

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

March 2018

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## Summary

### Cash and Cash Equivalents

General Fund \$55,200.42

### Less Current Liabilities

2017 Fall booth sales \$14,257  
 2018 Fall booth sales \$ 8,367

Net Available after Current Liabilities \$32,576

### **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		\$ 220
Donations-income / Contributions-expense	\$ 500	\$ 500	\$ 750	\$ 30
2017 Craft Show Fall Income* / Expense	\$ 15,000	\$ 3,000	\$ 9,748	\$ 2,814
2017 Craft Show Fall Kitchen Income / Expense	\$ 3,000	\$ 2,000	\$ 4,471	\$ 1,945
2018 Craft Show Fall Income / Expense			\$ 8,367	
Cutting Board Fundraiser			\$ 2,595	\$ 1,905
Donuts with Dad - Expense		\$ 500		
Family Night Event - movie, ice/roller skating		\$ 750		
Fun Night Income / Expense	\$ 10,000	\$ 2,000	\$ 18,069	\$ 4,969
Muffins with Mom - expense		\$ 500		
Open House - Expense	\$ -	\$ 500		\$ 48
Paint Night Fundraiser/Expense			\$ 1,026	\$ 536
Santa Shop Income / Expense			\$ 5,167	\$ 4,066
Scholarship Contribution - Expense		\$ 2,000		\$ 1,125
Supplies Expense		\$ 300		\$ 72
Staff Appreciation Expense		\$ 800		
Teacher Mini-Grants		\$ 13,000		\$ 13,699
Totals	\$ 28,500	\$ 28,350	\$ 50,193	\$ 31,585

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

Projected Balance after 2017/18 Income & Expenses \$32,726  
 (net available + Budget income - Budget expenses)

## Sand Creek PTO Reconciliation Detail

General Fund, Period Ending 03/31/2018

	Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>							<b>46,393.13</b>
<b>Cleared Transactions</b>							
<b>Checks and Payments - 13 items</b>							
	Check	01/31/2018	4621	Michigan State Industries	√	-1,905.00	-1,905.00
	Check	01/31/2018	4624	Natalie Benko	√	-56.85	-1,961.85
	Check	03/06/2018	4630	Sand Creek Schools	√	-1,684.18	-3,646.03
	Check	03/06/2018	4628	Sand Creek Schools	√	-1,125.00	-4,771.03
	Check	03/06/2018	4629	Sand Creek Schools	√	-240.00	-5,011.03
	Check	03/20/2018	4634	Lisa Kay	√	-612.38	-5,623.41
	Check	03/20/2018	4632	Jessica Hazelwood	√	-54.75	-5,678.16
	Check	03/22/2018		Cash	√	-1,000.00	-6,678.16
	Check	03/23/2018	4637	Stacy Mitchell	√	-300.00	-6,978.16
	Check	03/23/2018	4638	Walt Williams	√	-200.00	-7,178.16
	Check	03/23/2018	4635	Masquerades by Michelle	√	-150.00	-7,328.16
	Check	03/27/2018	4644	Rachel Emery	√	-1,988.80	-9,316.96
	Check	03/28/2018		Returned Check	√	-5.00	-9,321.96
<b>Total Checks and Payments</b>						<b>-9,321.96</b>	<b>-9,321.96</b>
<b>Deposits and Credits - 32 items</b>							
	Deposit	03/05/2018			√	200.00	200.00
	Deposit	03/05/2018			√	250.00	450.00
	Deposit	03/06/2018			√	50.00	500.00
	Deposit	03/06/2018			√	100.00	600.00
	Deposit	03/06/2018			√	250.00	850.00
	Deposit	03/07/2018			√	50.00	900.00
	Deposit	03/07/2018			√	100.00	1,000.00
	Deposit	03/07/2018			√	133.00	1,133.00
	Deposit	03/07/2018			√	150.00	1,283.00
	Deposit	03/09/2018			√	210.00	1,493.00
	Deposit	03/15/2018			√	50.00	1,543.00
	Deposit	03/15/2018			√	150.00	1,693.00
	Deposit	03/16/2018			√	328.00	2,021.00
	Deposit	03/16/2018			√	792.00	2,813.00
	Deposit	03/19/2018			√	150.00	2,963.00
	Deposit	03/19/2018			√	620.00	3,583.00
	Deposit	03/21/2018			√	486.00	4,069.00
	Deposit	03/21/2018			√	916.00	4,985.00
	Deposit	03/21/2018			√	1,328.00	6,313.00
	Deposit	03/23/2018			√	353.00	6,666.00
	Deposit	03/23/2018			√	3,381.00	10,047.00
	Deposit	03/26/2018			√	27.00	10,074.00
	Deposit	03/26/2018			√	30.00	10,104.00
	Deposit	03/26/2018			√	105.00	10,209.00
	Deposit	03/26/2018			√	881.00	11,090.00

