

Kings Park/ Kings Glen PTA FY 2022 Budget Report

Original Budget approved 09.08.2022. Amended Budget approved by E-Board via email vote

DRAFT. Amended Budget for approval by E-Board 5/23/2023

Funds available at beginning of financial year (07/01/2022)			\$43,148.05
1. Receipts/Fundraising	Budgeted Income	Budgeted Expenses	Budget Net
Baskets Bonanza <i>increased income and costs for hybrid event. Last year total expenses \$500 for full virtual event</i>	\$7,000.00	-\$1,000.00	\$6,000.00
Boosterthon <i>Income includes community sponsorship of T-shirts (\$3500) and corporate matching funds (est. \$1000). Expenses include T-shirts, % owed to Booster & nightly challenge prizes. Based on 75% of last year's gross income of \$81,000. ***REFLECTS ACTUAL INCOME AND EXPENSES FROM 2022 EVENT***</i>	\$88,355.06	-\$33,056.44	\$55,298.62
Business Donations	\$300.00	-	\$300.00
Individual Donations <i>From donations collected at BTS events, website donations and miscellaneous donations</i>	\$100.00	-	\$100.00
School Supply Kits <i>Income is \$100 less than last year. Expense reflects determination to purchase additional wipes for classrooms to help alleviate costs to parents.</i>	\$89.00	-\$550.00	-\$461.00
Spirit Nights <i>Increased from original budget of \$1000 income. ***REFLECTS ACTUAL INCOME FROM 2022 SPIRIT NIGHTS*** Increased from actual amount reflected in January budget to higher number for remaining spirit nights</i>	\$4,300.00	-	\$4,300.00
Spiritwear <i>No set up fees. Includes the income from last year's sale that we have yet to receive.</i>	\$900.00	-	\$900.00
Purchase Program Disbursements			
Givebacks Genie	\$50.00	-	\$50.00
Benevity Programs	\$20.00	-	\$20.00
Amazon Affiliate <i>Income received quarterly.</i>	\$250.00	-	\$250.00
Purchase Program Disbursements Totals	\$320.00	-	\$320.00
1. Receipts/Fundraising Totals	\$101,364.06	-\$34,606.44	\$66,757.62
2. Expenses	Budgeted Income	Budgeted Expenses	Budget Net
Administration <i>Paper, checks, stamps, etc. Increased due to cost of items</i>	-	-\$500.00	-\$500.00
Insurance <i>Actual Expense at time of Budget Build</i>	-	-\$377.00	-\$377.00
Accounting Software (Money Minder) <i>Renewed annually</i>	-	-\$190.00	-\$190.00
PTA Website Administration <i>SSL certificate renewal, checkout plugins</i>	-	-\$300.00	-\$300.00
Zoom Subscription <i>Known amount at time of budget build.</i>	-	-\$157.40	-\$157.40
Volunteer Recognitions	-	-\$125.00	-\$125.00
Board Discretionary Fund	-	-\$500.00	-\$500.00
Fundraiser 2022 Downpayment <i>approved in 2021-2022 budget. Oversight by Booster resulted in bill not sent in prior financial year</i>	-	-\$2,000.00	-\$2,000.00
Fundraiser 2023 Downpayment	-	-\$2,000.00	-\$2,000.00

