected revenue is \$2,800 and budgeted expenses total \$275 for printing, boxes, and supplies.

Box Tops for Education: Projected revenue is \$500. Last year this line item earned \$500 without a committee chair or any expenses. The projected revenue is lower than years past, but in-line with last year's activity. No expenses have been budgeted for bags, mailing, and printing, but with a new chair in place the board anticipates potential expense and most likely an increase in revenue.

Fun Run: Projected revenue is \$12,000. Budgeted expenses are projected at \$300 for the online administration of the program, advertising, and prizes.

Miscellaneous: Projected unanticipated revenue, such as donations, apparel, and/or new fundraisers, is \$2,400. Budgeted expenses for miscellaneous fundraising total \$2,400.

B. Community

3 on 3 Basketball: Projected revenue is \$1,200. Budgeted expenses total \$800 for bags, prizes, food, and T-shirts.

5th Grade Funds- Trivia, Parties, & Dance: The PTO has consolidated all of the 5th grade fundraising events (*Trivia Night, Back to School Party, and End of the Year Party, & any other events deemed necessary by the 5th Grade Committee*) into one line item. The reason for combining these line items into one is that all proceeds are earmarked for the benefit of 5th grade activities; however, it is not the sole responsibility of the Fifth Grade Committee to raise all of the necessary revenue to support the many fifth grade activities and contributions listed below. Consequently, the PTO will supplement up to the budgeted expense line, as required. The board feels that it is in the best interest of the 5th grade class that all related 5th grade activities be managed by the 5th Grade Committee to meet the unique needs of each class from year to year.

Projected revenue is \$12,000 and expenses are expected to be \$15,000 for an anticipated deficit of \$3,000. Trivia Night expenses include venue rental, food, and drink. Expenses for the parties consist of food, drink, DJs, and supplies. In addition to these expenses, the primary use of generated revenue includes: reimbursement for teacher chaperones on the outdoor education trip (OET), scholarships for FRLP students requiring financial assistance to attend the OET, to help reduce the fees/cost for every child attending the OET and Enchanted Castle trips, the 5th grade gift to the school, and a yearbook and T-shirt for every 5th grader.

Directory/Handbook: This line item is not intended to be revenue producing this fiscal year, but remains a place holder for future use. Budgeted expenses total \$150 for printing.

C. Student Activities

Sleepover: Projected revenue is \$5,500. Budgeted expenses total \$900 for a DJ and various supplies. Revenue and expenses have increased to accommodate the growing popularity of this event

Birthday Book Club: Projected revenue is \$1,500. Budgeted expenses total \$1,500 for the purchase of books. All revenues are allocated to the librarian for book purchases.

Yearbook: Projected revenue is \$2,500. Budgeted expenses total estimates \$2,000. The PTO receives a small percentage from the sale of books. Yearbooks are expected to retail around \$20.

World Language Program: Projected revenue is \$5,365. Budgeted expenses total \$5,280 and include costs for language teachers and supplies. The enrollment cost will likely be \$125 per student.

Eagle Extras: Projected revenue is \$52,000. Budgeted expenses total \$52,000, and include: instructors (independent vendors and Irving staff), program coordinators, and supplies. All profits are allocated back into the eagle extras program for scholarships.

Scholastics Book Sales: There will be two Scholastic Book Sales with projected revenue of \$5,500. A small portion \$5,500 expense budget is used to promote the book fair and the remaining earned credit/revenue, which comprises the remainder of the budgeted expense, is used by the school librarian in the form of credit redemption through Scholastics Books for the purchase of books, supplies, and improvements for the school library, as well as author visits.

III. EXPENSES

A. Community

Hospitality: \$350 for coffee and donuts for the end-of-year award ceremonies and other PTO events for refreshments. Also, the \$50 *Room Parent Coordination* expense budget has been absorbed by this line item.

New Parent Dinner: \$650 for the new parent welcome dinner.

Turkey Trot, Olympic Day, 100 Day Celebration & Spelling Bee: \$650 for supplies and other items associated with these activities. The proposed raise in funding for this expense from \$300 is in direct response to this line item being over budget the previous year.

Diversity & Inclusion Committee: \$1,500 has been budgeted for this exciting new committee resulting from initiatives by D97 Diversity Council last year. The Irving PTO will contribute \$500 to the larger D97 Diversity Council spearheading this initiative. The council intends to use the money for guest speakers, workshops, child care at events, and community outreach. Also, the Irving Diversity and Inclusion Committee have requested \$700 to bolster the Irving

library's diverse book collection. The remaining expense budget of \$300 will be held in reserve for any unforeseen expenses.