## Sand Creek PTO Reconciliation Detail

General Fund, Period Ending 03/31/2018

	Type	Date	Num	Name	Clr	Amount	Balance
	Deposit	03/26/2018			√	1,440.00	12,530.00
	Deposit	03/27/2018			√	51.00	12,581.00
	Deposit	03/27/2018			√	150.00	12,731.00
	Deposit	03/27/2018			√	560.00	13,291.00
	Deposit	03/28/2018			√	1,000.00	14,291.00
	Deposit	03/28/2018			√	1,555.25	15,846.25
	Deposit	03/28/2018			√	2,283.00	18,129.25
Total Deposits and Credits						<u>18,129.25</u>	<u>18,129.25</u>
Total Cleared Transactions						<u>8,807.29</u>	<u>8,807.29</u>
Cleared Balance						8,807.29	55,200.42
<b>Uncleared Transactions</b>							
<b>Checks and Payments - 8 items</b>							
	Check	03/20/2018	4636	Superior Party Rental		-360.00	-360.00
	Check	03/20/2018	4631	Lynda Bragg		-20.84	-380.84
	Check	03/23/2018	4633	A2 Magic		-375.00	-755.84
	Check	03/23/2018	4639	Scott Woerner		-100.00	-855.84
	Check	03/27/2018	4640	Lynda Bragg		-611.48	-1,467.32
	Check	03/27/2018	4641	Leanne Delong		-40.00	-1,507.32
	Check	03/27/2018	4642	Masquerades by Michelle		-18.75	-1,526.07
	Check	03/29/2018	4645	Lisa Kay		-108.19	-1,634.26
Total Checks and Payments						<u>-1,634.26</u>	<u>-1,634.26</u>
Total Uncleared Transactions						<u>-1,634.26</u>	<u>-1,634.26</u>
Register Balance as of 03/31/2018						7,173.03	53,566.16
<b>New Transactions</b>							
<b>Checks and Payments - 2 items</b>							
	Check	04/09/2018	4646	Sand Creek After Prom		-1,000.00	-1,000.00
	Check	04/09/2018	4643	Lynda Bragg		-60.06	-1,060.06
Total Checks and Payments						<u>-1,060.06</u>	<u>-1,060.06</u>
Total New Transactions						<u>-1,060.06</u>	<u>-1,060.06</u>
<b>Ending Balance</b>						<u><u>6,112.97</u></u>	<u><u>52,506.10</u></u>

**Sand Creek PTO  
Balance Sheet  
As of March 31, 2018**

Mar 31, 18

**ASSETS**

**Current Assets**

**Checking/Savings**

**General Fund** 53,566.16

**Total Checking/Savings** 53,566.16

**Total Current Assets** 53,566.16

**TOTAL ASSETS** 53,566.16

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

**Deposits - Booth Rental**

**Booth Rental Fall 2017** 14,213.00

**Booth Rental Fall 2018** 7,807.00

**Total Deposits - Booth Rental** 22,020.00

**Total Other Current Liabilities** 22,020.00

**Total Current Liabilities** 22,020.00

**Total Liabilities** 22,020.00

**Equity**

**Fund Balance - Restricted** 1,036.13

**Opening Bal Equity** 75,799.85

**Retained Earnings (Retained Earnings)** -48,086.35

**Net Income** 2,796.53

**Total Equity** 31,546.16

**TOTAL LIABILITIES & EQUITY** 53,566.16

# Sand Creek PTO Profit & Loss

March 2018

Mar 18

## Ordinary Income/Expense

### Income

#### Craft Show Fall

Booth Rental Fall 560.00

Total Craft Show Fall 560.00

#### Fun Night

Contributions 1,650.00

Kitchen 1,555.25

Raffle Tickets Sold 9,256.00

Fun Night - Other 4,108.00

Total Fun Night 16,569.25

Total Income 17,129.25

### Expense

#### Fun Night Expense

Fun Night Kitchen 611.48

Fun Night Raffle 600.00

Prizes, Candy, Games, Supplies 3,292.87

Fun Night Expense - Other 415.00

Total Fun Night Expense 4,919.35

Mini-Grants 1,684.18

Paint Night Fundraiser 260.84

Returned Check 5.00

Scholarship Donation 1,125.00

**Sand Creek PTO**  
**Profit & Loss**  
March 2018

	<u>Mar 18</u>
Total Expense	<u>7,994.37</u>
Net Ordinary Income	<u>9,134.88</u>
Net Income	<u><u>9,134.88</u></u>

