

# Management Report

Arlington Science Focus School PTA  
For the period ended November 30, 2021



Prepared by

**Jay Kaveeshwar**

Prepared on

**December 6, 2021**

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# 1. Statement of Activity

November 2021

	<b>Total</b>
<b>REVENUE</b>	
F-00 Fundraising	
F-02 No-Frills Fundraiser	4,246.25
F-03 Grocery Card Programs	296.95
F-07 T-Shirts/Merchandise	110.00
F-10 Misc Fund Raising	1.50
F-16 Kids Store Income	578.80
<b>Total F-00 Fundraising</b>	<b>5,233.50</b>
M-00 Misc Income	
M-02 Membership Dues	60.00
<b>Total M-00 Misc Income</b>	<b>60.00</b>
<b>Total Revenue</b>	<b>5,293.50</b>
<b>GROSS PROFIT</b>	<b>5,293.50</b>
<b>EXPENDITURES</b>	
EI-00 Education & Instruction	
EI-21 Technology	1,243.61
<b>Total EI-00 Education &amp; Instruction</b>	<b>1,243.61</b>
FX-00 Fundraising Expenses	
FX-07 Square Fees	131.38
<b>Total FX-00 Fundraising Expenses</b>	<b>131.38</b>
G-00 School Habitat	
G-1 Grounds	311.96
G-4 Aquarium (Maintenance)	420.00
<b>Total G-00 School Habitat</b>	<b>731.96</b>
P-00 ASFS Community Events	
P-01 Community Events (General)	67.30
P-02 Back-To-School Picnic	618.55
P-07b Staff Lunch (P/T Conf)	413.52
P-07d Staff Appreciation	491.33
<b>Total P-00 ASFS Community Events</b>	<b>1,590.70</b>
PA-00 PTA Administrative	
PA-03 Bank Charges	45.00
PA-07 Nat'l, State & County Dues	77.00
<b>Total PA-00 PTA Administrative</b>	<b>122.00</b>
<b>Total Expenditures</b>	<b>3,819.65</b>
<b>NET OPERATING REVENUE</b>	<b>1,473.85</b>
<b>OTHER REVENUE</b>	
NR-00 Non-Revenue Programs (I)	
NR-08i School Supplies	200.00
<b>Total NR-00 Non-Revenue Programs (I)</b>	<b>200.00</b>
<b>Total Other Revenue</b>	<b>200.00</b>

	<b>Total</b>
NET OTHER REVENUE	<b>200.00</b>
NET REVENUE	<b>\$1,673.85</b>

## 2. Budget vs. Actuals YTD

July 2021 - June 2022

	Actual	Budget	Total Remaining
<b>REVENUE</b>			
D-00 Donations			
D-02 Gym Use Donations		1,000.00	1,000.00
D-03 Corporate Donations	0.26	500.00	499.74
D-04 Donations (Other)		100.00	100.00
<b>Total D-00 Donations</b>	<b>0.26</b>	<b>1,600.00</b>	<b>1,599.74</b>
F-00 Fundraising			
F-02 No-Frills Fundraiser	12,858.14	22,500.00	9,641.86
F-03 Grocery Card Programs	596.41	2,500.00	1,903.59
F-05 School Pictures		3,500.00	3,500.00
F-06 Auction	196.00	50,000.00	49,804.00
F-07 T-Shirts/Merchandise	2,707.00	4,000.00	1,293.00
F-10 Misc Fund Raising	388.71	1,183.00	794.29
F-11 Restaurant	433.00	1,500.00	1,067.00
F-15 Mural Project	14,550.00	15,750.00	1,200.00
F-16 Kids Store Income	855.10	1,000.00	144.90
<b>Total F-00 Fundraising</b>	<b>32,584.36</b>	<b>101,933.00</b>	<b>69,348.64</b>
M-00 Misc Income			
M-01 Money Market Interest	8.75	100.00	91.25
M-02 Membership Dues	2,250.25	2,000.00	-250.25
M-07 Misc. Income and Surcharge (Other)	59.76	100.00	40.24
<b>Total M-00 Misc Income</b>	<b>2,318.76</b>	<b>2,200.00</b>	<b>-118.76</b>
<b>Total Revenue</b>	<b>34,903.38</b>	<b>105,733.00</b>	<b>70,829.62</b>
<b>GROSS PROFIT</b>			
	<b>34,903.38</b>	<b>105,733.00</b>	<b>70,829.62</b>
<b>EXPENDITURES</b>			
C-00 Capital Expenses			
Capital Expenses (FY21-22)		5,000.00	5,000.00
<b>Total C-00 Capital Expenses</b>		<b>5,000.00</b>	<b>5,000.00</b>
EI-00 Education & Instruction			
EI-01 Teacher Classrm Supplies	5,400.00	8,000.00	2,600.00
EI-02 Art		100.00	100.00
EI-02a Art in the Classroom		100.00	100.00
EI-02b Reflections Contest		100.00	100.00
EI-03 ESOL/HILT		250.00	250.00
EI-04 Gifted Services		400.00	400.00
EI-04a Odyssey of the Mind		600.00	600.00
EI-05 Investigation Station		1,500.00	1,500.00
EI-06 Language Arts		1,000.00	1,000.00
EI-07 Library inc. guest author		500.00	500.00
EI-08 P.E.		500.00	500.00
EI-09 Math		1,500.00	1,500.00

