

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

November 2017

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Summary

<u>Cash and Cash Equivalents</u>	
General Fund	\$38,060.63
 <u>Less Current Liabilities</u>	
2017 Fall booth sales	\$13,157
Net Available after Current Liabilities	\$24,904

2017/18 BUDGET

Account	2017/18 Budgeted Income	2017/18 Budgeted Expense	YTD Income	YTD Expense
Accounting Fees - expense		\$ 500		\$ 155
Aggie Grant Fund - expense		\$ 2,000		
Donations-income / Contributions-expense	\$ 500	\$ 500		\$ 30
2017 Craft Show Fall Income* / Expense	\$ 15,000	\$ 3,000	\$ 9,748	\$ 1,639
2017 Craft Show Fall Kitchen Income / Expense	\$ 3,000	\$ 2,000	\$ 4,471	\$ 749
2018 Craft Show Fall Income / Expense			\$ 4,488	
Cutting Board Fundraiser			\$ 1,155	
Donuts with Dad - Expense		\$ 500		
Family Night Event - movie, ice/roller skating		\$ 750		
Fun Night Income / Expense	\$ 10,000	\$ 2,000	\$ 750	
Muffins with Mom - expense		\$ 500		
Open House - Expense	\$ -	\$ 500		\$ 48
Scholarship Contribution - Expense		\$ 2,000		
Supplies Expense		\$ 300		\$ 72
Staff Appreciation Expense		\$ 800		
Teacher Mini-Grants		\$ 13,000		\$ 375
Totals	\$ 28,500	\$ 28,350	\$ 20,612	\$ 3,069

* Add \$10,059. for booth sales occurring 11/16-06/17.

Projected Balance after 2017/18 Income & Expenses (net available + Budget income - Budget expenses)	\$25,054
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Sand Creek PTO Reconciliation Detail

General Fund, Period Ending 11/30/2017

	Type	Date	Num	Name	Clr	Amount	Balance	
Beginning Balance							38,060.63	
Cleared Transactions								
Checks and Payments - 15 items								
	Check	10/28/2017	4583	Darlene McMunn	√	-358.97	-358.97	
	Check	11/08/2017	4585	Darlene McMunn	√	-380.40	-739.37	
	Check	11/08/2017	4592	Creative Graphics, Inc.	√	-285.30	-1,024.67	
	Check	11/08/2017	4587	Barb DeLosSantos	√	-55.00	-1,079.67	
	Check	11/08/2017	4589	Cindy Lewis	√	-50.00	-1,129.67	
	Check	11/08/2017	4586	Jeff Bamberg	√	-50.00	-1,179.67	
	Check	11/08/2017	4590	Barbara Dunham	√	-5.00	-1,184.67	
	Check	11/08/2017	4588	Sally Kruger	√	-5.00	-1,189.67	
	Check	11/09/2017		Returned Check	√	-5.00	-1,194.67	
	Check	11/14/2017	4593	Lynda Bragg	√	-11.12	-1,205.79	
	Check	11/16/2017	4594	Cash	√	-1,750.00	-2,955.79	
	Check	11/17/2017	4584	Morning Fresh	√	-119.25	-3,075.04	
	Check	11/18/2017	4596	Lynda Bragg	√	-629.69	-3,704.73	
	Check	11/18/2017	4597	Darlene McMunn	√	-225.29	-3,930.02	
	Check	11/18/2017	4599	Gwenn Greenman	√	-14.29	-3,944.31	
	Total Checks and Payments						-3,944.31	-3,944.31
Deposits and Credits - 17 items								
	Deposit	11/06/2017			√	565.00	565.00	
	Deposit	11/15/2017			√	385.00	950.00	
	Deposit	11/17/2017			√	175.00	1,125.00	
	Deposit	11/18/2017			√	959.00	2,084.00	
	Deposit	11/18/2017			√	4,488.00	6,572.00	
	Deposit	11/20/2017			√	44.00	6,616.00	
	Deposit	11/20/2017			√	320.00	6,936.00	
	Deposit	11/20/2017			√	360.00	7,296.00	
	Deposit	11/20/2017			√	536.50	7,832.50	
	Deposit	11/20/2017			√	865.00	8,697.50	
	Deposit	11/20/2017			√	1,026.00	9,723.50	
	Deposit	11/20/2017			√	1,265.05	10,988.55	
	Deposit	11/20/2017			√	1,405.00	12,393.55	
	Deposit	11/20/2017			√	1,484.50	13,878.05	
	Deposit	11/20/2017			√	1,750.00	15,628.05	
	Deposit	11/20/2017			√	2,116.00	17,744.05	
	Deposit	11/29/2017			√	770.00	18,514.05	
	Total Deposits and Credits						18,514.05	18,514.05
	Total Cleared Transactions						14,569.74	14,569.74
Cleared Balance							14,569.74	52,630.37

