

PTO Elm Creek Elementary Parent Teacher Organization (ECE PTO)
General Meeting
May 13th, 2025, 6:30pm
Elm Creek Elementary Media Center

Elm Creek Elementary



Helping Our Students Soar!

Agenda

Welcome and Call to Order-2024-25 PTO President, Bao Vang

- Ice Breaker: What was your favorite memory from this year's PTO events?

PTO Board Officers Reports

- **Treasurer's Report**, Michael Taube
 - ☐ Monthly activity and Treasurer's reports
 - ☐ Budget Amendments - See "Budget - Draft Amendments" addendum
 - ☐ Tax filing status
 - ☐ Audit
- **President's Report**, Bao Vang
 - ☐ Criminal Case Update - May 19, 2:30pm
 - ☐ Ideas for next year (Kathleen Petersen)
- **Vice President's Report**, Sarah Grenfell
 - ☐ Elections: PTO Secretary
 - Katie House

Committee Director Reports

- ☐ Book Fair: Jillisa Kraetz
- ☐ Hospitality: Angela Carney
- ☐ Carnival: Megan Dischinger

Ness' Notes, Beth Ness

- ☐ EC PTO Meeting PPT - May

Enjoy the rest of the school year and summer! See you at Open House in August!

Adjournment

**Elm Creek Elementary School Parent Teacher Organization
(ECE PTO)**

April 1 - April 30, 2025 Treasurer's Report



This report was prepared by 2024-2025 Elm Creek Elementary Treasurer, Michael Taube, and reflects a summarization of the financial activities of the Elm Creek Elementary PTO bank accounts from **April 1, 2025, through April 30, 2025.**

The corresponding Financial Activity Report covers **April 1, 2025, through April 30, 2025.**

Tax filing for 2023 (financial year 8/1/2023 - 7/31/2024) is on hold due to rejection when the CPA (Robert Murphey) attempted to submit it on Tuesday, April 8, 2025. It was rejected due to Elm Creek Elementary not having non-profit status according to the IRS. See <https://apps.irs.gov/app/eos/>, Search By: Organization Name, Search Term: "ELM CREEK PTO" for more information. The 2022 tax year used to be visible in the results, but no longer is and it is not clear why. Tax exempt status was revoked on 1/15/2023 due to not filing taxes (990-N) for three consecutive years, but was reinstated and backdated to the revocation date per a letter dated 9/28/2023. Power of Attorney was granted to the CPA on Wednesday, April 30, 2025, so the CPA could contact the IRS on behalf of Elm Creek PTO regarding the tax years 2018 - 2024 (current tax year). We are waiting for an update from the CPA regarding next steps.

Attempts to leverage discounts based on tax exempt status from TechSoup (QuickBooks) and possibly Google (Workspace email accounts) have been rejected and are on hold until the tax exempt status has been resolved.

Michael Taube

Account Balance as of April 30, 2025, is a total of : \$46,710.70

- **Checking account balance:** \$36,755.28
- **Savings account balance:** \$9,955.42


- **Scholastic** \$9,423.03
 - Not included in above total
 - Expiring: \$0


Income:


- There was a total amount of \$0 deposited into the checking account:
- There was a total amount of \$0.90 deposited in the savings account:
 - Credit Dividends \$0.90
- There was a total amount of \$0 of increase in Scholastic Dollars:


Expenses:


- There was a total of \$8,184.25 in expenses from the checking account:
 - Common Thread Custom Apparel - Carnival Bags \$585.00
 - Google - Google-PTO email account monthly fee \$96.00
 - Kelsey Schweikert - Carnival Face Painting \$500.00
 - Elm Creek Elementary - Camp Baldwin \$2,400.00
 - Stefan Hines - Carnival Balloon Twisters \$300.00
 - Harland Clarke Check Order Billing - Checks reorder \$45.80
 - Oriental Trading Company - Carnival Prizes \$1,532.52
 - Sarah Grenfell - Carnival Candy, Wristbands, Decorations \$1,026.86
 - Megan Dischinger - Carnival Candy Cake \$102.58
 - Go Daddy (Paypal) - PTO Website \$21.99
 - Elm Creek Elementary - 5th Grade End of Year Celebration \$773.50
 - Elm Creek Elementary - Images of the World Speakers K-5 \$800.00
- There was a total of \$0 in expenses from the savings account.
- There was a total amount of \$0 of decrease in Scholastic Dollars.

