

Butler Middle School – PTSA meeting – August 17, 2017 ✓
2016
General Board Meeting

In attendance: Lois Kristensen, Amy Church, Tatiana Grant, Hilary Ripley, Jody Wihongi, Paula Logan, Margie Arellano, Michael Albrecht, Lori Schneider, Lisa Devashrayee

1 Welcome – Michael 1:32pm

2 PTSA Executive Board Discussion

- Treasurer Report and Order of Business

-Accounting Status - AFR was completed. See Attachment A

-Budget – 2016-17 draft of proposed Budget. See Attachment B

-Business Matters –

*Do have a back stock on Spirit Wear. Need to sell them so we can re-coup our expenses. Gals over it for this year are on top of it. They are going to Sell this stock at Back to School Night.

*Credit Cards accepted? Do we want to accept them? We have 2 “square” devises or can use a Pay-Pal account. Some fee’s incurred but then more buy. Seems like the use has been approved by this PTSA in the past. Those in attendance were in agreement to use one. With added fee’s and additional insurance. Lori will look into a new reader that accepts the new “chip” cards.

*One additional person has to verify the accounting for the use of credit card.

Hilary Ripley agreed to do this with Lori.

3 PTSA Projects

*****---- New Meeting Time – first Wednesday of the Month at 9am.

- PTSA Board Members still needed: Teacher Rep (Ms Logan will get to us once she can find one). Newsletter, Student Liaison, Membership (Hilary was going to ask Raelynn), Teacher Appreciation (Lois & Paula – agreed to do it).
- Student Committee Members needed: These are PTSA student members. Any student can join PTSA and be a member of this committee.

*Have students meet at a different time & date. Possible time could be Friday mornings during late start. Work under the direction of the PTSA Adult Liaison.

*Time & Date of meetings will be determined by the group of Students & Liaison.

*Help with Parent & Student Appreciation Events, advertising all events, and work in conjunction with Adult PTSA board staff.

- Status Update

Back to School Night: 6-8pm 8/31/16

- tables there: Membership, Memory Book, and spirit wear
- want drawings and incentives for that night to join PTSA

Welcome Breakfast

- Friday, 8/19/16 7:30am Lisa and Lori will do it. Anyone welcome to come.

After school Programs

- Some discussions with the Rec Center have occurred. Trying to plan something for students after school hours – clarified that this would be AFTER Bruins Den hours, so there is NO CONFLICT.
- possibility of putting together a committee to research this further.
- BHS is looking into doing the same thing.

Memory Books – all paid for through the office. We WILL NOT collect money.

Appreciations – doing Teacher, Parent and Student appreciations are desired

4 PTSA Advocacy

- Bullying Policies: What can PTSA do to help this issue? School can't legally remove the kid from the school. But can refer them to the district for a hearing. They take a look at the whole situation, facts, and witnesses. There are resources only if the administration is aware of it. Admin is really trying to "educate" the kids.

- It was mentioned that students of previous PTSA board members have left because of personal bullying issues. Since these parents are more involved in the school setting, this is a concern. Michael asked that there is a review of school policies.

5 Principal input:

*Working on increasing the popularity of GREAT bruins cards

*Tatiana will head up trying to get incentives and coupons for this Drawing

*Requested \$200 from PTSA for each of the 8 mo. of the drawings to purchase items.

- \$1600 was approved by all present at the meeting.

*Grade Level Assembly – focus on the issues they are facing. Happens once/month

*Assigning student ambassadors to all new 7th & 8th students for the first week.

*Sept 8th – parent night. Will hold sessions for parents: Core help, skyward, etc.

6 Infrastructure – The space available for PTSA use will be a storage area over by the "vending area" the school is removing, located in the hall by the cafeteria. Other areas were discussed but this was what was available. We appreciate the space

given! School Staff will move our inventory for us to the new area.

