

MONTHLY TREASURER'S REPORT

Grant School PTA

2015/2016 School Year

Balance on Hand at Beginning of Month:		[A]	<u>\$ 108,059</u>		
			01/01/16		
			Jan-16	YTD	Budget
Income					
Community Donations					
Annual Imagine Campaign	[Note 1]	\$ 500	\$ 600	\$ 53,000	
Mission Hills Town Council			500	650	
Other Community Donations	[Note 1]	20	287	-	
Total Community Donations		<u>520</u>	<u>1,387</u>	<u>53,650</u>	
Community Fundraiser					
AmazonSmile		-	184	500	
Book Fair Income		6,933	6,933	10,000	
Box Tops for Education		452	452	1,250	
Gecko Garden Income			2,000	1,000	
Grant Gala			-	30,000	
Halloween Carnival Income			17,534	15,000	
Jamba Juice Income		58	58	500	
Jogathon Income		5,500	5,500	25,000	
Restaurant Fundraiser			584	1,500	
Running Club		1,570	1,570	-	
Script Income		0	1,069	1,500	
Stehly Farms		-	-	1,500	
Wine Tasting Event		-	2,297	5,000	
X-mas Trees		495	495	750	
Total Community Fundraiser		<u>15,008</u>	<u>38,677</u>	<u>93,500</u>	
Logowear (Grant Gear)		210	670	2,000	
PTA Membership			2,567	2,000	
Total Income		<u>\$ 15,738</u>	<u>\$ 43,301</u>	<u>\$ 151,150</u>	
Gross Profit		<u>\$ 15,738</u>	<u>\$ 43,301</u>	<u>\$ 151,150</u>	
Expenses					
Fundraising Expenses					
Book Fair Expense		\$ 6,965	\$ 6,965	\$ 10,000	
Grant Gala Expense			500	15,000	
Halloween Carnival Expense			11,178	12,000	
Jogathon Expense			-	5,000	
Wine Tasting Event			899	5,000	
Total Fundraising Expenses		<u>6,965</u>	<u>19,543</u>	<u>43,000</u>	
General and Administrative					
Accounting and Payment Processing Software		69	436	850	
Bank Service Charges			8	250	
Insurance			216	210	
Marketing Expenses					
Logowear (Grant Gear)			1,479	1,500	
Printed Materials and Signage			1,406	2,500	
Total Marketing Expenses		<u>-</u>	<u>2,884</u>	<u>4,000</u>	

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		01/01/16		
		Jan-16	YTD	Budget
Membership Expense			1,246	1,050
Office Supplies		14	243	200
Payment Processing Fees			178	700
Professional Services				
Accounting			-	600
Total Professional Services		-	-	600
Taxes			-	100
Website and Email	[Note 2]	40	400	500
Total General and Administrative		123	5,612	8,460
Hospitality				
1st School Day - Donuts			120	150
Back to School Class Reveal			169	150
Kindergarten Orientation			138	500
Monthly Chatio Meet & Greet			-	300
PTA Meetings		75	367	750
Safety Committee Appreciation			108	200
Summer Picnic Expense			244	650
Teacher Acknowledgment				
Teacher Appreciation Week Gifts			-	200
Teachers Thank You Lunch			-	700
Teachers Welcome Back Lunch			610	700
Total Teacher Acknowledgment		-	610	1,600
Total Hospitality		75	1,757	4,300
Other Programs				
Library Program		95	711	1,000
Middle School				
Academic League/ Quiz Bowl		190	190	180
GeoBee			100	125
Junior Model United Nations			-	550
Middle School Dance			-	450
Middle School Orientation			128	150
Middle School Promotion			336	800
National Honor Society Membership			-	385
Spelling Bee			136	200
Total Middle School		190	890	2,840
Other Enrichment Programs				
Assemblies			1,500	3,000
School Trips			-	3,000
Subscriptions			12,113	12,500
Total Other Enrichment Programs		-	13,613	18,500
Total Other Programs		285	15,213	22,340

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		01/01/16		
		Jan-16	YTD	Budget
S.T.E.A.M. Programs				
S.T.E.A.M. Teachers' Salary and Benefits				
Art Program		2,080	6,652	14,500
Science Program	[Note 3]	1,650	15,450	36,500
Total S.T.E.A.M. Teachers' Salary and Benefits		3,730	22,102	51,000
Science Enrichment				
Family Science Night		292	651	1,000
Gecko Garden			310	1,500
Science Fair			152	500
Science Olympiad			-	600
Total Science Enrichment		292	1,114	3,600
Total S.T.E.A.M. Programs		4,022	23,216	54,600
School and Staff Support				
Associated Student Body			1,479	2,000
School Supplies		308	5,860	15,000
Teacher Discretionary Funds				
Teacher Special Request			500	1,000
Total Teacher Discretionary Funds		-	500	1,000
Total School and Staff Support		308	7,840	18,000
Total Expenses		\$ 11,779	\$ 73,180	\$ 150,700
Net Operating Income (Loss)		\$ 3,960	\$ (29,880)	\$ 450
Net Operating Income				
Other Expenses				
Fraud		\$ -	\$ -	\$ -
Total Other Expenses		-	-	-
Net Other Income		-	-	-
Net Income (Loss)	[B]	\$ 3,960	\$ (29,880)	\$ 450
 Less: Previous Month's Activity				
Cleared in Current Month [Net Amou	[C]	\$ (4,990)		
 Add: Current Month's Activity				
Not Yet Cleared Bank [Net Amount]	[D]	\$ 12,772		
Balance on Hand at End of Month:	[A+B+C+D]	\$ 119,801		
		01/31/16		

