

MONTHLY TREASURER'S REPORT
Grant School PTA
2016/2017 School Year

PTA Checking		61,098.85		
Script Checking		12,933.05		
Balance on Hand at Beginning of Month:	(A)	\$ 74,031.90		
		<u>12/1/16</u>		
		DECEMBER	YTD	Budget
Revenue				
Community Donations		1,814.66		
Annual Imagine Campaign			0	\$ 50,000
Total Community Donations		1,814.66	2,280	50,000
Community Fundraiser				
AmazonSmile			369	500
Book Fair Income		6,560.68	6,561	10,000
Box Tops for Education			0	1,250
Grant Gala			0	30,000
Halloween Carnival Income			18,727	15,000
Jamba Juice Income			0	500
Jogathon Income			0	35,000
Restaurant Fundraiser			0	1,500
Script Income			9	1,500
Stehly Farms			345	1,500
Wine Tasting Event			0	12,000
X-mas Trees			0	500
Total Community Fundraiser		6,560.68	26,010	109,250
Logowear (Grant Gear)			0	1,000
PTA Membership		10.00	2,270	2,000
Total Revenue		8,385.34	30,560	\$ 162,250
Gross Profit		8,385.34	30,560	\$ 162,250
Expenditures				
Fundraising Expenses				
Book Fair Expense			0	\$ 10,000
Grant Gala Expense			0	15,000
Halloween Carnival Expense			12,134	12,000
Jogathon Expense			0	5,000
Wine Tasting Event			0	12,000
Total Fundraising Expenses		-	12,134	47,000
General and Administrative				
Accounting and Payment Processing		166.82	434	650
Bank Service Charges			20	250
Insurance			0	220
Marketing Expenses				
Printed Materials and Signage			1,188	2,500
Total Marketing Expenses		-	1,188	2,500
Membership Expense			1,264	1,050
Office Supplies			0	400
Payment Processing Fees			0	700
Professional Services				
Accounting			0	600
Total Professional Services		-	0	600
Taxes			0	120
Website and Email		40.00	420	350
Total General and Administrative		206.82	3,327	6,840
Hospitality		128.01		
1st School Day - Donuts			82	150
Back to School Class Reveal			178	275
Grant BD Popsicles			0	100
Kindergarten Orientation			130	150
Morning Community Coffee			0	1,000
PTA Meetings			159	750
Safety Committee Appreciation			0	300
Summer Picnic Expense			293	650
Teacher Acknowledgment			232	1,500
Total Hospitality		128.01	1,202	4,875
Other Programs				
Library Program		63.49	63	1,000
Middle School				
6th Grade Science Camp			0	3,000
Academic League/ Quiz Bowl			0	280
GeoBee			100	125
Junior Model United Nations			0	650
Middle School Orientation			121	150

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Balance on Hand at Beginning of Month:	[A]	\$ 74,031.90		
		<u>12/1/16</u>		
Middle School Promotion		0		1,500
National Honor Society Membership		0		385
Spelling Bee		0		200
Total Middle School		-	221	6,290
Other Enrichment Programs		559.79		
Assemblies		890		3,000
School Trips		5,000		5,000
Subscriptions		11,500		11,500
Total Other Enrichment Programs		559.79	17,950	19,500
Total Other Programs		623.28	18,234	26,790
S.T.E.A.M. Programs				
Music Program		610		3,000
S.T.E.A.M. Teachers' Salary and Benefits				
Art Program		1,200.00	4,800	14,000
Science Program		3,484.50	10,454	34,845
Workers' Compensation Insurance		717.25	2,392	1,700
Total S.T.E.A.M. Teachers' Salary and Benefits		5,401.75	17,646	50,545
Science Enrichment				
Family Science Night		100		1,000
Gecko Garden		737		1,500
Science Fair		0		500
Science Olympiad		0		600
Total Science Enrichment		-	837	3,600
Total S.T.E.A.M. Programs		5,401.75	19,093	57,145
School and Staff Support				
Associated Student Body			0	2,000
School Supplies			4,000	4,000
Teacher Stipends			11,719	12,000
Total School and Staff Support		-	15,719	18,000
Total Expenditures		6,359.86	69,709	\$ 160,650
Net Operating Revenue		2,025.48	-39,150	\$ 1,600
Net Revenue	[B]	2,025.48	-39,150	\$ 1,600
Less: Previous Month's Activity				
Cleared in Current Month [Net Amount]	[C]	(413.44)		
Add: Current Month's Activity				
Not Yet Cleared Bank [Net Amount]	[D]	1,277.04		
Balance on Hand at End of Month:	[=A+B+C+D]	76,920.98		
		<u>12/31/16</u>		