7 Other * Send volunteer info to Darylann: Tuesday & Wed 7:30-8am schedule handout. And then 4-5 for lunch help Wed, Thurs, Friday – 11:03-12:42 Wed/Thurs and Friday 10:57-12:35

8 Adjourned – Michael 3:31

Minutes adopted and approved at the PTSA meeting on: 7 day of September, 2016



President Signature

9/7/16

Date



Secretary Signature

9-7-16

Date

YEAR END FINANCIAL STATEMENT

Butler Middle School PTSA
Region 17 Council : Canyons Secondary
FISCAL YEAR: July 1, 2015 to June 30, 2016

BALANCE CARRIED FORWARD \$15,901.87
0.00
\$15,901.87

ACTUAL REVENUE :

Membership Dues : 294 members @ \$2.75 (local portion only) \$808.50

Fundraiser - Memory Book (Net) 6,359.40
Cash Donations 85.00
Sales Tax Refunds 100.07
Partnerships - Restaurant Nights 278.87
0.00
0.00
0.00
0.00
0.00

TOTAL REVENUE

\$7,631.84

ACTUAL EXPENDITURES:

Administration

Insurance \$170.17
Bank Fees / other fees 48.18
Hospitality 273.82
Luncheon 239.03
\$731.20

Individual Development

Leadership \$80.00
Reality Town 750.00
Student Activities 209.70
\$1,039.70

Health & Safety

Red Ribbon Week \$890.35
\$890.35

Education & Family

Reflections \$907.60
Teacher Appreciation 1,570.13
\$2,477.73

Other - Spirit Wear \$1,051.00

TOTAL EXPENDITURES

\$6,189.98

BALANCE TO CARRY FORWARD

\$17,343.73

Disbursement of Monies Collected But Not Belonging to Local Unit:

National PTA : 294 members @ \$2.25 \$661.50
Utah PTA : 294 members @ \$1.75 \$514.50
Council PTA : 294 members @ \$.25 \$73.50

**Butler Middle School PTSA
2015-2016
Budget Summary - Year End Financial**

	<u>Receipts</u>	<u>Paid Out</u>	<u>Net Income/(loss)</u>
INCOME			
Membership	2,058.00	1,249.50	808.50
Memory Book	17,050.00	10,690.60	6,359.40
Restaruant Partnerships	278.87	0.00	278.87
Sales Tax Refund	100.07	0.00	100.07
Donations	<u>85.00</u>	<u>0.00</u>	<u>85.00</u>
	19,571.94	11,940.10	7,631.84

NON- BUDGET ITEMS	<u>Receipts</u>	<u>Paid Out</u>	<u>Net Income/(loss)</u>
Cash Box	100.00	100.00	0.00
Insurance Refund error	849.99	849.99	0.00
Spirit Wear	2,739.00	3,790.00	(1,051.00)

EXPENSES	<u>Approved Budget</u>	<u>Actual Expenses</u>	<u>Under / (over) Budget</u>
Administration:			
Audit	200.00		
Supplies	200.00		
Luncheon	200.00	239.03	
Bank Fees	100.00	48.18	
Hospitality	400.00	273.82	
Mailers	150.00		
Insurance	<u>200.00</u>	<u>170.17</u>	
	1,450.00	731.20	718.80
Individual Development:			
Leadership	1,800.00	80.00	
Assemblies	2,000.00		
Classroom Supplies	500.00		
Memory Book	300.00		
Reality Town	750.00	750.00	
Student Activities	<u>2,000.00</u>	<u>209.70</u>	
	7,350.00	1,039.70	6,310.30
Health & Safety :			
Red Ribbon Week	800.00	890.35	
Health & Fitness	<u>300.00</u>	<u>0.00</u>	
	1,100.00	890.35	209.65
Education & Family Life:			
Reflections	1,000.00	907.60	
Teacher Appreciation	<u>2,700.00</u>	<u>1,570.13</u>	
	3,700.00	2,477.73	1,222.27
Community Involvement:			
Gift to School	400.00	0.00	
Volunteer Appreciation	<u>400.00</u>	<u>0.00</u>	
	800.00	0.00	800.00
TOTAL EXPENSES	14,400.00	5,138.98	9,261.02