B. Teachers and Staff

Staff & Volunteer Appreciation/Teacher Wellness: \$3,000 for supplies, food, drinks, and printing for the Annual Staff Appreciation Lunch, fall conference lunches, and Worm Club volunteer breakfast. Approximately, \$1,500 of this line item includes a "teacher wellness" budget to be spent at the discretion of the teachers' social committee. It is the wish of the PTO to express appreciation and facilitate a healthy and happy work environment for the services provided by Irving teachers and staff.

C. Student Activities

Cultural Enrichment: This budget of \$5,000 continues to reflect the value assigned by the Irving community on cultural enrichment. Furthermore, the board realizes the potential of these cultural opportunities in regard to the new Diversity and Inclusion Committee's agenda.

Student Groups and Councils: \$2,000 in total expenses is budgeted for groups and councils such as the following: Student Council, Chorus, Worm Club, the Green Team, and various social worker social support initiatives.

Academic Enrichment Activities: Due to the ongoing commitment by teachers and staff to provide the most effective learning tools in the classroom, many funding request have been received academically enriching materials. In recognition of the importance of these materials, the PTO budgeted \$11,000 in this line item. Expenses and events in this line item include, but are not limited to, software, online subscriptions, magazine subscriptions, classroom materials, math night, academic fair/egg drop, Worm Club books, summer math program, snacks for both homework clubs, the poetry slam, and a new *One Book, One District* initiative.

Author Visit: \$1,000 has been budgeted for authors visits, based on communication with the school librarian to limit expense by teaming up with local book stores and other school libraries to coordinate visits and share expenses. If necessary, additional revenue from the book fair can be used for author visits.

Garden Club: The Garden Club continues to be a very popular and successful, as such it has once again been budgeted for \$2,000 to meet program expenses.

Field Trip Buses: \$2,100 has been budgeted to cover bus transportation for each grade level for one field trip.

D. Discretionary

Principal/General Discretionary Fund: \$2,000, as established last year, for miscellaneous expenses at the principal's discretion.

Education Foundation: A budget of \$3,000 has been set for this line item. Expenses include the purchase tickets (\$500) for teachers (3) who want to attend the Foundation's Annual Dinner and \$5 per student for programming.

Teacher Classroom Fund: \$4,700. Past funding was at a rate of \$75/teacher (totaling \$3000) and has been raised to \$100/full time teachers (44) and \$60/ part time (5) for an increase in total budget to \$4,700. Money is to be used for classroom needs.

Classroom Specials Fund: \$6,000. While funding appears reduced from last year's \$7,500, it has actually remained the same for all Specials classrooms (PE, FLES, Art, Music, and Library) and now includes funding for the school nurse and social worker. PE, FLES, Art, Music, and Library will continue to be funded \$1,000/classroom for equipment or materials for the "specials" classrooms. The extra \$2,500 that was added last year to offset District 97's budget cut for book purchases will no longer be funded since librarians' book purchasing budgets have been restored. We

The budget for this line item proposes to additionally fund the school nurse and social worker \$500 each for the purchase of playground equipment, occupational therapy materials, and other materials necessary to better serve Irving students, faculty, and staff.

Scholarship Fund: \$500 for miscellaneous scholarships for lunch program, field trips, etc.

Capital Improvements: \$15,610 continues to carry over for various improvement projects, pending D97 approval, and includes remodeling the library and additional remodeling of the teachers' lounge.

Beautification: \$15,000 to upgrade the front of the school. This expense is a carryover from last year's budget. While we obtained project input and proposals last year for the scope of work, the project has not been initiated.

E. PTO Administrative

Childcare: \$900 for child care at New Parent Welcome, Curriculum and Technology Night, monthly PTO meetings, and other PTO events.

Bank and Accounting Software: \$875 for renewing Quickbooks accounting software subscription, checks, deposit slips, and other miscellaneous bank fees.

Audit and Filing Fees: \$1,500 for filing fees, preparation of Form 990EZ, annual report with the Secretary of State, and an audit being performed this fiscal year on PTO accounting records by a third party accountant.

Printing/Communication: \$1,000 for printing, communication, and PTO website fees.