			<b>Total</b>
	<b>Actual</b>	<b>Budget</b>	<b>Remaining</b>
El-10 Music		100.00	100.00
El-13 Science		900.00	900.00
El-13a National Geographic Bee		100.00	100.00
El-13c Outside the Box Day		1,000.00	1,000.00
El-13e STEM Night		750.00	750.00
El-14 Social Studies		100.00	100.00
El-15 Special Needs		100.00	100.00
El-17 SOL Club Snacks		200.00	200.00
El-20 Habitat Week		1,000.00	1,000.00
El-21 Technology	1,805.81	6,250.00	4,444.19
El-22 Social Emotional Learning		250.00	250.00
<b>Total EI-00 Education &amp; Instruction</b>	<b>7,205.81</b>	<b>25,300.00</b>	<b>18,094.19</b>
FX-00 Fundraising Expenses			
FX-02 No-Frills Fundraiser		50.00	50.00
FX-03 Auction		15,000.00	15,000.00
FX-04 T-Shirts/Other Promo Itm		2,500.00	2,500.00
FX-07 Square Fees	936.69	600.00	-336.69
FX-15 Mural Project	4,605.00	4,450.00	-155.00
FX-16 Kids Store Expenses		500.00	500.00
<b>Total FX-00 Fundraising Expenses</b>	<b>5,541.69</b>	<b>23,100.00</b>	<b>17,558.31</b>
G-00 School Habitat			
G-1 Grounds	1,900.84	4,700.00	2,799.16
G-2 Pond & Stream	300.00	1,200.00	900.00
G-4 Aquarium (Maintenance)	1,915.00	6,500.00	4,585.00
G-5 Aquarium (Supplies)	521.00	750.00	229.00
<b>Total G-00 School Habitat</b>	<b>4,636.84</b>	<b>13,150.00</b>	<b>8,513.16</b>
P-00 ASFS Community Events			
P-01 Community Events (General)	99.48	1,000.00	900.52
P-02 Back-To-School Picnic	1,394.85	2,000.00	605.15
P-03 Book Swap/Ice Cream Social		500.00	500.00
P-06 Parent Meetings	60.27	750.00	689.73
P-07a Staff Welcome	757.94	1,250.00	492.06
P-07b Staff Lunch (P/T Conf)	525.70	1,000.00	474.30
P-07c Staff Appreciation Week		5,000.00	5,000.00
P-07d Staff Appreciation	637.51	2,000.00	1,362.49
P-08 Community Service Programs		1,500.00	1,500.00
P-23 Principal's List Breakfast		350.00	350.00
P-24 5th Gr Promotion		750.00	750.00
P-25 5th Gr Promotion T-shirts		1,500.00	1,500.00
P-26 Kindergarten Playdates		150.00	150.00
P-27 CCPTA Grant Fund Donation		1,500.00	1,500.00
<b>Total P-00 ASFS Community Events</b>	<b>3,475.75</b>	<b>19,250.00</b>	<b>15,774.25</b>
PA-00 PTA Administrative			