Elm Creek Elementary School Parent Teacher Organization (ECE PTO)		Elm Creek Elementary			
					
Prepared for the May 2025 PTO Reporting					
April 2025	Date	Amount	Delta		
Checking Balance at month start	4/1/2025	\$44,465.25			
Checking Balance at month end	4/30/2025	\$36,755.28	-\$7,709.97		
Savings Balance at month start	4/1/2025	\$9,954.52			
Savings Balance at month end	4/30/2025	\$9,955.42	\$0.90		
Total Amount in PTO Accounts at Month End		\$46,710.70			
Checking Minus Liabilities (Outstanding Checks)		\$34,347.79			
Scholastic Dollars		Amount			
Scholastic Dollars Balance at month start	4/1/2025	\$9,423.03			
Scholastic Dollars Balance at month end	4/30/2025	\$9,423.03	\$0.00		
Expiring Scholastic Dollars		\$0.00			
Income-Checking		Date	Check Number	Amount	Comments
<none>					
		Total Receipts:		\$0.00	
Income-Savings		Date	Check Number	Amount	Comments
Credit Dividends		4/30/2025	N/A	\$0.90	
		Total Receipts:		\$0.90	
Income-Scholastic Dollars		Date		Amount	Comments
<none>					
		Total Receipts:		\$0.00	
Expenses-Checking		Date	Check Number	Amount	Comments
Common Thread Custom Apparel		4/1/2025	1122	\$585.00	Carnival Bags (USPS Certified Mail delivered 4/12/2025)
Google		4/7/2025	N/A	\$96.00	Google-PTO email account monthly fee
Kelsey Schweikert		4/10/2025	1123	\$500.00	Carnival Face Painting
Elm Creek Elementary		4/10/2025	1124	\$2,400.00	Camp Baldwin
Stefan Hines		4/16/2025	1125	\$300.00	Carnival Balloon Twisters
Harland Clarke Check Order Billing		4/16/2025	N/A	\$45.80	Checks reorder
Oriental Trading Company		4/18/2025	N/A	\$1,532.52	Carnival Prizes
Sarah Grenfell		4/21/2025	1126	\$1,026.86	Carnival Candy, Wristbands, Decorations
Megan Dischinger		4/22/2025	1127	\$102.58	Carnival Candy Cake
Go Daddy (Paypal)		4/23/2025	N/A	\$21.99	PTO Website
Elm Creek Elementary		4/25/2025	1129	\$773.50	5th Grade End of Year Celebration
Elm Creek Elementary		4/25/2025	1130	\$800.00	Images of the World Speakers K-5
		Total Expenses:		\$8,184.25	
		Total Amount of Expenses with Payment Cashed		\$5,810.75	
<i>*Checks out of sequence</i> <i>*1128 - Voided; Reimbursement / payment request submitted for 5th Grade End of Year Celebration for payment to Dave Schulte (Dazzling Dave) replaced by Elm Creek Elementary request</i>		Total Amount of Expenses with Payment Not Cashed		\$2,373.50	
Past Outstanding Checks		Date	Check Number	Amount	Comments
Erica Schmidt		3/12/2025	1119	\$33.99	Dance Glowsticks
		Total Past Not Yet Cashed:		\$33.99	
Past Checks Cashed		Date	Check Number	Amount	Comments
ISD 279		12/12/2024	1100	\$188.00	Turkey Bingo Food Services (sent by interbuilding mail in December)
Maria Sowden		2/13/2025	1110	\$45.85	Dance Decorations
Creative Product Sourcing, Inc.		3/20/2025	1120	\$865.87	D.A.R.E. T-Shirts (USPS Certified Mail delivered 3/27/2025)
Elm Creek Elementary		3/20/2025	1121	\$799.50	Lego Education Spike Essential kit
		Total Past Cashed:		\$1,899.22	
Expenses-Savings		Date	Check Number	Amount	Comments
<none>					
		Total Expenses:		\$0.00	
Expenses-Scholastic Dollars		Date	Check Number	Amount	Comments
<none>					
		Total Expenses:		\$0.00	
Checking Reconciliation					
Income-Checking				\$0.00	
Expenses-Checking				-\$5,810.75	
Past Checks Cashed				-\$1,899.22	
Validation (Should Equal Checking Delta)				-\$7,709.97	Validation Confirmed!
Savings Reconciliation					
Income-Savings				\$0.90	
Expenses-Savings				\$0.00	
Validation (Should Equal Savings Delta)				\$0.90	Validation Confirmed!
Scholastic Dollars Reconciliation					
Income-Scholastic Dollars				\$0.00	
Expenses-Scholastic Dollars				\$0.00	
Validation (Should Equal Savings Delta)				\$0.00	Validation Confirmed!

