

Robert Frost PTO Budget

2019-2020

Fiscal Year: 08/01/19 to 07/31/20

Event Category	Projected Income	Projected Expense	Notes
Supporting Students / Events			
Boo Hoo/Yahoo! Gift Bags		\$ (100.00)	gift bag contents for Kindergarteners
Project Night	\$ 400.00	\$ (400.00)	this is not intended as a money maker; just want to cover expenses
Skate City Parties	\$ 400.00		income comes in throughout the year, based on last year largest fundraiser of year; prizes / movie license / other ;
Quiz Bowl	\$ 13,000.00	\$ (800.00)	last year was \$13,900 income
Hobby Fair		\$ (100.00)	trophies/trinkets/certificates
Movie Night	\$ 1,350.00	\$ (1,100.00)	pizza candy water sales (this is not intended as a money maker); based on last year
Art Show/ Ice Cream Social		\$ (50.00)	expense is paper for mounting artwork; none last year
Science Fair		\$ (300.00)	chair has gotten \$300 donation from Sanford in past to cover this, but it is not guaranteed so need to have it in the
Artist in Residence/Assembly		\$ (1,000.00)	PTO sponsors each year; doesn't do planning
Career Exploration Day		\$ (150.00)	PTO sponsors and plans; cost is for nametags, etc
Kindergarten Round-Up		\$ (200.00)	snack/lunch practice items, pizza for 5th grade helpers
Field Day / Peace Festival		\$ (1,000.00)	PTO sponsors each year; school does planning; this is for replacement game parts, Phil Baker cost, etc
Subtotal for this category	\$ 15,150.00	\$ (5,200.00)	
Supporting Teachers & Staff			
Teacher/Staff Welcome Breakfast		\$ (150.00)	catered meal to ease planning prior to school start - breakfast this year
Teacher Conference/Appreciation Meals Donations	\$ 200.00	\$ (200.00)	ask parents for food/money donations, this expense would be to fill the gaps
Teacher/Staff Birthday		\$ (350.00)	\$5 gift card for each, plus \$1 each for card to go with
Orchestra/Band/Vocal/Art Flowers		\$ (75.00)	corsage / bout for teachers during performance nights
Teacher/Staff Appreciation Week		\$ (400.00)	gift cards for games
Book Room maintenance/software		\$ (2,000.00)	replenish and update Book Room each year, these are shared curriculum-type books that teachers use throughout
Admin Assistant/Custodial Day		\$ (300.00)	custodians \$25 (4); Clerical \$25 (3); Nurse (1) Princ. \$50; Admin Intern \$50
Teacher Purchase Cards		\$ (3,000.00)	\$75 per full time teacher; then proportionate value for part time ex: .75 FTE * 75 = \$56.25; paid at beginning of school
Classroom Party Funds	\$ 2,000.00	\$ (3,200.00)	teachers collect their own party funds, PTO makes up the difference of what parents don't pay
Distribution to teachers			left over to distribute - last year \$8 per student to teachers; based on last year; given out around March-April
Subtotal for this category	\$ 2,200.00	\$ (9,675.00)	

Supporting the School			
Spirit Gear	\$ 5,800.00	\$ (4,800.00)	we get a portion of sales throughout the year, \$\$ based on last year
Book Fair	\$ 6,500.00	\$ (6,500.00)	income/expense should be relatively equal
Box Tops/Reward Programs	\$ 500.00		income comes in throughout the year, based on last year
Playground equipment		\$ (200.00)	standard cost every year for misc items
Subtotal for this category	\$ 12,800.00	\$ (11,500.00)	
General PTO			
Open House		\$ (100.00)	doorprize drawing cost / candy
Copy Center / Printing		\$ (400.00)	all printing throughout year via Copy Center or school
Special/Misc donations	\$ 1,000.00		science fair grant, employer matching funds, etc
General fund donations	\$ 200.00		received online at various points through year
PTO Miscellaneous/Contingency		\$ (200.00)	
Cash box	\$ 600.00	\$ (600.00)	line item for recording purposes (should in/out should equal)
Website		\$ (180.00)	domain name, SSL Certificate, hosting
PTO Insurance		\$ (465.00)	
Interest			
Subtotal for this category	\$ 1,800.00	\$ (1,945.00)	
Grand Totals			
	\$ 31,950.00	\$ (28,320.00)	
Ledger Balance as of 8/23/2019	\$ 5,706.09		