

Management Report

Arlington Science Focus School PTA

For the period ended September 30, 2021



Prepared by

Jay Kaveeshwar

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Table of Contents

- 1. Statement of Activity3
- 2. Budget vs. Actuals YTD.....5
- 3. Statement of Financial Position8

1. Statement of Activity

September 2021

| | Total |
|--|-----------------|
| REVENUE | |
| F-00 Fundraising | |
| F-02 No-Frills Fundraiser | 3,350.50 |
| F-07 T-Shirts/Merchandise | 311.00 |
| F-10 Misc Fund Raising | 11.00 |
| Total F-00 Fundraising | 3,672.50 |
| M-00 Misc Income | |
| M-01 Money Market Interest | 2.08 |
| M-02 Membership Dues | 480.00 |
| Total M-00 Misc Income | 482.08 |
| Total Revenue | 4,154.58 |
| GROSS PROFIT | 4,154.58 |
| EXPENDITURES | |
| EI-00 Education & Instruction | |
| EI-01 Teacher Classrm Supplies | 75.00 |
| EI-21 Technology | 376.31 |
| Total EI-00 Education & Instruction | 451.31 |
| FX-00 Fundraising Expenses | |
| FX-07 Square Fees | 137.37 |
| Total FX-00 Fundraising Expenses | 137.37 |
| G-00 School Habitat | |
| G-1 Grounds | 1,423.00 |
| G-4 Aquarium (Maintenance) | 495.00 |
| G-5 Aquarium (Supplies) | 65.00 |
| Total G-00 School Habitat | 1,983.00 |
| P-00 ASFS Community Events | |
| P-01 Community Events (General) | 32.18 |
| P-02 Back-To-School Picnic | 737.84 |
| P-06 Parent Meetings | 60.27 |
| P-07a Staff Welcome | 687.34 |
| Total P-00 ASFS Community Events | 1,517.63 |
| PA-00 PTA Administrative | |
| PA-03 Bank Charges | 81.00 |
| PA-06 Insurance | 228.00 |
| Total PA-00 PTA Administrative | 309.00 |
| Total Expenditures | 4,398.31 |
| NET OPERATING REVENUE | -243.73 |
| OTHER EXPENDITURES | |
| NR-00 Non-Revenue Program (E) | |
| NR-08x School Supplies | 214.77 |
| Total NR-00 Non-Revenue Program (E) | 214.77 |
| Total Other Expenditures | 214.77 |

| | Total |
|-------------------|-------------------|
| NET OTHER REVENUE | -214.77 |
| NET REVENUE | \$ -458.50 |

2. Budget vs. Actuals YTD

July 2021 - June 2022

| | Actual | Budget | Total Remaining |
|---|------------------|-------------------|--------------------|
| REVENUE | | | |
| D-00 Donations | | | |
| D-02 Gym Use Donations | | 1,000.00 | 1,000.00 |
| D-03 Corporate Donations | 0.21 | 500.00 | 499.79 |
| D-04 Donations (Other) | | 100.00 | 100.00 |
| Total D-00 Donations | 0.21 | 1,600.00 | 1,599.79 |
| F-00 Fundraising | | | |
| F-02 No-Frills Fundraiser | 4,667.63 | 22,500.00 | 17,832.37 |
| F-03 Grocery Card Programs | 299.46 | 2,500.00 | 2,200.54 |
| 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 | 1,735.00 | 4,000.00 | 2,265.00 |
| F-10 Misc Fund Raising | 385.21 | 1,183.00 | 797.79 |
| F-11 Restaurant | 433.00 | 1,500.00 | 1,067.00 |
| F-15 Mural Project | 14,350.00 | 15,750.00 | 1,400.00 |
| F-16 Kids Store Income | | 1,000.00 | 1,000.00 |
| Total F-00 Fundraising | 22,066.30 | 101,933.00 | 79,866.70 |
| M-00 Misc Income | | | |
| M-01 Money Market Interest | 6.60 | 100.00 | 93.40 |
| M-02 Membership Dues | 1,920.00 | 2,000.00 | 80.00 |
| M-07 Misc. Income and Surcharge (Other) | 59.76 | 100.00 | 40.24 |
| Total M-00 Misc Income | 1,986.36 | 2,200.00 | 213.64 |
| Total Revenue | 24,052.87 | 105,733.00 | 81,680.13 |
| GROSS PROFIT | 24,052.87 | 105,733.00 | 81,680.13 |
| EXPENDITURES | | | |
| C-00 Capital Expenses | | | |
| Capital Expenses (FY21-22) | | 5,000.00 | 5,000.00 |
| Total C-00 Capital Expenses | | 5,000.00 | 5,000.00 |
| 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 |

