

Monthly Financial Activity Report

Elm Creek Elementary School Parent Teacher Organization (ECE PTO)



Prepared for the October 9, 2023 PTO Meeting

*Account must remain open as part of misuse investigation

September 2023-New Account Opened on 9/14			OLD ACCOUNT		
Date	Amount		Date	Amount	
Checking Balance at month start	9/1/23	\$50.00	Checking Balance at month start	9/1/23	\$10.00
Checking Balance at month end	9/30/23	\$45,112.22	Checking Balance at month end	9/30/23	\$10.00
Savings Balance at month start	9/1/23	\$5.00	Savings Balance at month start	9/1/23	\$146.65
Savings Balance at month end	9/30/23	\$10.00	Savings Balance at month end	9/30/23	\$10.00
Total Amount in PTO Account at Month End		\$45,122.22			

\$146.65 transferred to new acct; \$10.00 to new acct savings and \$136.65 to new acct checking

Income-Checking	Date	Check Number	Amount	Comments
New account deposit	9/14/23	N/A	\$50.00	
Account transfer deposit from old account	9/15/23	N/A	\$86.65	
Rotary Club donation	9/20/23	not documented	\$500.00	
Account credit	9/20/23	N/A	\$0.02	Google credit
Heritage Pay Deposit	9/21/23	N/A	\$2,935.02	Apex Run Pledge Deposit
Heritage Pay Deposit	9/22/23	N/A	\$5,645.28	Apex Run Pledge Deposit
Heritage Pay Deposit	9/25/23	N/A	\$6,368.15	Apex Run Pledge Deposit
Heritage Pay Deposit	9/26/23	N/A	\$2,420.07	Apex Run Pledge Deposit
Heritage Pay Deposit	9/26/23	N/A	\$4,981.08	Apex Run Pledge Deposit
Heritage Pay Deposit	9/26/23	N/A	\$3,421.63	Apex Run Pledge Deposit
Heritage Pay Deposit	9/27/23	N/A	\$2,910.15	Apex Run Pledge Deposit
Heritage Pay Deposit	9/28/23	N/A	\$5,404.70	Apex Run Pledge Deposit
Heritage Pay Deposit	9/29/23	N/A	\$9,073.58	Apex Run Pledge Deposit
Apex cash donation	9/29/23	-	\$200.00	Apex anonymous donations in the office
Apex cash donation	9/29/23	-	\$110.00	Augustine's mom Yani
Cafe Zupas-Dine to Donate	9/29/23	not documented	\$828.04	
Apex-Ms. Olson match	9/29/23	not documented	\$200.00	Student match contribution
Total Receipts:			\$45,134.37	

Income-Savings	Date	Check Number	Amount	Comments
New Account Setup	9/14	N/A	\$5.00	
Transfer from old account	9/15	N/A	\$5.00	
Total Receipts:			\$10.00	

Expenses-Checking	Date	Check Number	Amount	Comments
Harland Clarke Check Order Billing	9/14	-	\$22.15	Checks for the new account
Total Expenses:			\$22.15	

Anticipated Upcoming Expenses	Date	Check Number	Amount	Comments
Volunteer coordinator salary-PTO portion	TBD	TBD	\$7,846.71	\$5,000 donation from MG Fire Dept is in the school account to cover a portion, the remaining will be raised by ECE PTO funds
PTO Today Insurance	TBD	TBD	\$789.00	Annual Insurance Payment due before October 26, 2023 current policy is \$535. Since the current policy doesn't cover crime, we will change the policy to cover crime up to \$50,000, which will be \$789 annually
Elm Creek Teacher and Vendor Reimbursement	TBD	TBD	\$3,428.79	See PTO: Teachers/Staff Awaiting Reimbursement from 2022/23, managed by Kathleen Petersen as of 9.28.23
Kathleen Petersen	TBD	TBD	\$275.00	501(C)3 reinstatement
Katie Lauseng	TBD	TBD	\$90.00	Articles of incorporation Secretary of State
Katie Lauseng	TBD	TBD	\$111.49	QR code creation, open house supplies
Katie Lauseng	TBD	TBD	\$100.19	August PTO Website, August PTO Email, Tears Cheers, PTO meeting supplies

Katie Lauseng	TBD	TBD	\$16.99 PTO Website - September			
Appreciation-Conference Meals	TBD	TBD	\$300.00 Funds for Fall Conference Staff Meals on 10/10 and 10/17			
Holiday Shoppe	TBD	TBD	\$275.00 Items for Holiday Shoppe			
Total Anticipated Expenses:			\$13,233.17			
Fire Department Donation			\$5,000.00 This will be used towards the volunteer coordinator salary.			
Total Anticipated Expenses sans Fire Dept Donation for Volunteer Coordinator Salary:			\$8,233.17			