PROPOSED BUDGET---DRAFT

Attachment B
1

Butler Middle School PTSA
FISCAL YEAR: July 1, 2016 to June 30, 2017

BALANCE CARRIED FORWARD	\$17,343.73
	<u>0.00</u>
	\$17,343.73

INCOME

Membership Dues	\$750.00
Fundraiser - Memory Book (Net)	6,400.00
Cash Donations	0.00
Sales Tax Refunds	100.00
Partnerships - Restaurant Nights	250.00
	0.00
	0.00
	0.00
	0.00
	<u>0.00</u>
TOTAL INCOME	<u>\$7,500.00</u>

EXPENDITURES

<u>Administration</u>	
Insurance	\$180.00 + \$100
Bank Fees / other fees	150.00 +
Supplies	
Hospitality	300.00
Luncheon	<u>0.00</u>
	\$630.00
<u>Individual Development</u>	
Leadership	\$350.00
Reality Town	750.00
Student Activities	<u>0.00</u> 1,600.00
	\$1,100.00
<u>Health & Safety</u>	
Red Ribbon Week	<u>\$900.00</u>
	\$900.00
<u>Education & Family</u>	
Reflections	\$950.00
Teacher Appreciation	<u>1,600.00</u>
	\$2,550.00
Other - Spirit Wear	<u>\$0.00</u>
TOTAL EXPENDITURES	<u>\$5,180.00</u>

BALANCE TO CARRY FORWARD	<u>\$19,663.73</u>
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*** Revenues received in excess of budgeted amounts will be carried over to the subsequent year

Butler Middle School PTSA 2015-2016 Budget Summary - Year End Financial

	Receipts	Paid Out	Net Income/(loss)
INCOME			
Membership	2,058.00	1,249.50	808.50
Memory Book	17,050.00	10,690.60	6,359.40
Restaurant Partnerships	278.87	0.00	278.87
Sales Tax Refund	100.07	0.00	100.07
Donations	85.00	0.00	85.00
	19,571.94	11,940.10	7,631.84

	Receipts	Paid Out	Net Income/(loss)
NON-BUDGET ITEMS			
Cash Box	100.00	100.00	0.00
Insurance Refund error	849.99	849.99	0.00
Spirit Wear	2,739.00	3,790.00	(1,051.00)

Butler Middle School PTSA 2014-2015 Budget Summary - Year End Financial

	Receipts	Paid Out	Net Income/(loss)
INCOME			
Membership	1,659.00	1,007.25	651.75
Memory Book	16,756.00	11,276.98	5,479.02
Restaurant Partnerships	0.00	0.00	0.00
Sales Tax Refund	104.26	0.00	104.26
Donations	1,618.44	0.00	1,618.44
	20,137.70	12,284.23	7,853.47

	Receipts	Paid Out	Net Income/(loss)
NON-BUDGET ITEMS			
Cash Box	0.00	0.00	0.00
Insurance Refund error	0.00	0.00	0.00
Spirit Wear	5,056.60	4,894.00	162.60

Butler Middle School PTSA 2013-2014 Budget Summary - Year End Financial

	Receipts	Paid Out	Net Income/(loss)
INCOME			
Membership	1,834.00	1,138.80	695.20
Memory Book	17,173.00	11,723.34	5,449.66
Restaurant Partnerships	0.00	0.00	0.00
Sales Tax Refund	55.71	0.00	55.71
Donations	1,778.19	0.00	1,778.19
	20,840.90	12,862.14	7,978.76

	Receipts	Paid Out	Net Income/(loss)
NON-BUDGET ITEMS			
Cash Box	0.00	0.00	0.00
Insurance Refund error	0.00	0.00	0.00
Spirit Wear	5,165.00	4,344.00	821.00

