

# Kings Park/ Kings Glen PTA FY 2023 Budget Report

Budget Approved by E-Board 8.28.2023. Budget set for vote by General Membership 9.8.2023

<b>Funds available at beginning of financial year (07/01/2023)</b>			<b>\$41,527.36</b>
<b>1. Receipts/Fundraising</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Baskets Bonanza/Baskets and Bingo <i>Projected income decreased for by \$1,000 based on last year's actual income. Increased expenses from \$1,000 to \$2,000 based of in-person/hybrid event for FY 23-24.</i>	\$5,000.00	-\$2,000.00	\$3,000.00
Boosterthon <i>Income includes fundraiser goal and community sponsorships. Budgeted expenses will include T-shirts, % owed to Booster and nightly challenge prizes. Based on 75% of last year's gross income of \$88,355.06.</i>	\$66,266.30	-\$25,000.00	\$41,266.30
Business Donations	\$200.00	-	\$200.00
Individual Donations <i>From donations collected at BTS events, website donations and miscellaneous donations</i>	\$100.00	-	\$100.00
School Supply Kits <i>Estimated Income based on numbers of supply kits purchased.</i>	\$90.00	-	\$90.00
Spirit Nights <i>Increased by \$2,000 to align with FY 22-23 actual income since similar number of events are planned.</i>	\$4,500.00	-	\$4,500.00
Spiritwear <i>No set up fees. Added \$300 in expenses incase minimum purchases are not met.</i>	\$900.00	-\$300.00	\$600.00
<b>Purchase Program Disbursements</b>			
Givebacks Genie	\$50.00	-	\$50.00
Benevity Programs	\$20.00	-	\$20.00
<b>Purchase Program Disbursements Totals</b>	<b>\$70.00</b>	<b>-</b>	<b>\$70.00</b>
<b>1. Receipts/Fundraising Totals</b>	<b>\$77,126.30</b>	<b>-\$27,300.00</b>	<b>\$49,826.30</b>
<b>2. Expenses</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Administration <i>Paper, checks, stamps, etc. Increased due to cost of items and to align with FY22-23 actual expenses.</i>	-	-\$600.00	-\$600.00
Insurance <i>Actual Expense at time of Budget Build.</i>	-	-\$377.88	-\$377.88
Accounting Software (Money Minder) <i>Actual Expense at time of Budget Build. Renewed annually.</i>	-	-\$179.00	-\$179.00
PTA Website Administration <i>Webhosting, SSL certificate renewal, updates etc.</i>	-	-\$300.00	-\$300.00
Zoom Subscription <i>Actual Expense at time of Budget Build. Annual subscription renewal.</i>	-	-\$96.70	-\$96.70
Volunteer Recognitions	-	-\$125.00	-\$125.00
Board Discretionary Fund <i>Brochures for staff, staff treats, book stamp, snacks for final meeting etc.</i>	-	-\$500.00	-\$500.00
2023 School Year Start Up <i>Back to school flyers, Membership forms etc. Approved in 2022-2023 budget.</i>	-	-\$800.00	-\$800.00
Fundraiser FY23-24 Downpayment <i>Actual Expense at time of Budget Build. Budgeted/approved as an expense in FY22-23 budget in order to have approved funds available for base payment in August 2023 before first FY23-24 budget approval.</i>	-	-\$2,000.00	-\$2,000.00