<div> <div> <div>Elm Creek Elementary PTO 2024-2025 Budget</div> <div>Elm Creek Elementary</div> <div>  <div>Helping Our Students Soar!</div> </div> </div> <div> <div>Approved: Tuesday, November 12, 2024</div> <div>Amended: Tuesday, April 8, 2025</div> <div>Report Date: Monday, May 12, 2025</div> </div> </div>								
	Budget Income	Budget Expense	Actual Income	Actual Expense	Budget Delta	Budget Notes	Reporting Notes	Funds Type
Income Earning Events								
Fundraisers								
Apex Fun Run	\$ 80,000.00	\$ 32,000.00	\$ 85,050.46	\$ 34,074.74	\$ 2,975.72		\$1,500 is the 2025 booking fee, probably doesn't belong here, will need to figure out where to put it until the 2025-2026 budget is drafted, or maybe decide to add it to the current year budget going forward since it's a new expense as of this year. Gross donations were ~\$81,500, of which we received 64%. \$285 was donated directly to Elm Creek PTO.	Cash
Dine to Donate x5	\$ 2,000.00	\$ -	\$ 60.00	\$ -	\$ (1,940.00)	2023-2024: Cafe Zupas, Chipotle, Annabelle House, Frankie's Pizza, Naf Naf Grill, 2 Scoops Total: \$2445.01 Average: \$407.50	Red's Savoy Pizza: \$60	Cash
BoxTops for Education	\$ 100.00	\$ -	\$ 60.30	\$ -	\$ (39.70)			Cash
Scholastic Book Fair-Fall	\$ 8,000.00	\$ 4,400.00	\$ 8,192.25	\$ 4,571.90	\$ 20.35		Scholastic Dollars Profit = \$3,620.35	Scholastic
Scholastic Book Fair-Winter	\$ 8,000.00	\$ 4,000.00	\$ 7,914.65	\$ 4,376.16	\$ (461.51)		Scholastic Dollars Profit = \$3,538.49	Scholastic
Scholastic Book Fair-BOGO (Spring)	\$ 4,000.00	\$ 4,000.00	\$ -	\$ -	\$ -	BOGO Book Fair: All profit is immediately realized as an expense for the second book.		Scholastic
Fundraisers Subtotal	\$ 102,100.00	\$ 44,400.00	\$ 101,277.66	\$ 43,022.80	\$ 554.86			
Social Events								
Open House-PTO Table	\$ -	\$ 100.00	\$ -	\$ -	\$ -			Cash
Tears & Cheers Breakfast	\$ -	\$ 100.00	\$ -	\$ 81.03	\$ 18.97			Cash
Turkey Bingo	\$ 200.00	\$ 2,555.00	\$ 3,381.00	\$ 2,202.55	\$ 3,533.45		\$45.74 plates \$188 kitchen staff \$1,968.81 remaining expenses pending reimbursement which are reflected Income is what was deposited (\$5,181.00) minus cash box withdrawals (\$1,800.00)	Cash
Holiday Shoppe	\$ 3,000.00	\$ 500.00	\$ 2,966.00	\$ 420.96	\$ 45.04			Cash
School Dance	\$ 1,200.00	\$ 560.00	\$ 1,729.50	\$ 553.41	\$ 536.09			Cash
School Carnival (Cash)	\$ 6,000.00	\$ 5,000.00	\$ 5,773.00	\$ 4,367.55	\$ 405.45			Cash
School Carnival (Scholastic)	\$ -	\$ 1,033.89	\$ -	\$ 1,033.89	\$ -			Scholastic
Social Events Subtotal	\$ 10,400.00	\$ 9,848.89	\$ 13,849.50	\$ 8,659.39	\$ 4,539.00			
Donations								
Osseo Lions Club	\$ -	\$ -	\$ -	\$ -	\$ -			Cash
Maple Grove Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -			Cash