**Sand Creek PTO  
Deposit Detail  
March 2018**

Type	Date	Name	Memo	Account	Amount
Deposit	03/05/2018		Deposit	General Fund	250.00
		Fun Night	Fun Night Sponsor - Keller Ins	Contributions	<u>-250.00</u>
TOTAL					-250.00
Deposit	03/05/2018		Deposit	General Fund	200.00
		Fun Night	Fun Night Sponsor - AEG	Contributions	<u>-200.00</u>
TOTAL					-200.00
Deposit	03/06/2018		Deposit	General Fund	100.00
		Fun Night	Fun Night Sponsor - Hillari Gawron	Contributions	<u>-100.00</u>
TOTAL					-100.00
Deposit	03/06/2018		Deposit	General Fund	50.00
		Fun Night	Fun Night Sponsor - Sieler's Water Systems LLC	Contributions	<u>-50.00</u>
TOTAL					-50.00
Deposit	03/06/2018		Deposit	General Fund	250.00
		Fun Night	Fun Night Sponsor - First Federal Bank	Contributions	<u>-250.00</u>
TOTAL					-250.00
Deposit	03/07/2018		Deposit	General Fund	150.00
		Fun Night	Fun Night Sponsor - Knierim Golden Acre Farms	Contributions	<u>-150.00</u>
TOTAL					-150.00
Deposit	03/07/2018		Deposit	General Fund	100.00
		Fun Night	Fun Night Sponsor - Morgan Valley Farm LLC	Contributions	<u>-100.00</u>
TOTAL					-100.00

**Sand Creek PTO**  
**Deposit Detail**  
March 2018

Type	Date	Name	Memo	Account	Amount
Deposit	03/07/2018		Deposit	General Fund	50.00
		Fun Night	Fun Night Sponsor - The Country Clip	Contributions	-50.00
TOTAL					-50.00
Deposit	03/07/2018		Deposit	General Fund	133.00
		Fun Night Raffle	2018 Fun Night Raffle Ticket Sales	Raffle Tickets Sold	-133.00
TOTAL					-133.00
Deposit	03/09/2018		Deposit	General Fund	210.00
		Fun Night Raffle	2018 Fun Night Raffle Ticket Sales	Raffle Tickets Sold	-210.00
TOTAL					-210.00
Deposit	03/15/2018		Deposit	General Fund	50.00
		Fun Night	2018 Fun Night Sponsor - CW2 Inc	Contributions	-50.00
TOTAL					-50.00
Deposit	03/15/2018		Deposit	General Fund	150.00
		Fun Night	2018 Fun Night Sponsor - Goetz River Farms	Contributions	-150.00
TOTAL					-150.00
Deposit	03/16/2018		Deposit	General Fund	328.00
		Fun Night Raffle	2018 Fun Night Raffle Ticket Sales	Raffle Tickets Sold	-328.00
TOTAL					-328.00
Deposit	03/16/2018		Deposit	General Fund	792.00
		Fun Night Raffle	2018 Fun Night Raffle Ticket Sales	Raffle Tickets Sold	-792.00
TOTAL					-792.00
Deposit	03/19/2018		Deposit	General Fund	620.00