2. Expenses	Budgeted Income	Budgeted Expenses	Budget Net
2022-2023 Reading Initiative <i>\$3200 approved in 21-22 budget. ***INCREASED \$2000***</i>	-	-\$8,000.00	-\$8,000.00
990 Tax Filing <i>2021 filing complete. No cost from Form 990EZ.com because we have under the minimum gross receipts for a fee.</i>	-	-	-
Reserve Funds - Move to Savings Account <i>open savings account rather than keeping in checking account for rainy day/safety funds. Recommended by bank. Will provide a more accurate view of money actually available.</i>	-	-\$10,000.00	-\$10,000.00
Planned Minimum Bank Balance <i>Required minimum bank balance for checking account</i>	\$5,000.00	-\$5,000.00	-
Interest Earned from Savings	\$3.00	-	\$3.00
6th Grade Promotion <i>Increase from \$1000 - change in way the promotion will be handled. Creation of 6th grade parent committee. See below. Moved from Education/Community heading</i>	-	-\$2,500.00	-\$2,500.00
Kindergarten Welcome Kits	-	-\$1,500.00	-\$1,500.00
2. Expenses Totals	\$5,003.00	-\$33,149.40	-\$28,146.40
3. Membership	Budgeted Income	Budgeted Expenses	Budget Net
Membership Dues Collected (I) <i>Based on 300 members</i>	\$3,100.00	-	\$3,100.00
National/State PTA Dues (E) <i>3.75/member</i>	-	-\$1,125.00	-\$1,125.00
Local Fairfax County PTA Dues (E) <i>.25/member</i>	-	-\$75.00	-\$75.00
Membership Drive Expenses (E) <i>Includes copying of membership flyers & calendars prior to start of school year plus water bottle/vinyl stickers with logos of each school (stickers are not a yearly expense).</i>	-	-\$800.00	-\$800.00
Directory (PT Board) (E) <i>Renewal fee. increased this year by \$30</i>	-	-\$129.99	-\$129.99
3. Membership Totals	\$3,100.00	-\$2,129.99	\$970.01
4. Free Family Events	Budgeted Income	Budgeted Expenses	Budget Net
Popsicles on the Playground <i>Freeze pops for all grades - items purchased prior to cancellation of event.</i>	-	-\$40.00	-\$40.00
Ice Cream Social/Community Resource Fair <i>Individual wrapped items in conjunction with scooped ice cream. After several years of not having the event, additional supplies will be needed.</i>	-	-\$350.00	-\$350.00
Tiny Chefs Virtual Event	-	-\$275.00	-\$275.00
Glow Dance	-	-\$700.00	-\$700.00
End of Year Celebration	-	-\$500.00	-\$500.00
Kickball Game	-	-\$600.00	-\$600.00
Fall Event <i>funds if an event on school grounds is decided versus option to have event at Burke Nursery Pumpkin Patch</i>	-	-\$500.00	-\$500.00
Science Night/Fair	-	-\$700.00	-\$700.00
Family Fitness Night	-	-\$500.00	-\$500.00
4. Free Family Events Totals	-	-\$4,165.00	-\$4,165.00
5. Education/Community Outreach	Budgeted Income	Budgeted Expenses	Budget Net
Earth Day Event	-	-\$500.00	-\$500.00
Speakers	-	-\$1,000.00	-\$1,000.00
Inclusive School Committee	-	-	-

5. Education/Community Outreach	Budgeted Income	Budgeted Expenses	Budget Net
Donation Drives	-	-	-
Community Outreach Fund <i>For any possible pop-ups</i>	-	-\$100.00	-\$100.00
Hidden Oaks Winter Program <i>changed to Winter program due to scheduling adjustment</i>	-	-\$300.00	-\$300.00
Treat for Troops <i>Money required to send collected candy to the organization Soldiers' Angels</i>	-	-\$300.00	-\$300.00
Spring Nature Center Program <i>New program/line</i>	-	-\$300.00	-\$300.00
5. Education/Community Outreach Totals	-	-\$2,500.00	-\$2,500.00
6. Educational Support	Budgeted Income	Budgeted Expenses	Budget Net
Team Supply Support by Grade			
Preschool <i>***INCREASED \$50***</i>	-	-\$200.00	-\$200.00
Kindergarten <i>***INCREASED \$150***</i>	-	-\$600.00	-\$600.00
1st Grade <i>***INCREASED \$150***</i>	-	-\$675.00	-\$675.00
2nd Grade <i>***INCREASED \$150***</i>	-	-\$600.00	-\$600.00
3rd Grade <i>***INCREASED \$150***</i>	-	-\$600.00	-\$600.00
4th Grade <i>***INCREASED \$150***</i>	-	-\$600.00	-\$600.00
5th Grade <i>***INCREASED \$150***</i>	-	-\$525.00	-\$525.00
6th Grade <i>***INCREASED \$150*** Allow for grades to decide what they need as a team. Amount equals \$75/class (prorated for preschool). Form needs to be created for submitting request for items</i>	-	-\$525.00	-\$525.00
Team Supply Support by Grade Totals	-	-\$4,325.00	-\$4,325.00
Field Trips			
Kings Park - Kindergarten <i>This provides \$1100 for each grade to be used toward field trips (\$1000 was already allocated to each school). Each grade is only privy to \$1100 of these funds. Any remaining funds can be allocated to other grades's field trips only after all grades at each school have had the opportunity for a field trip.</i>	-	-\$1,100.00	-\$1,100.00
Kings Park - 1st Grade <i>This provides \$1100 for each grade to be used toward field trips (\$1000 was already allocated to each school). Each grade is only privy to \$1100 of these funds. Any remaining funds can be allocated to other grades's field trips only after all grades at each school have had the opportunity for a field trip.</i>	-	-\$1,100.00	-\$1,100.00
Kings Park - 2nd Grade	-	-\$1,100.00	-\$1,100.00
Kings Park - 3rd Grade	-	-\$1,100.00	-\$1,100.00
Kings Glen - 4th Grade	-	-\$1,100.00	-\$1,100.00
Kings Glen - 5th Grade	-	-\$1,100.00	-\$1,100.00
Kings Glen - 6th Grade	-	-\$1,100.00	-\$1,100.00
Field Trips Totals	-	-\$7,700.00	-\$7,700.00
6. Educational Support Totals	-	-\$12,025.00	-\$12,025.00
7. Beautification	Budgeted Income	Budgeted Expenses	Budget Net