			Total
	Actual	Budget	Remaining
PA-02 Child Care		500.00	500.00
PA-03 Bank Charges	261.00	540.00	279.00
PA-04 Postage & Printing		300.00	300.00
PA-05 General Expenses		2,000.00	2,000.00
PA-06 Insurance	228.00	250.00	22.00
PA-07 Nat'l, State & County Dues	872.00	1,000.00	128.00
PA-08 Tax Return		50.00	50.00
PA-10 PTA Dues Sponsorship		100.00	100.00
PA-11 Accounting Software		800.00	800.00
<b>Total PA-00 PTA Administrative</b>	<b>1,361.00</b>	<b>5,540.00</b>	<b>4,179.00</b>
SA-00 School Administrative			
SA-2 Curriculum & Staff Dev.		10,000.00	10,000.00
SA-3a Principal's Fund - Staff	181.80	2,000.00	1,818.20
SA-3b Principal's Fund-Student		1,000.00	1,000.00
SA-4 Enrichment Scholarships		1,393.00	1,393.00
<b>Total SA-00 School Administrative</b>	<b>181.80</b>	<b>14,393.00</b>	<b>14,211.20</b>
<b>Total Expenditures</b>	<b>22,402.89</b>	<b>105,733.00</b>	<b>83,330.11</b>
<b>NET OPERATING REVENUE</b>	<b>12,500.49</b>	<b>0.00</b>	<b>-12,500.49</b>
<b>OTHER REVENUE</b>			
NR-00 Non-Revenue Programs (I)			
NR-03i Yearbook (Sales)	4,533.07	5,000.00	466.93
NR-04i 5th Grade Class Gift		3,000.00	3,000.00
NR-05i Holiday Helpers		1,000.00	1,000.00
NR-06i 5K & Fun Run		5,000.00	5,000.00
NR-07i Book Fair		10,000.00	10,000.00
NR-08i School Supplies	200.00	750.00	550.00
NR-09i Grants		1,000.00	1,000.00
<b>Total NR-00 Non-Revenue Programs (I)</b>	<b>4,733.07</b>	<b>25,750.00</b>	<b>21,016.93</b>
<b>Total Other Revenue</b>	<b>4,733.07</b>	<b>25,750.00</b>	<b>21,016.93</b>
<b>OTHER EXPENDITURES</b>			
NR-00 Non-Revenue Program (E)			
NR-03x Yearbook (Printing)		5,000.00	5,000.00
NR-04x 5th Grade Class Gift		3,000.00	3,000.00
NR-05x Holiday Helpers		1,000.00	1,000.00
NR-06x 5K & Fun Run		5,000.00	5,000.00
NR-07x Book Fair		10,000.00	10,000.00
NR-08x School Supplies	214.77	750.00	535.23
NR-09x Grants		1,000.00	1,000.00
<b>Total NR-00 Non-Revenue Program (E)</b>	<b>214.77</b>	<b>25,750.00</b>	<b>25,535.23</b>
<b>Total Other Expenditures</b>	<b>214.77</b>	<b>25,750.00</b>	<b>25,535.23</b>
<b>NET OTHER REVENUE</b>	<b>4,518.30</b>	<b>0.00</b>	<b>-4,518.30</b>
<b>NET REVENUE</b>	<b>\$17,018.79</b>	<b>\$0.00</b>	<b>\$ -17,018.79</b>

### 3. Statement of Financial Position

As of November 30, 2021

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Operating Funds	
Checking (FY21-22)	46,817.74
<b>Total Operating Funds</b>	<b>46,817.74</b>
Reserve Funds	
Alternate Checking (2017-)	1,000.00
Money Market Savings (2017-)	16,884.56
<b>Total Reserve Funds</b>	<b>17,884.56</b>
<b>Total Bank Accounts</b>	<b>64,702.30</b>
<b>Total Current Assets</b>	<b>64,702.30</b>
<b>TOTAL ASSETS</b>	<b>\$64,702.30</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
Opening Balance Equity	35,594.49
Retained Earnings	12,089.02
Net Revenue	17,018.79
<b>Total Equity</b>	<b>64,702.30</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$64,702.30</b>