

Sand Creek P.T.O. Treasurer's Report

November 2016

Index

<u>Report Name</u>	<u>Page</u>
Craft Show Detail	2
General Fund Reconciliation Detail	3
Balance Sheet	5
Profit & Loss Statement	6
Deposit Detail	7
Check Detail	10

Summary

Cash and Cash Equivalents

General Fund	\$45,121.73
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Less Current Liabilities

2016 Fall booth sales	\$12,714
2017 Fall booth sales	\$4,783

Net Available after Current Liabilities	\$27,625
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2016/17 BUDGET

Account	2016/17 Budgeted Expense	2016/17 Budgeted Income	YTD Income	YTD Expense
Accounting Fees - expense	\$ 1,000			
Aggie Grant Liason Fund - expense	\$ 2,000			
Donations-income / Contributions-expense	\$ 1,200		\$ 84	\$ 25
Craft Show Fall Income / Expense	\$ 3,000	\$ 15,000	\$ 8,514	\$ 1,700
Craft Show Fall Kitchen Income / Expense	\$ 2,000	\$ 3,000	\$ 4,090	\$ 724
Donuts with Dad - expense	\$ 500			
Fun Night Income / Expense	\$ -	\$ -		
Muffins with Mom - expense	\$ 500			
Playground expense	\$ -	\$ -		
Santa's Workshop Income / Expense	\$ -	\$ -		
Open House	\$ -	\$ -		
Scholarship Contribution - Expense	\$ 2,000			
Supplies Expense	\$ 300			
Staff Appreciation Expense	\$ 800			
Teacher Mini-Grants	\$ 18,000			\$ 11,702
Misc Fundraisers		\$ 3,000		
Totals	\$ 31,300	\$ 21,000	\$ 648	\$ 14,151

Projected Balance after 2016/17 Income & Expenses (net available + Budget income - Budget expenses)	\$17,325
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Sand Creek PTO Reconciliation Detail

General Fund, Period Ending 11/30/2016

	Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance							30,830.07
Cleared Transactions							
Checks and Payments - 8 items							
	Check	10/12/2016	4521	Darlene McMunn	√	-149.69	-149.69
	Check	11/02/2016	4525	Cash	√	-1,750.00	-1,899.69
	Check	11/10/2016	4530	Darlene McMunn	√	-210.47	-2,110.16
	Check	11/10/2016	4532	St. John's Luthern Church	√	-25.00	-2,135.16
	Check	11/17/2016	4533	Morning Fresh	√	-102.75	-2,237.91
	Check	11/19/2016	4536	Lynda Bragg	√	-693.73	-2,931.64
	Check	11/19/2016	4535	Darlene McMunn	√	-333.70	-3,265.34
	Check	11/19/2016	4534	Jim Brosamer	√	-5.00	-3,270.34
Total Checks and Payments						-3,270.34	-3,270.34
Deposits and Credits - 16 items							
	Deposit	11/01/2016			√	255.00	255.00
	Deposit	11/04/2016			√	200.00	455.00
	Deposit	11/14/2016			√	258.00	713.00
	Deposit	11/16/2016			√	150.00	863.00
	Deposit	11/19/2016			√	252.00	1,115.00
	Deposit	11/21/2016			√	8.00	1,123.00
	Deposit	11/21/2016			√	44.00	1,167.00
	Deposit	11/21/2016			√	242.75	1,409.75
	Deposit	11/21/2016			√	288.50	1,698.25
	Deposit	11/21/2016			√	550.50	2,248.75
	Deposit	11/21/2016			√	1,236.00	3,484.75
	Deposit	11/21/2016			√	1,750.25	5,235.00
	Deposit	11/21/2016			√	1,920.00	7,155.00
	Deposit	11/21/2016			√	2,582.00	9,737.00
	Deposit	11/21/2016			√	3,042.00	12,779.00
	Deposit	11/21/2016			√	4,783.00	17,562.00
Total Deposits and Credits						17,562.00	17,562.00
Total Cleared Transactions						14,291.66	14,291.66
Cleared Balance						14,291.66	45,121.73
Uncleared Transactions							
Checks and Payments - 3 items							
	Check	11/02/2016	4526	D Printer Inc		-55.00	-55.00
	Check	11/10/2016	4528	Creative Graphics, Inc.		-285.00	-340.00
	Check	11/10/2016	4529	Sand Creek Schools		-94.08	-434.08
Total Checks and Payments						-434.08	-434.08