<b>2. Expenses</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Fundraiser FY24-25 Downpayment <i>Expense that will be incurred in August 2024 before the FY24-25 budget approval. This allows approved funds to be available to make the payment in order to initiate booster planning and execution.</i>	-	-\$2,000.00	-\$2,000.00
2023-2024 Reading Initiative <i>Increased by \$2,000 to align with FY 22-23 actual expenses and to incorporate a larger student body.</i>	-	-\$8,000.00	-\$8,000.00
990 Tax Filing <i>2022 filing complete. A fee was applied due to gross receipts amount.</i>	-	-\$50.00	-\$50.00
<b>2. Expenses Totals</b>	-	<b>-\$15,028.58</b>	<b>-\$15,028.58</b>
<b>3. Membership</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Membership Dues Collected (I) <i>This incorporates \$2 dues increase (for individual and family) and based on 300 memberships.</i>	\$3,700.00	-\$60.00	\$3,640.00
National/State PTA Dues (E) <i>\$3.75/member (includes National PTA dues of \$2.25/member and Virginia PTA dues of \$1.50/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>Water bottle/vinyl stickers with logos of each school or similar items.</i>	-	-\$150.00	-\$150.00
Directory (PT Board) (E) <i>Actual Expense at time of Budget Build. Annual Renewal fee.</i>	-	-\$129.99	-\$129.99
<b>3. Membership Totals</b>	<b>\$3,700.00</b>	<b>-\$1,539.99</b>	<b>\$2,160.01</b>
<b>4. Free Family Events</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Popsicles on the Playground <i>Actual Expense at time of Budget Build. Freeze pops for all grades. Approved in 2022-2023 budget.</i>	-	-\$37.65	-\$37.65
Ice Cream Social/Community Resource Fair <i>Raised by \$50.00 to align with FY 22-23 Actual expenses. Scooped ice cream and freeze pops along with supplies. Approved in 2022-2023 budget.</i>	-	-\$250.00	-\$250.00
Tiny Chefs Virtual Event	-	-\$300.00	-\$300.00
Glow Dance	-	-\$700.00	-\$700.00
Kickball Game and End of Year Celebration Event <i>This event will combine the annual kickball game and EOY celebration for FY23-24.</i>	-	-\$1,100.00	-\$1,100.00
Fall Event <i>Allocated funds for Fall Event. Based on FY22-23 actual expenses.</i>	-	-\$650.00	-\$650.00
Science Night/Fair <i>Funds for STEAM night planned for March 2024.</i>	-	-\$700.00	-\$700.00
Family Fitness Night	-	-\$500.00	-\$500.00
<b>4. Free Family Events Totals</b>	-	<b>-\$4,237.65</b>	<b>-\$4,237.65</b>
<b>5. Education/Community Outreach</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Earth Day Event	-	-\$500.00	-\$500.00
Speaker Presentations <i>Increased by \$700.00 to incorporate one or two more speakers.</i>	-	-\$1,700.00	-\$1,700.00
Inclusive School Committee	-	-\$100.00	-\$100.00
Donation Drives <i>Support to donation drives to include shipping costs, or material (boxes, tape, etc.)</i>	-	-\$100.00	-\$100.00
Community Outreach Fund <i>Support for community initiatives that may arise</i>	-	-\$100.00	-\$100.00
Educational Nature Event (Fall) <i>Funds for October Education Nature Event</i>	-	-\$300.00	-\$300.00

5. Education/Community Outreach	Budgeted Income	Budgeted Expenses	Budget Net
Treats for Troops <i>Increased \$50 to align with FY22-23 actual expenses. Funds required to pay for shipping costs associated with collected candy to the organization Soldiers' Angels.</i>	-	-\$350.00	-\$350.00
Educational Event (Spring) <i>Funds for TBD Spring educational event</i>	-	-\$300.00	-\$300.00
<b>5. Education/Community Outreach Totals</b>	-	-\$3,450.00	-\$3,450.00
6. Educational Support	Budgeted Income	Budgeted Expenses	Budget Net
<b>Team Supply Support by Grade</b>			
Preschool	-	-\$150.00	-\$150.00
Kindergarten	-	-\$450.00	-\$450.00
1st Grade	-	-\$525.00	-\$525.00
2nd Grade	-	-\$525.00	-\$525.00
3rd Grade	-	-\$450.00	-\$450.00
4th Grade	-	-\$450.00	-\$450.00
5th Grade	-	-\$450.00	-\$450.00
6th Grade <i>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>	-	-\$375.00	-\$375.00
<b>Team Supply Support by Grade Totals</b>	-	-\$3,375.00	-\$3,375.00
<b>Field Trips</b>			
Kings Park - Kindergarten	-	-\$1,000.00	-\$1,000.00
Kings Park - 1st Grade	-	-\$1,000.00	-\$1,000.00
Kings Park - 2nd Grade	-	-\$1,000.00	-\$1,000.00
Kings Park - 3rd Grade	-	-\$1,000.00	-\$1,000.00
Kings Glen - 4th Grade	-	-\$1,000.00	-\$1,000.00
Kings Glen - 5th Grade	-	-\$1,000.00	-\$1,000.00
Kings Glen - 6th Grade <i>Funds provided to each grade in initial budget. Increased to \$1,000 for each grade vs \$1,000 for each school. Any remaining funds can be allocated to other grades' field trips only after all grades at each school have had the opportunity for a field trip.</i>	-	-\$1,000.00	-\$1,000.00
<b>Field Trips Totals</b>	-	-\$7,000.00	-\$7,000.00
<b>6. Educational Support Totals</b>	-	-\$10,375.00	-\$10,375.00
7. Beautification	Budgeted Income	Budgeted Expenses	Budget Net
Kings Glen Garden Support <i>Support the KG School Garden project on a yearly basis due to the high educational value shown by the project.</i>	-	-\$2,500.00	-\$2,500.00
School Beautification (annual needs) <i>Annual fund to use for school beautification (seeds, soil, tools, etc.)</i>	-	-\$200.00	-\$200.00
<b>7. Beautification Totals</b>	-	-\$2,700.00	-\$2,700.00
8. Hospitality/Staff Relations	Budgeted Income	Budgeted Expenses	Budget Net
Welcome Lunch 2023 <i>Actual Expense at time of Budget Build. Approved in 2022-2023 budget.</i>	-	-\$1,652.74	-\$1,652.74
2023 -2024 Teacher Start Reimbursement (August) <i>Allows for 25 reimbursement requests (\$100) to be made available at the start of school year rather than waiting until October. Approved in 2022-2023 budget.</i>	-	-\$2,500.00	-\$2,500.00

