

2011/2012 KPTO Budget

2011-09-14

This document describes the 2011-2012 KPTO budget, as approved by the membership at the first KPTO meeting on September 14th, 2011. This is a copy of the document discussed and approved at the meeting. Please note that some of the wording indicates “current” and indicates “current” relative to this approval date.

1 Income

1.1 Incoming Funding Sources

The following table describes the money currently available to the KPTO. Please note that some of this is already intended to be spent in specific ways, as will be explained further below.

| Source | Amount |
|---------------------------------|---------------|
| Last Year's Ending Bank Balance | 47425 |
| Membership Funding (159) people | 4055 |
| Total | 51480 |

2 Projected Expenditures

The following sections outline the expenditures budget for the coming year.

2.1 General Fund Expenditures

2.1.1 Student-direct Educational Expenditures

The following table shows budget items that will be spent directly on educational-related activities. IE, will have a direct impact on our children and their time spent here at our school.

| Description | Amount |
|-------------------------------|---------------|
| Classroom Grants ¹ | 8220 |
| Wing Grants ² | 1000 |
| Enrichment Programming | 2000 |
| Walker Creek | 1000 |
| Library Donation ³ | 1000 |
| Evening Educational Event | 700 |
| Safety Club | 600 |
| Running Club | 125 |
| Student Council | 0 |
| Young Writers Club | 75 |
| Computer Lab ⁴ | 600 |
| Science Classroom | 1000 |
| Oral Language Fair | 150 |
| School Assemblies | 1000 |
| Total | 17470 |

¹ This amounts to \$15/child per class

² \$200/wing to be used for PE, other grade-wide equipment

³ This is addition to other larger direct funding from the book fair which typically amounts to roughly \$3000/yr.

⁴ Note: Additional money is identified below in the “Directly Funded Expenditures” section.

2.1.2 KPTO Activities and Events

The following table shows budget items that will be spent on KPTO activities and items throughout the year. Note: later sections provide a more detailed budget breakdown of items marked with (*).

| Description | Amount |
|-----------------------------|---------------|
| Asian Pacific Festival (*) | 3000 |
| Silent Auction (*) | 1540 |
| Garden and Grounds (*) | 3350 |
| Welcome Back Family Picnic | 350 |
| Book Fair | 200 |
| Korematsu Day Evening Event | 100 |
| Total | 8540 |

2.1.3 Operating Expenditures

The following table shows the expected operating costs of the KPTO.

| Description | Amount |
|-------------------------------------|---------------|
| Paper, printing and copying | 2000 |
| Hospitality | 800 |
| Fundraising Incentives | 150 |
| Filing Fees | 255 |
| Supplies | 200 |
| Kindergarten Registration | 100 |
| Parent Education Committee Donation | 100 |
| Merchant & Bank Fees | 60 |
| Postage | 65 |
| Total | 3730 |

2.2 Directly Funded Expenditures

The following table describes money that has already been allocated toward specific items. The KPTO operates as a funding channel for various school projects and for collecting money raised for particular tasks. These totals are **not** included in other line items found above or elsewhere in this document.

| Goes To | Amount | Funding Source |
|-----------------|---------------|----------------------------------------|
| 6th Grade Funds | 8306 | Walker Creek/6th-Grade Fundraising |
| Computer Lab | 404 | Carry over from previous years |
| Reading Night | 800 | Evening Reading Program Grant |
| Music Donation | 500 | Anonymous Donor |
| T-Shirt Sales | 20 | 2011/2012 orders already deposited |
| Garden | 1305 | Garden Bricks, Plant Sales, Carry Over |
| Total | 11335 | |

⁴ this amounts to around 43 cents a child

2.3 Future Spending

The following table shows money that we do not necessarily expect to spend this year. It is being saved so we can accomplish longer term goals. E.G., the computers in the computer lab will need to be replaced within 2 years, which is expected to cost roughly \$35,000.

| Description | Amount |
|------------------------------------------------|---------------|
| Previous Year's "Computer Lab Upgrade Savings" | 4000 |
| This Years Savings Plan | 5190 |
| Spending Reserve ⁵ | 500 |
| Total | 9690 |

⁵ This is a "just in case" reserve in case more funding is needed for particular items that are expected to go over budget or new unforeseen items that may come up. The KPTO bylaws state that any expenditures over \$150 must first be brought back to the PTO for approval.

2.4 Next Year Startup

These items are intended to be spent by next year's board in advance of a budget approval for items that must be purchased prior to the passing of an initial budget. (This year started with a similar amount allocated by last years budget).

| Description | Amount |
|------------------------------------|---------------|
| Insurance | 425 |
| QuickBooks | 130 |
| Hospitality: Welcome Back Coffee | 60 |
| Paper Parade and Startup Paperwork | 100 |
| Total | 715 |

3 Grand Total

This table summarizes all of the above categories and is the "big picture" of this years budget.

| Description | Amount |
|--------------------------------|---------------|
| Educational Programming | 17470 |
| KPTO Activities and Events | 8540 |
| Directly Funded | 11335 |
| Operating Expenses | 3730 |
| Saving Plan | 9690 |
| Pre-budgeting for Next Year | 715 |
| Total 2010/2011 Budget: | 51480 |

And the result, when compared against the "incoming funding sources" listed in the first section:

| | |
|-------------------|----------|
| Spending Money | 51480 |
| Budgeted Expenses | 51480 |
| Delta | 0 |

A positive delta is good: it indicates we're not spending more money than we have.

4 Detailed Expenditures

The following tables describe breakdowns of expected expenditures for the "big ticket" items this year.

4.1 Asian Pacific Festival

| Description | Amount |
|------------------|-------------|
| Stage Rental | 800 |
| Entertainment | 850 |
| Prizes | 500 |
| Other | 350 |
| Clown | 300 |
| Snow-cone rental | 100 |
| Popcorn rental | 100 |
| Total | 3000 |

4.2 Silent Auction

| Description | Amount |
|---------------------------------|-------------|
| Printing | 600 |
| Class Art Projects ¹ | 840 |
| Supplies | 100 |
| Total | 1540 |

¹ Amounts to \$40/class

4.3 Garden and Grounds

| Description | Amount |
|---------------------|-------------|
| Food Cooking Carts | 500 |
| Cherry Tree Project | 1850 |
| Other | 1000 |
| Total | 3350 |

5 Other requests

The following requests or ideas for the PTO are not in the above spending plan. Funds need to be reallocated or obtained if we wish to incorporate them.

| Description | Amount |
|--------------------------|---------------|
| Computer Lab Replacement | 35000 |
| Shade Structure | 30000 |
| Total | 65000 |