Sand Creek PTO
Reconciliation Detail
General Fund, Period Ending 11/30/2016

	Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 2 items							
	Deposit	12/07/2015					0.00
	Deposit	01/07/2016					0.00
Total Deposits and Credits						<u>0.00</u>	<u>0.00</u>
Total Uncleared Transactions						<u>-434.08</u>	<u>-434.08</u>
Register Balance as of 11/30/2016						13,857.58	44,687.65
New Transactions							
Checks and Payments - 6 items							
	Check	12/11/2016	4542	The Daily Telegram		-310.00	-310.00
	Check	12/11/2016	4541	Hillsdale Daily News		-110.05	-420.05
	Check	12/11/2016	4540	The Toledo Blade Comp		-99.00	-519.05
	Check	12/11/2016	4539	Sand Creek Schools		-86.50	-605.55
	Check	12/11/2016	4537	D Printer Inc		-75.00	-680.55
	Check	12/11/2016	4538	State Line Observer		-25.00	-705.55
Total Checks and Payments						<u>-705.55</u>	<u>-705.55</u>
Deposits and Credits - 2 items							
	Deposit	12/01/2016				100.00	100.00
	Deposit	12/01/2016				100.00	200.00
Total Deposits and Credits						<u>200.00</u>	<u>200.00</u>
Total New Transactions						<u>-505.55</u>	<u>-505.55</u>
Ending Balance						<u>13,352.03</u>	<u>44,182.10</u>

**Sand Creek PTO
 Balance Sheet
 As of November 30, 2016**

Nov 30, 16

ASSETS

Current Assets

Checking/Savings

General Fund

44,687.65

Total Checking/Savings

44,687.65

Other Current Assets

Cash Box

Craft Show Cash Box

-0.25

Total Cash Box

-0.25

Secret Santa Shop (Items purchased for next school year's Santa Shop)

2015 Santa Shop

-1,899.96

Total Secret Santa Shop (Items purchased for next school year's Santa Shop)

-1,899.96

Total Other Current Assets

-1,900.21

Total Current Assets

42,787.44

TOTAL ASSETS

42,787.44

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Deposits - Booth Rental

Booth Rental Fall 2015

12,700.00

Booth Rental Fall 2016

12,714.00

Booth Rental Fall 2017

4,783.00

Total Deposits - Booth Rental

30,197.00

Total Other Current Liabilities

30,197.00

Total Current Liabilities

30,197.00

Total Liabilities

30,197.00

Equity

Fund Balance - Restricted

1,036.13

Opening Bal Equity

75,799.85

Retained Earnings (Retained Earnings)

-59,932.52

Net Income

-4,313.02

Total Equity

12,590.44

TOTAL LIABILITIES & EQUITY

42,787.44

Sand Creek PTO
Profit & Loss
November 2016

	<u>Nov 16</u>
Ordinary Income/Expense	
Income	
Craft Show Fall	
Booth Rental Fall	2,582.00
Door Collection Fall	6,773.25
Pre Lunch Sales Fall	<u>558.50</u>
Total Craft Show Fall	<u>9,913.75</u>
Total Income	9,913.75
Expense	
Craft Show 2016	
Advertising 2016	285.00
Kitchen 2016	796.48
Craft Show 2016 - Other	<u>693.25</u>
Total Craft Show 2016	1,774.73
Miscellaneous (Miscellaneous)	<u>25.00</u>
Total Expense	<u>1,799.73</u>
Net Ordinary Income	<u>8,114.02</u>
Net Income	<u><u>8,114.02</u></u>

**Sand Creek PTO
Deposit Detail
November 2016**

Type	Date	Name	Memo	Account	Amount
Deposit	11/01/2016		Deposit	General Fund	255.00
		CRAFT SHOW FALL 2016	2016 Booth Rental	Booth Rental Fall 2016	-255.00
TOTAL					<u>-255.00</u>
Deposit	11/04/2016		Deposit	General Fund	200.00
		CRAFT SHOW FALL 2016	2016 Booth Rental	Booth Rental Fall 2016	-200.00
TOTAL					<u>-200.00</u>
Deposit	11/14/2016		Deposit	General Fund	258.00
		CRAFT SHOW FALL 2016	2016 Booth Rental	Booth Rental Fall 2016	-258.00
TOTAL					<u>-258.00</u>
Deposit	11/16/2016		Deposit	General Fund	150.00
		CRAFT SHOW FALL 2016	2016 Booth Rental	Booth Rental Fall 2016	-150.00
TOTAL					<u>-150.00</u>
Deposit	11/19/2016		Deposit	General Fund	252.00
		CRAFT SHOW FALL 2016	2016 Booth Rental	Booth Rental Fall 2016	-252.00
TOTAL					<u>-252.00</u>
Deposit	11/21/2016		Deposit	General Fund	550.50
		CRAFT SHOW FALL 2016	Vendor Lunches	Pre Lunch Sales Fall	-550.50
TOTAL					<u>-550.50</u>
Deposit	11/21/2016		Deposit	General Fund	8.00
		CRAFT SHOW FALL 2016	Vendor Lunches	Pre Lunch Sales Fall	-8.00
TOTAL					<u>-8.00</u>
Deposit	11/21/2016		Deposit	General Fund	242.75