Sand Creek PTO
Reconciliation Detail
General Fund, Period Ending 11/30/2017

	Type	Date	Num	Name	Clr	Amount	Balance	
Uncleared Transactions								
Checks and Payments - 2 items								
	Check	11/18/2017	4598	D Printer Inc		-55.00	-55.00	
	Check	11/27/2017	4595	Lisa Kay		-11.94	-66.94	
	Total Checks and Payments						<u>-66.94</u>	<u>-66.94</u>
	Total Uncleared Transactions						<u>-66.94</u>	<u>-66.94</u>
	Register Balance as of 11/30/2017						<u>14,502.80</u>	<u>52,563.43</u>
	Ending Balance						<u>14,502.80</u>	<u>52,563.43</u>

Sand Creek PTO
Balance Sheet
As of November 30, 2017

Nov 30, 17

ASSETS

Current Assets

Checking/Savings

General Fund

52,563.43

Total Checking/Savings

52,563.43

Total Current Assets

52,563.43

TOTAL ASSETS

52,563.43

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Deposits - Booth Rental

Booth Rental Fall 2017

14,213.00

Booth Rental Fall 2018

4,488.00

Total Deposits - Booth Rental

18,701.00

Total Other Current Liabilities

18,701.00

Total Current Liabilities

18,701.00

Total Liabilities

18,701.00

Equity

Fund Balance - Restricted

1,036.13

Opening Bal Equity

75,799.85

Retained Earnings (Retained Earnings)

-48,086.35

Net Income

5,112.80

Total Equity

33,862.43

TOTAL LIABILITIES & EQUITY

52,563.43

Sand Creek PTO
Profit & Loss
November 2017

Nov 17

Ordinary Income/Expense

Income

Craft Show Fall

Door Collection Fall 4,547.00

Kitchen Fall 3,934.55

Pre Lunch Sales Fall 536.50

Craft Show Fall - Other 44.00

Total Craft Show Fall 9,062.05

Fundraiser 1,155.00

Total Income 10,217.05

Expense

Craft Show 2016 225.29

Craft Show 2017

Advertising 2017 665.70

Kitchen 2017 748.94

Craft Show 2017 - Other 234.29

Total Craft Show 2017 1,648.93

Miscellaneous (Miscellaneous) 11.94

Returned Check 5.00

Supplies 11.12

Total Expense 1,902.28

Net Ordinary Income 8,314.77

Net Income 8,314.77

2017 Craft Show Deposit Recap

Kitchen

9:30 Kitchen	\$ 320.00
11:00 Kitchen	\$ 865.00
12:30 Kitchen	\$ 1,265.05
Vendor Lunches	\$ 536.50
3:00 Kitchen	\$ 1,484.50
Kitchen Total	\$ 4,471.05

Door Admission

9:30 Door	\$ 1,750.00
9:30 Door	\$ 1,026.00
11:00 Door	\$ 2,116.00
12:30 Door	\$ 1,405.00
3:00 Door	\$ 959.00
Door Total	\$ 7,256.00

Kitchen Total	\$ 4,471.05
Door Total	\$ 7,256.00
Minus Start-up	\$ 1,750.00
2017 Total	\$ 9,977.05

**Sand Creek PTO
Deposit Detail
November 2017**

Type	Date	Name	Memo	Account	Amount
Deposit	11/06/2017		Deposit	General Fund	565.00
		CRAFT SHOW FALL 2017	2017 Craft Show Booth Rental	Booth Rental Fall 2017	<u>-565.00</u>
					-565.00
Deposit	11/15/2017		Deposit	General Fund	385.00
		Cutting Board Fundraiser	Cutting Board Fundraiser - 11 boards sold	Fundraiser	<u>-385.00</u>
					-385.00
Deposit	11/17/2017		Deposit	General Fund	175.00
		CRAFT SHOW FALL 2017	2017 Craft Show Booth Rental	Booth Rental Fall 2017	<u>-175.00</u>
					-175.00
Deposit	11/18/2017		Deposit	General Fund	959.00
		CRAFT SHOW FALL 2017	2017 Craft Show Final Door Collection	Booth Rental Fall 2017	<u>-959.00</u>
					-959.00
Deposit	11/18/2017		Deposit	General Fund	4,488.00
		CRAFT SHOW FALL 2018	2018 Craft Show Booth Rental	Booth Rental Fall 2018	<u>-4,488.00</u>
					-4,488.00
Deposit	11/20/2017		Deposit	General Fund	1,026.00
		CRAFT SHOW FALL 2017	9:30 Door Collection	Door Collection Fall	<u>-1,026.00</u>
					-1,026.00
Deposit	11/20/2017		Deposit	General Fund	1,750.00
		CRAFT SHOW FALL 2017	2017 Craft Show Start-up Cash	Craft Show Cash Box	<u>-1,750.00</u>
					-1,750.00