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Kings Glen Garden Support <i>Plan to continue to support the Garden project on a yearly basis due to the high educational value shown by the project.</i>	-	-\$3,500.00	-\$3,500.00
School Beautification (annual needs) <i>Annual fund to use for school beautification (seeds, soil, tools, etc)</i>	-	-\$200.00	-\$200.00
7. Beautification Totals	-	-\$3,700.00	-\$3,700.00
8. Hospitality/Staff Relations	Budgeted Income	Budgeted Expenses	Budget Net
Welcome Lunch	-	-\$1,700.00	-\$1,700.00
2022-2023 Teacher Start Reimbursement (August) <i>Allows for 30 reimbursement requests (\$100) to be made available at the start of school year rather than waiting until October. Additional funds will be made available after budget is approved</i>	-	-\$3,000.00	-\$3,000.00
Teacher Start Up Reimbursement <i>\$100 per teacher (or pro-rated amount for part-time teachers) until funds are used up. This amount is in addition to the \$3000 that was approved in last year's budget for use in August. 70 teachers/staff eligible with the total \$7000 in funds ***REFLECTS ACTUAL AMOUNT (OUT OF ORIGINAL \$4000 USED THROUGH DECEMBER 2022***</i>	-	-\$2,426.47	-\$2,426.47
Teacher Appreciation Week <i>Keep costs lower by getting donations from parents. Can be added to later in year based on budget</i>	-	-\$2,500.00	-\$2,500.00
Staff Appreciation Fund <i>For monthly small appreciation at each school. Alternate schools. \$100/month. Encourage parental donations of items</i>	-	-\$1,000.00	-\$1,000.00
Mid-Year Staff Reimbursement <i>***REALLOCATION OF PORTION OF UNUSED FUNDS*** Requests can be made up to \$40. Only receipts dated after the funds are announced will be accepted (i.e. can't use receipts from September as those should have been submitted already). These funds are to allow for any restocks/new needs to be provided for in a small way. Funds are available until they run out.</i>	-	-\$800.00	-\$800.00
8. Hospitality/Staff Relations Totals	-	-\$11,426.47	-\$11,426.47
9. Kings Park School Support	Budgeted Income	Budgeted Expenses	Budget Net
Kings Park School Support <i>Total school support set at 25% less than last year's original budget numbers to correlate with 25% reduction in projected Booster income. Budgeted amount based on a per student calculation.</i>	-	-\$11,450.00	-\$11,450.00
Water Fountains (Carry over from 2021-2022 financial year) <i>amount must be used for water fountains. Fund request made in prior financial year to carry over funds. Executive Board approved request after discussion.</i>	-	-\$8,225.00	-\$8,225.00
Charging Stations (Carry over from 2021-2022 financial Year) <i>amount must be used for charging stations. Fund request made in prior financial year to carry over funds. Executive Board approved request after discussion.</i>	-	-\$300.00	-\$300.00
Kings Park School Support #2	-	-\$2,100.00	-\$2,100.00
9. Kings Park School Support Totals	-	-\$22,075.00	-\$22,075.00
10. Kings Glen School Support	Budgeted Income	Budgeted Expenses	Budget Net
Assignment Books	-	-\$1,320.00	-\$1,320.00
Kings Glen School Support <i>Total school support set at 25% less than last year's original budget numbers to correlate with 25% reduction in projected Booster income. Budgeted amount based on a per student calculation.</i>	-	-\$7,650.00	-\$7,650.00
Kings Glen School Support #2	-	-\$2,100.00	-\$2,100.00
10. Kings Glen School Support Totals	-	-\$11,070.00	-\$11,070.00
11. Capital Campaign	Budgeted Income	Budgeted Expenses	Budget Net