Sand Creek PTO Deposit Detail November 2016

Type	Date	Name	Memo	Account	Amount
		CRAFT SHOW FALL 2016	Final Deposit	Door Collection Fall	-242.75
TOTAL					<u>-242.75</u>
Deposit	11/21/2016		Deposit	General Fund	1,920.00
		CRAFT SHOW FALL 2016	11:30 Pick-Up	Door Collection Fall	-1,920.00
TOTAL					<u>-1,920.00</u>
Deposit	11/21/2016		Deposit	General Fund	1,236.00
		CRAFT SHOW FALL 2016	9:00 pick-up	Door Collection Fall	-1,236.00
TOTAL					<u>-1,236.00</u>
Deposit	11/21/2016		Deposit	General Fund	2,582.00
		CRAFT SHOW FALL 2016	10:30 pick-up	Booth Rental Fall	-2,582.00
TOTAL					<u>-2,582.00</u>
Deposit	11/21/2016		Deposit	General Fund	3,042.00
		CRAFT SHOW FALL 2016	1:00 pick-up	Door Collection Fall	-3,042.00
TOTAL					<u>-3,042.00</u>
Deposit	11/21/2016		Deposit	General Fund	4,783.00
		CRAFT SHOW FALL 2017	2017 Booth Rental	Booth Rental Fall 2017	-4,783.00
TOTAL					<u>-4,783.00</u>
Deposit	11/21/2016		Deposit	General Fund	288.50
		CRAFT SHOW FALL 2016	2:30 pick-up	Door Collection Fall	-288.50
TOTAL					<u>-288.50</u>
Deposit	11/21/2016		Deposit	General Fund	44.00
		CRAFT SHOW FALL 2016	Bracelet Sales	Door Collection Fall	-44.00
TOTAL					<u>-44.00</u>

Sand Creek PTO
Deposit Detail
November 2016

Type	Date	Name	Memo	Account	Amount
Deposit	11/21/2016		Deposit	General Fund	1,750.25
		CRAFT SHOW FALL 2016	Deposit Start-up Cash for cash boxes, Craft Show Cash Box		<u>-1,750.25</u>
TOTAL					-1,750.25

Sand Creek PTO Check Detail

November 2016

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	4525	11/02/2016	Cash		General Fund	
				Start-up Cash	Craft Show Cash Box	-1,750.00
TOTAL						-1,750.00
Check	4526	11/02/2016	D Printer Inc		General Fund	
				2016 Craft Show - lunch envelopes	Craft Show 2016	-55.00
TOTAL						-55.00
Check	4528	11/10/2016	Creative Graphics, Inc.		General Fund	
				2016 Craft Show Ad Placemat Invoice #15,18	Advertising 2016	-285.00
TOTAL						-285.00
Check	4529	11/10/2016	Sand Creek Schools		General Fund	
				2016 Craft Show 6 rolls floor tape	Craft Show 2016	-94.08
TOTAL						-94.08
Check	4530	11/10/2016	Darlene McMunn		General Fund	
				2016 Craft Show - Floor Tape, Table Covering	Craft Show 2016	-210.47
TOTAL						-210.47
Check	4532	11/10/2016	St. John's Lutheran Church		General Fund	
				Condolences (Merlin Myers)	Miscellaneous (Miscellaneous)	-25.00
TOTAL						-25.00
Check	4533	11/17/2016	Morning Fresh		General Fund	
				2016 Craft Show - donuts	Kitchen 2016	-102.75
TOTAL						-102.75

Sand Creek PTO Check Detail

November 2016

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	4534	11/19/2016	Jim Brosamer		General Fund	
				Vendor refund to Jim Brosamer	Booth Rental Fall 2016	-5.00
TOTAL						<u>-5.00</u>
Check	4535	11/19/2016	Darlene McMunn		General Fund	
				2016 Craft Show - basket, banners, postag, candy	Craft Show 2016	-333.70
TOTAL						<u>-333.70</u>
Check	4536	11/19/2016	Lynda Bragg		General Fund	
				Note: of this check, \$72.79 was for basket raffle supplies	Kitchen 2016	-693.73
TOTAL						<u>-693.73</u>