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Donations Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -			
Miscellaneous								
Savings Credit Dividends	\$ 9.60	\$ -	\$ 7.60	\$ -	\$ (2.00)		Credit Dividends from August, 2024, through April, 2025.	Cash
Miscellaneous Subtotal	\$ 9.60	\$ -	\$ -	\$ -	\$ (2.00)			
Gross Income	\$ 112,509.60	\$ 54,248.89	\$ 115,127.16	\$ 51,682.19				
Net Income	\$ 58,260.71		\$ 63,444.97		\$ 5,184.26			
PTO Funded Programs								
Educational Support Salaries								
Volunteer Coordinator Salary	\$ -	\$ 9,152.00	\$ -	\$ 9,152.00	\$ -	Estimate + \$500		Cash
Educational Support Salaries Subtotal	\$ -	\$ 9,152.00	\$ -	\$ 9,152.00	\$ -			
Educational Programs & Clubs								
Announcement Recorder (Computer Replacement)	\$ -	\$ 459.00	\$ -	\$ 427.68	\$ 31.32			Cash
Lego Education Spike Essential kit	\$ -	\$ 1,063.77	\$ -	\$ 799.50	\$ 264.27			Cash
Apex Fun Run Stipend	\$ -	\$ 5,400.00	\$ -	\$ 5,400.00	\$ -	\$200 / teacher/staff, assuming 27 teachers/staff		Cash
Scholastic Book Fair Volunteer Stipend - Fall	\$ -	\$ 200.00	\$ -	\$ -	\$ -			Scholastic
Kindness in Chalk	\$ -	\$ 25.00	\$ -	\$ -	\$ -	\$10 / volunteer		Cash
Pumpkin Run	\$ -	\$ 250.00	\$ -	\$ 243.17	\$ 6.83			Cash
5th Grade SOAR Store	\$ -	\$ 300.00	\$ -	\$ 274.05	\$ 25.95	Non-Scholastic Dollar items		Cash
EL Books for Multilingual Co-teaching Cohort	\$ -	\$ 50.00	\$ -	\$ -	\$ -			Cash
Moonlight Bowling	\$ -	\$ 100.00	\$ -	\$ 99.55	\$ 0.45			Cash
D.A.R.E. T-Shirts	\$ -	\$ 900.00	\$ -	\$ 865.87	\$ 34.13			Cash
4th Grade Kindness Retreat	\$ -	\$ 3,600.00	\$ -	\$ 3,520.00	\$ 80.00			Cash
PBIS School Wide SOAR Assembly	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -			Cash
Family Reading Night	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -			Cash
End of Year Book Giveaway	\$ -	\$ 2,500.00	\$ -	\$ 1,583.76	\$ 916.24			Scholastic
Library Replacement Books	\$ -	\$ 1,000.00	\$ -	\$ 321.72	\$ 678.28			Scholastic
Scholastic Book Fair Volunteer Stipend - Spring	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$10 / volunteer		Scholastic
Scholastic Magazines - K & 2nd grade	\$ -	\$ 700.00	\$ -	\$ -	\$ -	Let's Find Out and Scholastic News		Scholastic
5th Grade Fishing Club	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -			Cash
Camp Baldwin	\$ -	\$ 2,700.00	\$ -	\$ 2,400.00	\$ 300.00	\$100 / teacher/staff, assuming 27 teachers/staff		Cash
Transportation to CCX for ECTV Field Trip	\$ -	\$ 200.00	\$ -	\$ -	\$ -		Field trip not happening this year, no expense expected	Cash
Art Adventures	\$ -	\$ 150.00	\$ -	\$ 144.32	\$ 5.68			Cash
Kindergarten Orientation	\$ -	\$ 25.00	\$ -	\$ -	\$ -			Cash

