

## 2017-18 TCGIS PTO Budget - ADOPTED 6/6/17

	Category	2014-15 Actuals	2015-16 Actuals	2016-17 Actuals	2016-17 Budget	2017-18 BUDGET	Notes	History
1	Est. Starting Cash Balance				\$13,045	\$21,751	2017-18 estimated using various assumptions	
2								
3	<b>Income</b>							
4								
5	<b>Event Income</b>							
6	Auflauf	\$1,154	\$0	\$1,284	\$1,100	\$0		
7	Community Auction	\$17,458	\$10,342	\$11,769	\$11,500	\$11,000	All auction types; reduced for CC processing fee	2014-15: was "Maskenball Auction" line item
8	Craft & Bake Sale	\$1,596	\$0	\$0	\$0	\$0		
9	Davanni's	\$652	\$801	\$456	\$750	\$750	PTO keeps 20% from sales	
10	Maskenball/Premiere Event(s)	\$8,970	\$0	\$7,148	\$4,000	\$6,500	Maskenball or other major adults-only & ticketed event	
11	Plant Sale	\$206	\$173	\$0	\$150	\$0		2016-17: plant sale moved to TCGIS
12	Rummage Sale	\$0	\$0	\$3,022	\$0	\$0		
13	Strudel Sale	\$1,193	\$1,481	\$1,518	\$1,200	\$1,200	Flat for CC processing fee; PTO keeps 30% from sales	2015-16: Nov. \$879 + Spring \$602; 2014-15: Dec. \$899 + May \$294
14	Winter Market	\$0	\$0	\$0	\$0	\$1,200	New event for 2017-18	
15	New Ideas	\$0	\$0	\$34	\$0	\$0		2016-17: Urban Forage event
16	<b>Event Income Total</b>	<b>\$31,229</b>	<b>\$12,796</b>	<b>\$25,231</b>	<b>\$18,700</b>	<b>\$20,650</b>		
17								
18	<b>Other Income</b>							
19	Donations	\$689	\$50	\$1	\$150	\$150	General good will donations	2014-15: incl. additional calendar sales
20	Auflauf	\$0	\$0	\$11	\$0	\$0		
21	Give to the Max	\$0	\$0	\$926	\$0	\$0		
22	Kaffeeklatsch	\$197	\$0	\$65	\$0	\$0		2014-15: line item was under event income
23	End of Tax Year Donation	\$0	\$0	\$96	\$0	\$500	2016-17 actuals: amount included in New Ideas line in financials	Started in 2016-17
24	Restitution	\$1,203	\$0	\$0	\$7,212	\$0		2015-16, 2016-17: budgeted for expected amounts in each FY (\$601.68/mo.)
25	<b>Other Income Total</b>	<b>\$2,089</b>	<b>\$50</b>	<b>\$1,099</b>	<b>\$7,362</b>	<b>\$650</b>		
26								
27	<b>TOTAL Income</b>	<b>\$33,318</b>	<b>\$12,846</b>	<b>\$26,330</b>	<b>\$26,062</b>	<b>\$21,300</b>		
28								
29								
30	<b>Expenditures</b>							
31								
32	<b>Grants</b>							
33	Classroom Enrichment Funds	\$8,377	\$8,350	\$5,000	\$10,000	\$6,000	Administered by the school per adopted PTO guidelines	2015-16: incl. payment made after FY end
34	Graduation Sponsorship	\$0	\$250	\$250	\$250	\$250	Student Council support	
35	Parliament Support	\$375	\$125	\$125	\$125	\$125	Parliament party	2014-15: combined grant (for graduation, parliament, & yeabook)
36	School Enrichment Funds	\$1,000	\$600	\$500	\$600	\$4,000	To be approved by PTO membership per PTO guidelines; for special events, activities, or purchases (e.g., field trips, picnic table)	2015-16: "School Special Events" line item; 2016-17: incl. History Day teacher trip support
37	Year-End Picnic	\$400	\$500	\$500	\$500	\$750	Picnic site rental & co-sponsorship	
38	Move to Excellence donation	\$10,000	\$0	\$0	\$0	\$0		2014-15: unbudgeted excess funds donation
39	<b>Grants Total</b>	<b>\$20,152</b>	<b>\$9,825</b>	<b>\$6,375</b>	<b>\$11,475</b>	<b>\$11,125</b>		
40								
41	<b>Fundraising</b>						<i>Events that have a substantial income generation purpose</i>	