| | | | Total |
|--|-----------------|------------------|------------------|
| | Actual | Budget | Remaining |
| EI-10 Music | | 100.00 | 100.00 |
| EI-13 Science | | 900.00 | 900.00 |
| EI-13a National Geographic Bee | | 100.00 | 100.00 |
| EI-13c Outside the Box Day | | 1,000.00 | 1,000.00 |
| EI-13e STEM Night | | 750.00 | 750.00 |
| EI-14 Social Studies | | 100.00 | 100.00 |
| EI-15 Special Needs | | 100.00 | 100.00 |
| EI-17 SOL Club Snacks | | 200.00 | 200.00 |
| EI-20 Habitat Week | | 1,000.00 | 1,000.00 |
| EI-21 Technology | 562.20 | 6,250.00 | 5,687.80 |
| EI-22 Social Emotional Learning | | 250.00 | 250.00 |
| Total EI-00 Education & Instruction | 5,962.20 | 25,300.00 | 19,337.80 |
| 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 | 704.41 | 600.00 | -104.41 |
| FX-15 Mural Project | 4,605.00 | 4,450.00 | -155.00 |
| FX-16 Kids Store Expenses | | 500.00 | 500.00 |
| Total FX-00 Fundraising Expenses | 5,309.41 | 23,100.00 | 17,790.59 |
| G-00 School Habitat | | | |
| G-1 Grounds | 1,588.88 | 4,700.00 | 3,111.12 |
| G-2 Pond & Stream | 100.00 | 1,200.00 | 1,100.00 |
| G-4 Aquarium (Maintenance) | 1,075.00 | 6,500.00 | 5,425.00 |
| G-5 Aquarium (Supplies) | 521.00 | 750.00 | 229.00 |
| Total G-00 School Habitat | 3,284.88 | 13,150.00 | 9,865.12 |
| P-00 ASFS Community Events | | | |
| P-01 Community Events (General) | 32.18 | 1,000.00 | 967.82 |
| P-02 Back-To-School Picnic | 776.30 | 2,000.00 | 1,223.70 |
| 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) | | 1,000.00 | 1,000.00 |
| P-07c Staff Appreciation Week | | 5,000.00 | 5,000.00 |
| P-07d Staff Appreciation | 146.18 | 2,000.00 | 1,853.82 |
| 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 |
| Total P-00 ASFS Community Events | 1,772.87 | 19,250.00 | 17,477.13 |
| PA-00 PTA Administrative | | | |

| | | | Total |
|---|-------------------|-------------------|---------------------|
| | Actual | Budget | Remaining |
| PA-02 Child Care | | 500.00 | 500.00 |
| PA-03 Bank Charges | 171.00 | 540.00 | 369.00 |
| 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 | | 1,000.00 | 1,000.00 |
| 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 |
| Total PA-00 PTA Administrative | 399.00 | 5,540.00 | 5,141.00 |
| SA-00 School Administrative | | | |
| SA-2 Curriculum & Staff Dev. | | 10,000.00 | 10,000.00 |
| SA-3a Principal's Fund - Staff | | 2,000.00 | 2,000.00 |
| SA-3b Principal's Fund-Student | | 1,000.00 | 1,000.00 |
| SA-4 Enrichment Scholarships | | 1,393.00 | 1,393.00 |
| Total SA-00 School Administrative | | 14,393.00 | 14,393.00 |
| Total Expenditures | 16,728.36 | 105,733.00 | 89,004.64 |
| NET OPERATING REVENUE | 7,324.51 | 0.00 | -7,324.51 |
| OTHER REVENUE | | | |
| NR-00 Non-Revenue Programs (I) | | | |
| NR-03i Yearbook (Sales) | | 5,000.00 | 5,000.00 |
| 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 | | 750.00 | 750.00 |
| NR-09i Grants | | 1,000.00 | 1,000.00 |
| Total NR-00 Non-Revenue Programs (I) | | 25,750.00 | 25,750.00 |
| Total Other Revenue | 0.00 | 25,750.00 | 25,750.00 |
| OTHER EXPENDITURES | | | |
| 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 |
| Total NR-00 Non-Revenue Program (E) | 214.77 | 25,750.00 | 25,535.23 |
| Total Other Expenditures | 214.77 | 25,750.00 | 25,535.23 |
| NET OTHER REVENUE | -214.77 | 0.00 | 214.77 |
| NET REVENUE | \$7,109.74 | \$0.00 | \$ -7,109.74 |

3. Statement of Financial Position

As of September 30, 2021

| | Total |
|-------------------------------------|--------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| Operating Funds | |
| Checking (FY21-22) | 37,558.24 |
| Total Operating Funds | 37,558.24 |
| Reserve Funds | |
| Alternate Checking (2017-) | 1,000.00 |
| Money Market Savings (2017-) | 16,882.41 |
| Total Reserve Funds | 17,882.41 |
| Total Bank Accounts | 55,440.65 |
| Total Current Assets | 55,440.65 |
| TOTAL ASSETS | \$55,440.65 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Total Liabilities | |
| Equity | |
| Opening Balance Equity | 35,594.49 |
| Retained Earnings | 12,089.02 |
| Net Revenue | 7,757.14 |
| Total Equity | 55,440.65 |
| TOTAL LIABILITIES AND EQUITY | \$55,440.65 |