Sand Creek PTO Deposit Detail November 2017

Type	Date	Name	Memo	Account	Amount
Deposit	11/20/2017		Deposit	General Fund	2,116.00
		CRAFT SHOW FALL 2017	2017 Craft Show 11:30 Door	Door Collection Fall	<u>-2,116.00</u>
					-2,116.00
Deposit	11/20/2017		Deposit	General Fund	320.00
		CRAFT SHOW FALL 2017	2017 Craft Show 9:30 Kitch	Kitchen Fall	<u>-320.00</u>
					-320.00
Deposit	11/20/2017		Deposit	General Fund	865.00
		CRAFT SHOW FALL 2017	2017 Craft Show 11:30 Income	Kitchen Fall	<u>-865.00</u>
					-865.00
Deposit	11/20/2017		Deposit	General Fund	44.00
		CRAFT SHOW FALL 2017	2017 Craft Show Wrist Band Sales	Craft Show Fall	<u>-44.00</u>
					-44.00
Deposit	11/20/2017		Deposit	General Fund	536.50
		CRAFT SHOW FALL 2017	2017 Craft Show Vendor Lunches	Pre Lunch Sales Fall	<u>-536.50</u>
					-536.50
Deposit	11/20/2017		Deposit	General Fund	1,405.00
		CRAFT SHOW FALL 2017	2017 Craft Show 12:30 Door Pick-up	Door Collection Fall	<u>-1,405.00</u>
					-1,405.00
Deposit	11/20/2017		Deposit	General Fund	1,265.05
		CRAFT SHOW FALL 2017	2017 Craft Show 12:30 Kitchen	Kitchen Fall	<u>-1,265.05</u>
					-1,265.05
Deposit	11/20/2017		Deposit	General Fund	360.00

Sand Creek PTO Deposit Detail November 2017

Type	Date	Name	Memo	Account	Amount
		CRAFT SHOW FALL 2017	2017 Craft Show Booth Rental	Booth Rental Fall 2017	-360.00
					<u>-360.00</u>
Deposit	11/20/2017		Deposit	General Fund	1,484.50
		CRAFT SHOW FALL 2017	2017 Craft Show Kitchen	Kitchen Fall	-1,484.50
					<u>-1,484.50</u>
Deposit	11/29/2017		Deposit	General Fund	770.00
		Cutting Board Fundraiser	2017 Cutting Board Funraiser	Fundraiser	-770.00
					<u>-770.00</u>

Sand Creek PTO
Check Detail
November 2017

Type	Num	Date	Name	Memo	Account	Paid Amount
Check		11/09/2017	Returned Check	Service Charge	General Fund	
				Service Charge	Returned Check	-5.00
						-5.00
Check	4584	11/17/2017	Morning Fresh		General Fund	
				2017 Craft Show Kitchen Expense	Kitchen 2017	-119.25
						-119.25
Check	4585	11/08/2017	Darlene McMunn		General Fund	
				2017 Craft Show Expenses	Advertising 2017	-380.40
						-380.40
Check	4586	11/08/2017	Jeff Bamberg		General Fund	
				2017 Craft Show Booth Rental Refund	Craft Show 2017	-50.00
						-50.00
Check	4587	11/08/2017	Barb DeLosSantos		General Fund	
				2017 Craft Show Booth Rental Refund	Craft Show 2017	-55.00
						-55.00
Check	4588	11/08/2017	Sally Kruger		General Fund	
				2017 Craft Show Booth Rental Refund	Craft Show 2017	-5.00
						-5.00
Check	4589	11/08/2017	Cindy Lewis		General Fund	
				2017 Craft Show Booth Rental Refund	Craft Show 2017	-50.00
						-50.00

Sand Creek PTO
Check Detail
November 2017

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	4590	11/08/2017	Barbara Dunham		General Fund	
				2017 Craft Show Booth Rental Refund	Craft Show 2017	-5.00
						<u>-5.00</u>
Check	4592	11/08/2017	Creative Graphics, Inc.		General Fund	
				Len Co and Brooklyn Toys for Tots - Invo	Advertising 2017	-285.30
						<u>-285.30</u>
Check	4593	11/14/2017	Lynda Bragg		General Fund	
				Receipt Pads for Cutting Board Fundraise	Supplies	-11.12
						<u>-11.12</u>
Check	4594	11/16/2017	Cash		General Fund	
				2017 Craft Show Start-up Cash	Craft Show Cash Box	-1,750.00
						<u>-1,750.00</u>
Check	4595	11/27/2017	Lisa Kay		General Fund	
				Copies of key to PTO cabinet	Miscellaneous (Miscellaneous)	-11.94
						<u>-11.94</u>
Check	4596	11/18/2017	Lynda Bragg		General Fund	
				2017 Craft Show - Kitchen Expense	Kitchen 2017	-629.69
						<u>-629.69</u>
Check	4597	11/18/2017	Darlene McMunn		General Fund	
				2017 Craft Show Expense	Craft Show 2016	-225.29
						<u>-225.29</u>
Check	4598	11/18/2017	D Printer Inc		General Fund	

Sand Creek PTO
Check Detail
November 2017

Type	Num	Date	Name	Memo	Account	Paid Amount
				2017 Craft Shwo - lunch envelope, inv. #	Craft Show 2017	-55.00
						<u>-55.00</u>
Check	4599	11/18/2017	Gwenn Greenman		General Fund	
				2017 Craft Show - Mirror for Grand Prize	Craft Show 2017	-14.29
						<u>-14.29</u>