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42	Auflauf	\$316	\$0	\$168	\$200	\$0	Supplies, decorations, prizes, childcare, kids' food, beverages	
43	Community Auction	\$210	\$15	\$0	\$50	\$50	Covered event expenditures (e.g., by school staff, PTO exec team)	
44	Credit Card Fees	\$253	\$0	\$132	\$700	\$0	New CC processor (no monthly fee; costs are % of payments)	2016-17: mid-year change to new CC processor
45	Craft & Bake Sale	\$664	\$522	\$0	\$0	\$0		
46	Davanni's	\$0	\$0	\$0	\$15	\$25	Paper, activity supplies	
47	Fundraising Software	\$795	\$795	\$795	\$795	\$795	Schoolauction.net online event software	
48	Maskenball/Premiere Event(s)	\$3,908	\$100	\$2,610	\$4,000	\$4,000	Maskenball or other major adults-only & ticketed event; to be approved by PTO membership	
49	Winter Market	\$0	\$0	\$0	\$0	\$1,200	New event for 2017-18	
50	New Ideas	\$0	\$0	\$0	\$250	\$0	See combined New Ideas line item	
51	<b>Fundraising Total</b>	<b>\$6,147</b>	<b>\$1,432</b>	<b>\$3,706</b>	<b>\$6,010</b>	<b>\$6,070</b>		
52								
53	<b>Community Development</b>						<i>Non-fundraising events to build community, that might yield income</i>	
54	<b>Events</b>							
55	Family/Parent Night	\$122	\$165	\$0	\$200	\$0	See new Communitywide and Parent Activities line items	
56	Community Group Activities	\$0	\$992	\$565	\$1,325	\$1,250	Events for targeted groupings (e.g., regional picnics, grade-level)	2016-17: merged Grade Level Activities + Regional Picnics shown
57	Community-wide Activities	\$0	\$0	\$0	\$0	\$750	Events for entire community (e.g., game night, puppet show)	
58	Ice Cream Social	\$85	\$149	\$223	\$150	\$250		
59	Kaffeeeklatsch	\$324	\$115	\$27	\$175	\$250		
60	Parent Activities	\$0	\$0	\$0	\$0	\$250	Events for parents/caregivers	
61	New Ideas	\$796	\$25	\$95	\$500	\$0	See combined New Ideas line item	
62		<u>\$1,327</u>	<u>\$1,446</u>	<u>\$910</u>	<u>\$2,350</u>	<u>\$2,750</u>		
63								
64	<b>Meetings &amp; Support</b>							
65	Childcare	\$460	\$100	\$225	\$550	\$550	\$50 (2 people) per PTO general meeting + 3 additional meetings	
66	Meeting Food	\$263	\$19	\$122	\$175	\$175	Food for PTO meetings, retreat, & end of year social gathering	2014-15, 2015-16, 2016-17: approx. merged amounts from Retreat line item shown
67	Meeting Speakers	\$75	\$0	\$450	\$450	\$450		
68	Volunteer Appreciation	\$0	\$0	\$0	\$25	\$50	Volunteer recognition items	
69	<b>Community Dev. Total</b>	<b>\$2,125</b>	<b>\$1,565</b>	<b>\$1,707</b>	<b>\$3,550</b>	<b>\$3,975</b>		
70								
71	<b>Staff Appreciation</b>							
72	Intern Appreciation	\$749	\$300	\$430	\$500	\$750	Intern outings/activities	
73	Conference Food - Fall	\$161	\$361	\$287	\$375	\$425	Pizza, other food, dessert, beverages	
74	Conference Food - Spring	\$134	\$359	\$276	\$375	\$425	Pizza, other food, dessert, beverages	
75	Staff Winter Luncheon	\$51	\$93	\$57	\$75	\$75	Supplies, decorations, misc	
76	Staff Appreciation Events	\$1,200	\$1,200	\$942	\$1,200	\$1,200	Teacher appreciation activities; para/admin/principals days	
77	New Ideas	\$1,696	\$352	\$14	\$500	\$0	See combined New Ideas line item	2014-15: incl. \$715 for refrigerator