Notes:

(1) Previous \$100 for Halloween Expense that was double entered was removed from QuickBooks (- \$100.00 adjustment)

(2) Amazon charged the PTA account for a "Amazon Prime" membership (\$106.92). This charge has been reimbursed and will show up next month as a credit.

Submitted by: Lance Harris, Treasurer
ptatreasurergrant@gmail.com

Grant School PTA

Reconciliation Report

PTA Checking, Period Ending 12/31/2016

Reconciled on: 01/06/2017 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Lance Harris

Summary

Statement Beginning Balance	61,198.85
Checks and Payments cleared	-5,496.26
Deposits and Other Credits cleared	+8,385.34
Adjustment	-100.00
Statement Ending Balance	63,987.93
Uncleared transactions as of 12/31/2016	-3,398.54
Register Balance as of 12/31/2016	60,589.39
Uncleared transactions after 12/31/2016	-4,704.45
Register Balance as of 01/06/2017	55,884.94

Details

Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/26/2016	Check	4166	Margaret Steinberg	-300.00
10/19/2016	Check	4227	James Cook	-40.00
11/29/2016	Check	4249	Lara Gates	-73.44
12/02/2016	Expenditure		Intuit QB Payments	-19.95
12/06/2016	Check	4250	Sarah Ekedal	-1,200.00
12/06/2016	Check	4251	Elena Banks	-3,484.50
12/06/2016	Check	4252	Permabound	-63.49
12/07/2016	Expenditure		Dominos Pizza	-128.01
12/12/2016	Expenditure		Intuit QB Payments	-39.95
12/13/2016	Expenditure		Constant Contact	-40.00
12/19/2016	Expenditure		Amazon.com	-106.92
Total				-5,496.26

Deposits and Other Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
12/02/2016	Deposit		Deposit	240.00
12/02/2016	Deposit		Deposit	155.36
12/02/2016	Deposit		Deposit	400.00
12/16/2016	Deposit		Deposit	2,097.00
12/16/2016	Deposit		Deposit	4,295.20
12/16/2016	Deposit		Deposit	93.48
12/16/2016	Deposit		Deposit	1,104.30
Total				8,385.34

Additional Information

Uncleared Checks and Payments as of 12/31/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
02/18/2016	Expenditure			-40.00
03/06/2016	Check	3942	Attorney General's Registry of Charitable	-20.00
07/26/2016	Check	4170	John Snyder	-300.00
10/19/2016	Check	4226	Kiara Tungcab	-40.00
10/19/2016	Check	4228	Specialty Produce	-700.00
10/25/2016	Check	4236	Ranchos Northpark	-321.50
10/25/2016	Check		ShaSha Williams	-300.00
10/27/2016	Check	4239	Sarah Ekedal	-100.00
12/05/2016	Check		Margaret Steinberg	-300.00
12/06/2016	Check	4253	Eric Karpinski	-559.79
12/06/2016	Check	4254	San Diego Unified Council of PTA's	-717.25
Total				-3,398.54

Uncleared Deposits and Other Credits as of 12/31/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/03/2016	Check	4216	Elena Banks	0.00
10/13/2016	Check	4217	Lara Gates	0.00
10/21/2016	Check	4230	Brianna Valeska	0.00
10/25/2016	Check	4232	Kimberly Thomas	0.00
Total				0.00

Uncleared Checks and Payments after 12/31/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
01/03/2017	Check	4255	Elena Banks	-3,484.50
01/03/2017	Check	4256	Sarah Ekedal	-1,200.00
01/03/2017	Expenditure		Intuit QB Payments	-19.95
Total				-4,704.45