<b>8. Hospitality/Staff Relations</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
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 \$2500 that was approved in last year's budget for use in August.</i>	-	-\$4,000.00	-\$4,000.00
Teacher Appreciation Week <i>Increased by \$300 to align with FY 22-23 expenses. Keep costs lower by getting donations from parents.</i>	-	-\$2,800.00	-\$2,800.00
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>These funds are to allow for any restocks/new needs. 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). Funds are available until they run out.</i>	-	-\$800.00	-\$800.00
<b>8. Hospitality/Staff Relations Totals</b>	-	<b>-\$12,752.74</b>	<b>-\$12,752.74</b>
<b>9. Kings Park School Support</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Kings Park School Support <i>Total school support set at 25% less last year's overall allocation based on this year's Booster goal and the development of school specific initiatives line items (i.e. 6th Grade Promotion Party, Kindergarten Welcome Kits). Budgeted amount based on a per student calculation.</i>	-	-\$8,805.00	-\$8,805.00
<b>9. Kings Park School Support Totals</b>	-	<b>-\$8,805.00</b>	<b>-\$8,805.00</b>
<b>10. Kings Glen School Support</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Assignment Books <i>Increased \$881 due to an increased expected enrollment and assignment book price increased from \$3.75 to \$3.95.</i>	-	-\$2,201.00	-\$2,201.00
Kings Glen School Support <i>Total school support set at 25% less last year's overall allocation based on this year's Booster goal and the development of school specific initiatives line items (i.e. 6th Grade Promotion Party, Kindergarten Welcome Kits). Budgeted amount based on a per student calculation.</i>	-	-\$3,985.00	-\$3,985.00
Library Furniture (Carry over from 2022-2023 financial year) <i>Amount must be used for library furniture already received. Fund request made in prior financial year to carry over funds. Executive Board approved request after discussion.</i>	-	-\$2,235.20	-\$2,235.20
<b>10. Kings Glen School Support Totals</b>	-	<b>-\$8,421.20</b>	<b>-\$8,421.20</b>
<b>11. Capital Campaign</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Supplies, administration costs <i>Costs to run campaign during year.</i>	-	-\$300.00	-\$300.00
<b>11. Capital Campaign Totals</b>	-	<b>-\$300.00</b>	<b>-\$300.00</b>
<b>12. 6th Grade Promotion</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
6th Grade Parent Committee Fundraising Events <i>New Budget Line. Income from parent committee selling of concessions at PTA events.</i>	\$225.00	-	\$225.00
Promotion Party General Supplies <i>New Budget Line. Based on FY 22-23 actual expenses.</i>	-	-\$1,300.00	-\$1,300.00
Promotion Party Food <i>New Budget Line. Based on FY 22-23 actual expenses.</i>	-	-\$900.00	-\$900.00
Promotion Party Activities <i>New Budget Line. Based on FY 22-23 actual expenses.</i>	-	-\$700.00	-\$700.00
<b>12. 6th Grade Promotion Totals</b>	<b>\$225.00</b>	<b>-\$2,900.00</b>	<b>-\$2,675.00</b>
<b>13. Kindergarten Welcome Kits</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
T-Shirts <i>New Budget Line. Based on FY 22-23 actual expenses.</i>	-	-\$1,600.00	-\$1,600.00

<b>13. Kindergarten Welcome Kits</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Bags (Plastic Zippered) <i>New Budget Line. Purchase in bulk for multiple years/uses. Based on FY 22-23 actual expenses.</i>	-	-\$125.00	-\$125.00
Add-Ins <i>New Budget Line. Pencils, bookmarks, stickers, etc. Based on FY 22-23 actual expenses.</i>	-	-\$180.00	-\$180.00
PTA Branded Item <i>New Budget Line. Way to get the PTA website and information to incoming families. Based on FY 22-23 actual expenses.</i>	-	-\$200.00	-\$200.00
<b>13. Kindergarten Welcome Kits Totals</b>	-	<b>-\$2,105.00</b>	<b>-\$2,105.00</b>
<b>14. Other Bank Accounts</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Business Money Market <i>Savings account used as an emergency reserve fund as a means to retain financial stability in the event of unforeseen circumstances.</i>	\$10.00	-\$10,000.00	-\$9,990.00
Enterprise Checking (Capital Campaign Fund) <i>In FY 22-23, the PTA established a Capital Campaign Fund account and allocated funds to open this account. The Capital Campaign Fund will be used for the purchase and installation of an electronic message board outside Kings Glen.</i>	-	-\$5,000.00	-\$5,000.00
<b>14. Other Bank Accounts Totals</b>	<b>\$10.00</b>	<b>-\$15,000.00</b>	<b>-\$14,990.00</b>
<b>Grand Totals</b>			
	<b>\$81,061.30</b>	<b>-\$114,915.16</b>	<b>-\$33,853.86</b>
<b>Projected bank balance if on budget</b>			<b>\$7,673.50</b>