78	<b>Staff Appreciation Total</b>	<b>\$3,991</b>	<b>\$2,665</b>	<b>\$2,006</b>	<b>\$3,025</b>	<b>\$2,875</b>		
79								
80	<b>New Ideas</b>							
81	New Ideas	\$0	\$0	\$0	\$0	\$2,000	To be approved by PTO Exec. team from committee proposals for: fundraising, community development, and/or staff appreciation	
82	<b>New Ideas Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000</b>		

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83								
84	<b>Marketing &amp; Advertising</b>							
85	General communications	\$85	\$15	\$0	\$75	\$75	General printing, postage, envelopes (not event-specific)	2014-15/15-16/16-17: moved from Administrative section
86	Marketing & Advertising	\$0	\$0	\$44	\$100	\$100	Visibility & marketing materials, ads	2016-17: moved from "Visibility" line item under Administrative section
87	Yearbook Ad	\$0	\$125	\$125	\$125	\$125		2014-15/15-16/16-17: moved from Grants section
88	<b>Marketing &amp; Ad. Total</b>	<b>\$85</b>	<b>\$140</b>	<b>\$169</b>	<b>\$300</b>	<b>\$300</b>		
89								
90	<b>Administrative</b>							
						<i>Non-event items and shared costs</i>		
91	Accounting Assistance	\$0	\$16	\$0	\$150	\$150	Accountant (CLA) for finance questions @ \$65/hr, \$80/hr.	
92	Bank Charges	\$0	\$0	\$0	\$25	\$25		
93	Background Checks	\$0	\$0	\$0	\$40	\$40	MN only	
94	Calendars	\$693	\$0	\$0	\$0	\$0		2014-15: last PTO-produced combined calendar
95	Finance Software	\$608	\$479	\$479	\$500	\$500	QuickBooks @ \$39.95 per month	2014-15: extra cost for former system
96	Insurance	\$370	\$370	\$370	\$400	\$450	Assume possible 10% cost increase	
97	Office Supplies & Materials	\$94	\$0	\$29	\$50	\$350	Meeting supplies (not event-specific), inventory management items	
98	Other Fees	\$0	\$0	\$0	\$50	\$0	Atty General fee removed (expected as below filing threshold)	
99	Tax Preparation	\$169	\$93	\$64	\$150	\$150	Tax filing and annual memo	
100	<b>Administrative Total</b>	<b>\$1,934</b>	<b>\$958</b>	<b>\$942</b>	<b>\$1,365</b>	<b>\$1,665</b>		
101								
102	<b>TOTAL Expenditures</b>	<b>\$34,434</b>	<b>\$16,585</b>	<b>\$14,905</b>	<b>\$25,725</b>	<b>\$28,010</b>		
103								
104								
105	<b>TOTAL Income</b>	<b>\$33,318</b>	<b>\$12,846</b>	<b>\$26,330</b>	<b>\$26,062</b>	<b>\$21,300</b>		
106	<b>TOTAL Expenditures</b>	<b>\$34,434</b>	<b>\$16,585</b>	<b>\$14,905</b>	<b>\$25,725</b>	<b>\$28,010</b>		
107	<b>Net Income</b>	<b>-\$1,116</b>	<b>-\$3,739</b>	<b>\$11,425</b>	<b>\$337</b>	<b>-\$6,710</b>		
108								
109								
110	Cash balance	\$16,784	\$13,045		\$13,382	\$15,041		2015-16: adjusted for activity in 2016-17
111	Less reserves					\$5,000	Retained for cash flow and urgencies	
112	<b>Est. Ending Balance</b>					<b>\$10,041</b>	Unreserved available funds	
113								
114								
115	<b>Notes</b>							
116	Amounts in 2014-15, 2015-16, & 2016-17 (actuals & budget) include moved and merged line items to reflect 2017-18 budget categories (see details in notes & history)							
117	2016-17 actuals are a snapshot to date (from May financials, with an adjustment)							
118	Transactions for 2015-16 budget occurring in 2016-17 are backed out from 2016-17 actuals and shown in 2015-16 (for part of CEF grant & Auction payment)							
119	Updated 6/6/17							