EXPENSES	Approved Budget	Actual Expenses	Under / (over) Budget
Administration:			
Audit	200.00	200.00	0.00
Supplies	200.00	239.03	39.03
Lunches	200.00	48.18	151.82
Bank Fees	100.00	273.82	173.82
Hospitality	400.00	150.00	250.00
Mailers	150.00	200.00	50.00
Insurance	200.00	170.17	29.83
	1,450.00	731.20	718.80
Individual Development:			
Leadership	1,800.00	80.00	1,720.00
Assemblies	2,000.00	0.00	2,000.00
Classroom Supplies	500.00	750.00	250.00
Memory Book	300.00	209.70	90.30
Reality Town	750.00	1,039.70	289.70
Student Activities	2,000.00	6,310.30	4,310.30
	7,350.00	8,980.35	1,630.35
Health & Safety:			
Red Ribbon Week	800.00	890.35	90.35
Health & Fitness	300.00	0.00	300.00
	1,100.00	890.35	209.65
Education & Family Life:			
Reflections	1,000.00	907.60	92.40
Teacher Appreciation	2,700.00	1,570.13	1,129.87
	3,700.00	2,477.73	1,222.27
Community Involvement:			
Gift to School	400.00	0.00	400.00
Volunteer Appreciation	400.00	0.00	400.00
	800.00	0.00	800.00
TOTAL EXPENSES	14,400.00	5,138.98	9,261.02

Bank Balance as of June 30, 2016: \$ 17,343.73

EXPENSES	Approved Budget	Actual Expenses	Under / (over) Budget
Administration:			
Audit	200.00	200.00	0.00
Supplies	200.00	170.73	29.27
Lunches	200.00	0.00	200.00
Bank Fees	100.00	42.74	57.26
Hospitality	400.00	71.61	328.39
Mailers	150.00	0.00	150.00
Insurance	200.00	109.48	90.52
	1,450.00	594.56	855.44
Individual Development:			
Leadership	1,800.00	0.00	1,800.00
Assemblies	2,000.00	75.00	1,925.00
Classroom Supplies	500.00	500.00	0.00
Memory Book	300.00	285.00	15.00
Reality Town	750.00	750.00	0.00
Student Activities	2,000.00	1,610.00	390.00
	7,350.00	5,740.00	1,610.00
Health & Safety:			
Red Ribbon Week	800.00	893.80	93.80
Health & Fitness	300.00	0.00	300.00
	1,100.00	893.80	206.20
Education & Family Life:			
Reflections	1,000.00	606.39	393.61
Teacher Appreciation	2,700.00	2,337.69	362.31
	3,700.00	2,944.08	755.92
Community Involvement:			
Gift to School	400.00	400.00	0.00
Volunteer Appreciation	400.00	221.90	178.10
	800.00	621.90	178.10
TOTAL EXPENSES	14,400.00	6,664.34	7,735.66

Bank Balance as of June 30, 2015: \$ 15,901.87

EXPENSES	Approved Budget	Actual Expenses	Under / (over) Budget
Administration:			
Audit	200.00	200.00	0.00
Supplies	200.00	24.09	175.91
Training	200.00	135.00	65.00
Bank Fees	100.00	100.00	0.00
Hospitality	400.00	16.59	383.41
Mailers	150.00	342.62	192.62
Insurance	200.00	190.00	10.00
	1,450.00	1,008.30	441.70
Individual Development:			
Leadership	1,800.00	0.00	1,800.00
Assemblies	2,000.00	100.00	1,900.00
Classroom Supplies	500.00	0.00	500.00
Memory Book	300.00	700.00	400.00
Reality Town	750.00	210.87	539.13
Student Activities	2,000.00	1,010.87	989.13
	7,350.00	1,811.87	5,538.13
Health & Safety:			
Red Ribbon Week	800.00	762.39	37.61
Health & Fitness	300.00	0.00	300.00
	1,100.00	762.39	337.61
Education & Family Life:			
Reflections	1,000.00	394.16	605.84
Teacher Appreciation	2,700.00	1,681.98	1,018.02
	3,700.00	2,076.14	1,623.86
Community Involvement:			
Gift to School	400.00	0.00	400.00
Volunteer Appreciation	400.00	45.44	354.56
	800.00	45.44	754.56
TOTAL EXPENSES	14,400.00	4,903.14	9,496.86

Bank Balance as of June 30, 2014: \$ 14,643.82