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Author Guest Speaker + Books	\$ -	\$ 1,750.00	\$ -	\$ 1,400.00	\$ 350.00		Actual Expense did not include books, only visit	Cash
Art Club- 4th & 5th grade	\$ -	\$ 225.00	\$ -	\$ -	\$ -			Cash
Maud Hart Lovelace	\$ -	\$ 80.00	\$ -	\$ 56.07	\$ 23.93			Cash
SPED Learning Support-EDU License and Support Tools	\$ -	\$ 200.00	\$ -	\$ -	\$ -			Cash
Kindergarten ESGI Assessment Software	\$ -	\$ 984.00	\$ -	\$ -	\$ -	For 2025-2026, paid in spring of preceding school year		Cash
Learning A-Z (RazKids) for K-3	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	For 2025-2026, paid in spring of preceding school year		Cash
Images of the World Speakers K-5	\$ -	\$ 800.00	\$ -	\$ 800.00	\$ -			Cash
5th Grade End of Year Celebration	\$ -	\$ 800.00	\$ -	\$ 773.50	\$ 26.50			Cash
BOGO Book Fair	\$ -	\$ 50.00	\$ -	\$ -	\$ -			Cash
ECTV Year End Party	\$ -	\$ 100.00	\$ -	\$ -	\$ -			Cash
School Patrol	\$ -	\$ 400.00	\$ -	\$ -	\$ -			Cash
Field Days	\$ -	\$ 400.00	\$ -	\$ 146.30	\$ 253.70			Cash
Educational Programs & Clubs Subtotal	\$ -	\$ 31,111.77	\$ -	\$ 19,755.49	\$ 2,997.28			
Community and Culture								
PBIS T-Shirts	\$ -	\$ 300.00	\$ -	\$ 276.16	\$ 23.84	Two years worth of shirts plus four for the PTO		Cash
Staff Lounge Filtered Water Cooler	\$ -	\$ 335.00	\$ -	\$ 335.00	\$ -	For 2025-2026, paid in spring of preceding school year		Cash
Fall Staff Conference Meals	\$ -	\$ 450.00	\$ -	\$ 384.95	\$ 65.05			Cash
Spring Staff Conference Meals	\$ -	\$ 450.00	\$ -	\$ 371.01	\$ 78.99			Cash
Volunteer Appreciation	\$ -	\$ 500.00	\$ -	\$ 91.56	\$ 408.44	Gift cards for volunteers that go above and beyond		Cash
Chloe Bears	\$ -	\$ 50.00	\$ -	\$ -	\$ -			Cash
Staff Appreciation Week	\$ -	\$ 3,100.00	\$ -	\$ 2,117.12	\$ 982.88		\$100 allocated for Principal Appreciation (October)	Cash
Cultural Meals / Snacks Stipend	\$ -	\$ 500.00	\$ -	\$ -	\$ -			Cash
Officer & Committee Director Appreciation	\$ -	\$ 500.00	\$ -	\$ -	\$ -			Cash
Community and Culture Subtotal	\$ -	\$ 6,185.00	\$ -	\$ 3,575.80	\$ 1,559.20			
Other Expenses								
Insurance	\$ -	\$ 799.00	\$ -	\$ 799.00	\$ -			Cash
Gmail Accounts (Google)	\$ -	\$ 1,020.00	\$ -	\$ 929.05	\$ 90.95	\$12 / address (7) / month + \$12 yearly domain registration	Updated for August, 2024, through May, 2025	Cash
Website	\$ -	\$ 263.88	\$ -	\$ 177.91	\$ 85.97	Go Daddy via PayPal	Updated for August, 2024, through April, 2025	Cash
Cleaning Baldwin	\$ -	\$ 400.00	\$ -	\$ 231.00	\$ 169.00			Cash
General operating supplies	\$ -	\$ 100.00	\$ -	\$ 89.39	\$ 10.61	Cash box, PTO mtg signs, bank checks		Cash
Snacks for PTO General Meetings	\$ -	\$ 450.00	\$ -	\$ 24.80	\$ 425.20	Bottled water, chips, popcorn, etc. ~\$50 / meeting		Cash
Financial Software	\$ -	\$ 80.00	\$ -	\$ -	\$ -	QuickBooks Online Plus, 1-Year Subscription, 5 Users		Cash

