

SWES PTA Budget Narrative

July 2022

Income

1. The top portion of the budget contains Income items. If an item has an expense as part of running the fundraiser or event, that expense is included in this top income section as part of the expense of the activity itself and the final money left for us to spend is the "Budget Net."
2. Grants:
 - a. Home Depot Grant is a grant received from Home Depot for grounds improvement. Emily Barnes is point person. PTA as an organization will set the spend priority for this.
 - b. SPICE Grant 22-23 – this assumes we receive the Grant again from GCC PTA. We need to begin partnering with parents at large to set the priority on this grant and spend now so we are ready and have a strong proposal in October/November.
3. Sponsorship – Boosterthon Shirt sponsorship pays for shirts for all students. These are worn for Boosterthon events and throughout the year as spirit wear. We need to secure these sponsors asap.
4. Carryovers – These are amounts of money that were sourced for a specific purpose. The money therefore must be spent on only that purpose. It is represented here as money in our account that is already dedicated.

Expenses

1. The second half of the budget is the expense details. These are "planned" or expected expenses throughout the year.
2. All for Books – We average a spend of \$500-600 per year on All for Books. The money is given to students who are identified as not being able to participate in the bookfair for economic reasons. The student receives a \$10 certificate to spend. It has been a great success. Money not spent carries over to the next book fair.
3. Family and Student Programs – These are any programs planned throughout the year for families and students that are not already grant funded or sponsored. It allows for fresh ideas.
4. SPICE Grant CarryOver – please note these funds must be spent by year end or returned to the GCC of PTAs. It is a great idea to spend them before October 1 so it looks like our last grant was very needed and completed before we apply for the next round of grants at the end of October.
5. Teacher Appreciation is capped at 3% of the total budget per National PTA guidelines. This 3% amount is based on the total budget of 94,281.02 which does include carryover funds from last year. Please note, volunteer appreciation is included in this amount.
6. Educational Enhancements
 - a. Home Depot Grant – see above explanation in Income section.
 - b. Playground Enhancements – This has been carried over from 2 years ago when the PTA voted to dedicate the Boosterthon Fundraiser to Playground Efforts. This should probably be spent this year. Recommend discussing Playground Needs.

- c. Special Grants – These are grants to the Specials Teachers. They are separated from general teacher grants as Specials teachers serve all children in the school vs. just those in their assigned classroom.
- d. Teacher Mini Grants – Grant money available to teachers for supplies.
- e. Educational Enhancements Closet – This money is available to fund supplies that enhance the educational experience that teachers often fund themselves like spaghetti noodles for building shapes, marshmallows, and straws for constructing 3D figures, etc.
- f. Technology, software, and supplies – These funds are generally used at the discretion of the Principal in agreement with the PTA to provide for additional learning tools in class.

7. Overhead

- a. Accounting Software – pays for MoneyMinder so we have electronic records of expenses and allocations.
- b. Adobe Acrobat – Used for creating online fillable forms (membership, treasury papers, etc.). Allows us to work as a team remotely.
- c. Email and Office 365 – for Board Use. Creates email permanence and greatly enhances year to year transfers with new Boards.
- d. Executive Board Fund – This is available to help cover the occasional extra needs of any line item. Prevents us from being forced to stop a program if the program is minimally over budget until a new budget can be approved by General Membership.
- e. Office Supplies – Covers print paper, folders, binders, etc.
- f. Petty Cash – A line item to placeholder for when we take money out for events to cover giving change to buyers/participants.
- g. Carryover for the 23-24 School Year Start Up – Every year, before fundraisers have happened to provide funding for the year, there are certain basic expenses that must be covered. This money is earmarked to carry over for the next school year start up.
- h. Website – Cost to maintain our website domain and hosting services.

Grand Totals –

- 1. Budgeted Income, which may be less or more as the year goes on and fundraisers are successful or not, and
- 2. Budgeted Expenses, which will need to be budgeted throughout the year to reflect changing income amounts and real priorities that come up, and
- 3. Net Budget, which is what is projected to be left over at the end of the year. This is also money that can be allocated to new needs as we do budgets throughout the year.

Note: This Budget Net will change as the realities of income and expenses change as well.