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Deposit/Donation to Open Account <i>Initial deposit to the separate account to house funds raised for the purchase and installation of an electronic message board outside Kings Glen.</i>	-	-\$5,000.00	-\$5,000.00
Supplies, administration costs <i>Costs to run campaign during year</i>	-	-\$300.00	-\$300.00
11. Capital Campaign Totals	-	-\$5,300.00	-\$5,300.00
12. 6th Grade Promotion	Budgeted Income	Budgeted Expenses	Budget Net
PTA Contribution to 6th Grade Promotion <i>Amount shown as expense in Administration heading above. Covers promotion day activities</i>	\$2,500.00	-	\$2,500.00
6th Grade Parent Committee Fundraising Events <i>parent committee selling of concessions at PTA events</i>	\$500.00	-	\$500.00
Promotion Party General Supplies	-	-\$300.00	-\$300.00
Promotion Party Food <i>lunch and snacks for promotion day</i>	-	-\$900.00	-\$900.00
Promotion Party Activities	-	-\$1,800.00	-\$1,800.00
12. 6th Grade Promotion Totals	\$3,000.00	-\$3,000.00	-
13. Kindergarten Welcome Kits	Budgeted Income	Budgeted Expenses	Budget Net
PTA Contribution (from Admin Heading) <i>Amount shown as expense in Administration heading above. Some purchases may only be needed every other year due to buying in bulk for best price.</i>	\$1,500.00	-	\$1,500.00
T-Shirts	-	-\$1,200.00	-\$1,200.00
Bags (Plastic Zippered) <i>Purchase in bulk for multiple years/uses</i>	-	-\$65.00	-\$65.00
Add-Ins (pencils, bookmarks, stickers, etc)	-	-\$180.00	-\$180.00
PTA Branded Item <i>Way to get the PTA website and information to incoming families</i>	-	-\$55.00	-\$55.00
13. Kindergarten Welcome Kits Totals	\$1,500.00	-\$1,500.00	-
14. Summer 2023 Administration	Budgeted Income	Budgeted Expenses	Budget Net
2023 School Year Start Up <i>Previous in the 2. Administration Heading - moved for convenience/ease of viewing. For any general needs to run/prepare for the 2023-2024 year. (decreased \$200 and moved \$200 to Event Funds)</i>	-	-\$800.00	-\$800.00
Welcome Lunch 23 <i>Welcome lunch for staff on the day of Meet the Teacher in August</i>	-	-\$2,000.00	-\$2,000.00
Event Funds (Popsicles/Ice Cream Social) <i>Funds for popsicles on the playground and preliminary funds for ice cream social/community resource fair.</i>	-	-\$200.00	-\$200.00
Staff Reimbursement for Start-Up Costs - August 23 start <i>Funds to allow start-up fund reimbursements by staff prior to first general membership meeting and income from Booster hits bank account. Allows for 25 staff to be reimbursed at \$100 each.</i>	-	-\$2,500.00	-\$2,500.00
14. Summer 2023 Administration Totals	-	-\$5,500.00	-\$5,500.00
Grand Totals			
	\$113,967.06	-\$152,147.30	-\$38,180.24
Projected bank balance if on budget			\$4,967.81