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Tax Filing Late Penalty	\$ -	\$ 5,500.00	\$ -	\$ -	\$ -			Cash
Other Subtotal	\$ -	\$ 8,612.88	\$ -	\$ 2,251.15	\$ 781.73			
Total Program	\$ -	\$ 55,061.65	\$ -	\$ 34,734.44	\$ 5,338.21			
Income and Expenses Not in Budget								
Monthly Reading Prizes, 2nd Grade			\$ -	\$ 286.07			Funds request approved in September, reimbursement approved and delivered in November	Cash
Class Composer Software			\$ -	\$ 799.00			Funds request approved in December, 2024. Not amending budget.	Cash
Individual Donation			\$ 100.00	\$ -			\$100 deposited 2/24/2025: Steve Rice, Kayden & Cassidy Robinson's Grandpa	Cash
Not in Budget Subtotal			\$ 100.00	\$ 1,085.07				
	Budget		Actual					
Surplus (Deficit)	\$ 3,199.06		\$ 27,725.46		\$ 9,537.40			
Cash Total	\$ 92,509.60	\$ 91,276.65	\$ 99,127.86	\$ 75,614.27				Cash
Cash Surplus (Deficit)	\$ 1,232.95		\$ 23,513.59					
Scholastic Total	\$ 20,000.00	\$ 18,033.89	\$ 16,106.90	\$ 11,887.43				Scholastic
Scholastic Surplus (Deficit)	\$ 1,966.11		\$ 4,219.47					

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Elm Creek Elementary PTO 2024-2025 Budget				
Elm Creek Elementary				
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	Budget Income	Budget Expense	Notes	Funds Type
Snacks for PTO General Meetings	\$ -	\$ 450.00	Bottled water, chips, popcorn, etc. ~\$50 / meeting	Cash
Financial Software	\$ -	\$ 80.00	QuickBooks Online Plus, 1-Year Subscription, 5 Users	Cash
Tax Filing Late Penalty	\$ -	\$ 5,500.00		Cash
Other Subtotal	\$ -	\$ 8,612.88		
Total Program	\$ -	\$ 55,311.65		
Surplus (Deficit)	\$ 2,949.06			
Cash Total	\$ 92,409.60	\$ 89,526.65		Cash
Cash Surplus (Deficit)	\$ 2,882.95			
Scholastic Total	\$ 20,000.00	\$ 20,033.89		Scholastic
Scholastic Surplus (Deficit)	\$ (33.89)			