**Sand Creek PTO  
Deposit Detail  
March 2018**

Type	Date	Name	Memo	Account	Amount
		Fun Night Raffle	2018 Fun Night Raffle Ticket Sales	Raffle Tickets Sold	-620.00
TOTAL					-620.00
<b>Deposit</b>	<b>03/19/2018</b>		<b>Deposit</b>	<b>General Fund</b>	<b>150.00</b>
		Fun Night	2018 Fun Night Sponsor - County National	Contributions	-150.00
TOTAL					-150.00
<b>Deposit</b>	<b>03/21/2018</b>		<b>Deposit</b>	<b>General Fund</b>	<b>1,328.00</b>
		Fun Night Raffle	2018 Fun Night Raffle Ticket Sales	Raffle Tickets Sold	-1,328.00
TOTAL					-1,328.00
<b>Deposit</b>	<b>03/21/2018</b>		<b>Deposit</b>	<b>General Fund</b>	<b>486.00</b>
		Fun Night	2018 Fun Night Preale Game Tickets	Fun Night	-486.00
TOTAL					-486.00
<b>Deposit</b>	<b>03/21/2018</b>		<b>Deposit</b>	<b>General Fund</b>	<b>916.00</b>
		Fun Night Raffle	2018 Fun Night Raffle Ticket Sales	Raffle Tickets Sold	-916.00
TOTAL					-916.00
<b>Deposit</b>	<b>03/23/2018</b>		<b>Deposit</b>	<b>General Fund</b>	<b>353.00</b>
		Fun Night	2018 Fun Night Pre-sale Game Tickets	Fun Night	-353.00
TOTAL					-353.00
<b>Deposit</b>	<b>03/23/2018</b>		<b>Deposit</b>	<b>General Fund</b>	<b>3,381.00</b>
		Fun Night Raffle	2018 Fun Night Raffle Ticket Sales	Raffle Tickets Sold	-3,381.00
TOTAL					-3,381.00
<b>Deposit</b>	<b>03/26/2018</b>		<b>Deposit</b>	<b>General Fund</b>	<b>881.00</b>
		Fun Night	2018 Fun Night Presale Game Tickets	Fun Night	-881.00
TOTAL					-881.00

**Sand Creek PTO  
Deposit Detail  
March 2018**

Type	Date	Name	Memo	Account	Amount
Deposit	03/26/2018		Deposit	General Fund	1,440.00
		Fun Night Raffle	2018 Fun Night Raffle Ticket Sales	Raffle Tickets Sold	<u>-1,440.00</u>
TOTAL					-1,440.00
Deposit	03/26/2018		Deposit	General Fund	30.00
		Fun Night Raffle	2018 Fun Night Raffle Ticket Sales	Raffle Tickets Sold	<u>-30.00</u>
TOTAL					-30.00
Deposit	03/26/2018		Deposit	General Fund	105.00
		Fun Night	2018 Fun Night Pre-Sale Game Tickets	Fun Night	<u>-105.00</u>
TOTAL					-105.00
Deposit	03/26/2018		Deposit	General Fund	27.00
		Fun Night Raffle	2018 Fun Night Raffle Ticket Sales	Raffle Tickets Sold	<u>-27.00</u>
TOTAL					-27.00
Deposit	03/27/2018		Deposit	General Fund	150.00
		Fun Night	2018 Fun Night Sponsor - Charles Loveland	Contributions	<u>-150.00</u>
TOTAL					-150.00
Deposit	03/27/2018		Deposit	General Fund	51.00
		Fun Night	2018 Fun Night Raffle Ticket Sales	Raffle Tickets Sold	<u>-51.00</u>
TOTAL					-51.00
Deposit	03/27/2018		Deposit	General Fund	560.00
		CRAFT SHOW FALL 2018	2018 Craft Show Booth Rental	Booth Rental Fall	<u>-560.00</u>
TOTAL					-560.00

**Sand Creek PTO**  
**Deposit Detail**  
March 2018

Type	Date	Name	Memo	Account	Amount
Deposit	03/28/2018		Deposit	General Fund	1,000.00
		Fun Night	2018 Fun Night Start Up Cash - Kitchen and Game Tickets	Fun Night Cash Bo	<u>-1,000.00</u>
TOTAL					-1,000.00
Deposit	03/28/2018		Deposit	General Fund	1,555.25
		Fun Night Kitchen	2018 Fun Night Kitchen Deposit	Kitchen	<u>-1,555.25</u>
TOTAL					-1,555.25
Deposit	03/28/2018		Deposit	General Fund	2,283.00
		Fun Night	2018 Fun Night Game Tickets Purchased at Door	Fun Night	<u>-2,283.00</u>
TOTAL					-2,283.00