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2015/2016 School Year

Balance on Hand at Beginning of Month: [A] \$ 108,059
01/01/16

Jan-16

YTD

Budget

Notes:

- [1] \$100 Imagine Campaign donation from September previously recorded as "Other Community Donations" reallocated in January 2016 to "Annual Imagine Campaign."
- [2] Year-to-date total adjusted by previously unrecorded transaction (\$40) to "Website and Email" in December 2015. Total December 2015 Net Income (Loss) was (-\$11,835); previous Treasurer Report for December showed total Net Income (Loss) of (-\$11,795), adjustment/difference of \$40.
- [3] January 2016 expense in amount of \$1,650 paid for science coordinator's workers' compensation insurance.

Submitted by: Alisa Loigman, Treasurer
ptatreasurergrant@gmail.com

Grant School PTA
PROFIT AND LOSS DETAIL
 January 2016

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Income/Expenses							
Income							
Community Donations							
Annual Imagine Campaign							
01/29/2016	Deposit		Deposit	Matching Company Donation - Erik More	PTA Checking	500.00	500.00
Total for Annual Imagine Campaign						\$500.00	
Other Community Donations							
01/29/2016	Deposit			Donation	PTA Checking	20.00	20.00
Total for Other Community Donations						\$20.00	
Total for Community Donations						\$520.00	
Community Fundraiser							
Book Fair Income							
01/11/2016	Deposit		Deposit	December 2015 Book Fair	PTA Checking	6,933.19	6,933.19
Total for Book Fair Income						\$6,933.19	
Box Tops for Education							
01/29/2016	Deposit			March 4-November 2, 2015 Submission Period	PTA Checking	451.50	451.50
Total for Box Tops for Education						\$451.50	
Jamba Juice Income							
01/11/2016	Deposit		Deposit	Jamba Juice	PTA Checking	58.40	58.40
Total for Jamba Juice Income						\$58.40	
Jogathon Income							
01/29/2016	Deposit			Sponsorship Donation	PTA Checking	500.00	500.00
01/29/2016	Deposit			Sponsorship Donation	PTA Checking	500.00	1,000.00
01/29/2016	Deposit			Sponsorship Donation	PTA Checking	500.00	1,500.00
01/29/2016	Deposit			Sponsorship Donation	PTA Checking	500.00	2,000.00
01/29/2016	Deposit			Sponsorship Donation	PTA Checking	500.00	2,500.00
01/29/2016	Deposit			Sponsorship Donation	PTA Checking	1,000.00	3,500.00
01/29/2016	Deposit			Sponsorship Donation	PTA Checking	2,000.00	5,500.00
Total for Jogathon Income						\$5,500.00	
Other Community Fundraisers							
01/27/2016	Check	3923	Grant Foundation	Mission Hills 5K Sponsorship Donations (checks written to PTA instead of Foundation) - Reallocating funds back to Foundation (funds not belonging to PTA).	PTA Checking	-1,500.00	-1,500.00
01/29/2016	Deposit			Mission Hills 5K Sponsorship Donation (paid to PTA, should be Foundation)	PTA Checking	500.00	-1,000.00
01/29/2016	Deposit			Mission Hills 5K Sponsorship Donation (paid to PTA, should be Foundation)	PTA Checking	500.00	-500.00
01/29/2016	Deposit			Mission Hills 5K Sponsorship Donation (paid to PTA, should be	PTA Checking	500.00	0.00

Foundation)							
Total for Other Community Fundraisers						\$0.00	
Running Club							
01/11/2016	Deposit		Deposit	Running Club Funds held by PTA. Funds not belonging to PTA.	PTA Checking	1,210.00	1,210.00
01/29/2016	Deposit			Running Club	PTA Checking	360.00	1,570.00
Total for Running Club						\$1,570.00	
Script Income							
01/27/2016	Deposit		script income	ELECTRONIC DEPOSIT Electronic Sc Download from usbank.com. Electronic Scrip	Script Checking	0.38	0.38
Total for Script Income						\$0.38	
X-mas Trees							
01/29/2016	Deposit			2015 Christmas Tree Fundraiser (20% back)	PTA Checking	495.00	495.00
Total for X-mas Trees						\$495.00	
Total for Community Fundraiser						\$15,008.47	
Logowear (Grant Gear)							
01/29/2016	Deposit			Nov./Dec. 2015 Sales	PTA Checking	140.00	140.00
01/29/2016	Deposit			Nov./Dec. 2015 Sales	PTA Checking	70.00	210.00
Total for Logowear (Grant Gear)						\$210.00	
Total for Income						\$15,738.47	
Expenses							
Fundraising Expenses							
Book Fair Expense							
01/27/2016	Check	3924	Scholastic Book Fairs	December Book Fair, Invoice #W3461745BF	PTA Checking	6,965.48	6,965.48
Total for Book Fair Expense						\$6,965.48	
Total for Fundraising Expenses						\$6,965.48	
General and Administrative							
Accounting and Payment Processing Software							
01/04/2016	Expense		Intuit QB Payments	ELECTRONIC WITHDRAWAL INTUIT PYM Download from usbank.com. INTUIT PYMT SOLN	PTA Checking	19.95	19.95
01/04/2016	Expense		Intuit QB Payments	DEBIT PURCHASE - VISA INTUIT *QB Download from usbank.com. INTUIT *QB ONLIN800-286-6800CA	PTA Checking	49.45	69.40
Total for Accounting and Payment Processing Software						\$69.40	
Office Supplies							
01/25/2016	Expense		Amazon.com	IRS Approved 1099 INT	PTA Checking	14.08	14.08
Total for Office Supplies						\$14.08	
Website and Email							
01/19/2016	Expense		Constant Contact	DEBIT PURCHASE - VISA CTC*CONSTA Download from usbank.com. CTC*CONSTANTCONT855-2295506 MA	PTA Checking	40.00	40.00
Total for Website and Email						\$40.00	
Total for General and Administrative						\$123.48	
Hospitality							
PTA Meetings							
01/14/2016	Expense			January 12, 2016 PTA Meeting Pizza	PTA Checking	75.30	75.30
Total for PTA Meetings						\$75.30	

Total for Hospitality						\$75.30	
Other Programs							
Library Program							
01/27/2016	Check	3921	junior library guild	Books, Invoice #305960	PTA Checking	71.28	71.28
01/27/2016	Check	3922	DEMCO	1 roll laminate gloss, Invoice #5782803	PTA Checking	23.62	94.90
Total for Library Program						\$94.90	
Middle School							
Academic League/ Quiz Bowl							
01/27/2016	Check	3925	Anne Anthony	Reimb. for December 6, 2015 tournament	PTA Checking	190.00	190.00
Total for Academic League/ Quiz Bowl						\$190.00	
Total for Middle School						\$190.00	
Total for Other Programs						\$284.90	
S.T.E.A.M. Programs							
S.T.E.A.M. Teachers' Salary and Educational Expenses							
Art Program							
01/27/2016	Check	3917	Joe Nyiri	October 23, 2015 to December 16, 2015 (January 1, 2016 Invoice)	PTA Checking	2,080.00	2,080.00
Total for Art Program						\$2,080.00	
Workers' Compensation Insurance							
01/27/2016	Check	3918	San Diego Unified Council of PTA's	Workers' Compensation Ins. for Elena Banks	PTA Checking	1,650.00	1,650.00
Total for Workers' Compensation Insurance						\$1,650.00	
Total for S.T.E.A.M. Teachers' Salary and Educational Expenses						\$3,730.00	
Science Enrichment							
Family Science Night							
01/27/2016	Check	3920	Ginger Tyson	Slinkies	PTA Checking	32.40	32.40
01/27/2016	Check	3919	Holly Dembinski	Dental disclosing tablets, toothbrushes	PTA Checking	259.45	291.85
Total for Family Science Night						\$291.85	
Total for Science Enrichment						\$291.85	
Total for S.T.E.A.M. Programs						\$4,021.85	
School and Staff Support							
School Supplies							
01/11/2016	Deposit		Deposit	ARL Reimbursement for accidental personal charge through PTA card stored on Amazon on 12/30/15.	PTA Checking	-41.79	-41.79
01/15/2016	Expense			Mr. Snyder - 33 1.5 ft USB 2.09 Cables	PTA Checking	34.45	-7.34
01/27/2016	Expense		staples	Ms. Wasseem - Brother Label Tape	PTA Checking	49.90	42.56
01/27/2016	Expense		Lakeshore Learning	Ms. Wasseem - privacy partitions, write and wipe boards, board erasers, board supplies.	PTA Checking	157.39	199.95
01/28/2016	Expense			Ms. Harris - Electric Pencil Sharpener	PTA Checking	107.99	307.94
Total for School Supplies						\$307.94	
Total for School and Staff Support						\$307.94	
Total for Expenses						\$11,778.95	
Net Income						\$3,959.52	

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