## Sand Creek PTO Check Detail March 2018

Num	Date	Name	Memo	Account	Paid Amount
	<b>03/22/2018</b>	<b>Cash</b>		<b>General Fund</b>	
			2018 Fun Night Start-up Cash - Kitchen and Game Tickets	Fun Night Cash Box	-1,000.00
TOTAL					<u>-1,000.00</u>
	<b>03/28/2018</b>	<b>Returned Check</b>		<b>General Fund</b>	
			Returned Check Fee - Fun Night Raffle Ticket Sale Deposit	Returned Check	-5.00
TOTAL					<u>-5.00</u>
<b>4628</b>	<b>03/06/2018</b>	<b>Sand Creek Schools</b>		<b>General Fund</b>	
			Invoice 217 - Serin, Robinson, Muck	Scholarship Donator	-1,125.00
TOTAL					<u>-1,125.00</u>
<b>4629</b>	<b>03/06/2018</b>	<b>Sand Creek Schools</b>		<b>General Fund</b>	
			Art Department Donation - 50% split profit	Paint Night Fundrais	-240.00
TOTAL					<u>-240.00</u>
<b>4630</b>	<b>03/06/2018</b>	<b>Sand Creek Schools</b>		<b>General Fund</b>	
			Invoice #215 Mini Grant - Equations, gym games, chromebooks, library books	Mini-Grants	-1,684.18
TOTAL					<u>-1,684.18</u>
<b>4631</b>	<b>03/20/2018</b>	<b>Lynda Bragg</b>		<b>General Fund</b>	
			2018 Paint Night Kitchen Expense	Paint Night Fundrais	-20.84
TOTAL					<u>-20.84</u>
<b>4632</b>	<b>03/20/2018</b>	<b>Jessica Hazelwood</b>		<b>General Fund</b>	
			2018 Fun Night Face Paint Supplies	Prizes, Candy, Game	-54.75
TOTAL					<u>-54.75</u>

**Sand Creek PTO**  
**Check Detail**  
March 2018

Num	Date	Name	Memo	Account	Paid Amount
4633	03/23/2018	A2 Magic		General Fund	
			Jeff Wawrzaszek Magician - 2 shows	Fun Night Expense	-375.00
TOTAL					<u>-375.00</u>
4634	03/20/2018	Lisa Kay		General Fund	
			2018 Fun Night Prizes, Cake Walk Supplies	Prizes, Candy, Game	-612.38
TOTAL					<u>-612.38</u>
4635	03/23/2018	Masquerades by Michelle		General Fund	
			2018 Fun Night Face Painting	Prizes, Candy, Game	-150.00
TOTAL					<u>-150.00</u>
4636	03/20/2018	Superior Party Rental		General Fund	
			2018 Fun Night - 2 bounce houses, snow cones	Prizes, Candy, Game	-360.00
TOTAL					<u>-360.00</u>
4637	03/23/2018	Stacy Mitchell		General Fund	
			2018 Fun Night 1st Place Raffle Winner	Fun Night Raffle	-300.00
TOTAL					<u>-300.00</u>
4638	03/23/2018	Walt Williams		General Fund	
			2018 Fun Night 2nd Place Raffle Winner	Fun Night Raffle	-200.00
TOTAL					<u>-200.00</u>
4639	03/23/2018	Scott Woerner		General Fund	
			2018 Fun Night 3rd Place Raffle Winner	Fun Night Raffle	-100.00
TOTAL					<u>-100.00</u>

**Sand Creek PTO**  
**Check Detail**  
March 2018

Num	Date	Name	Memo	Account	Paid Amount
4640	03/27/2018	Lynda Bragg		General Fund	
			2018 Fun Night Kitchen Expense	Fun Night Kitchen	-611.48
TOTAL					<u>-611.48</u>
4641	03/27/2018	Leanne DeLong		General Fund	
			PTO Volunteer Tshirts	Fun Night Expense	-40.00
TOTAL					<u>-40.00</u>
4642	03/27/2018	Masquerades by Michelle		General Fund	
			2018 Fun Night Face Painting - extra 15 minutes	Prizes, Candy, Game	-18.75
TOTAL					<u>-18.75</u>
4644	03/27/2018	Rachel Emery		General Fund	
			2018 Fun Night Supplies, Games, Raffle Tickets	Prizes, Candy, Game	-1,988.80
TOTAL					<u>-1,988.80</u>
4645	03/29/2018	Lisa Kay		General Fund	
			2018 Fun Night Candy Prizes (from Sam's)	Prizes, Candy, Game	-108.19
TOTAL					<u>-108.19</u>