# TOAST PTA Budget Committee

# Meeting Minutes

September 26, 2016

1. Participants

The following persons were present: Emily Leckman-Westin, Chair, Jenn Masker, Claudia Lo, Kwesi Burgess, Emily Shoop, Betsy Tannenhaus, and Serena Sturman

1. Review Projected Revenue for SY 2017-2018
2. Membership. The group discussed the projected PTA membership for the year. The target is 45 members.
3. Fundraising. The fall fundraiser tends to be the biggest money maker and the preliminary estimate is based on last year’s fundraising. The chair of the fundraising committee (H. Roberts) felt that the estimates would be closer to what we actually brought in last year (expected total: $5800). A number of good suggestions were discussed about increasing the fundraising/donation dollars and many of the members indicated that they would like to help with the fundraising committee.
4. Grants. It was discussed that this is something that the PTA would like to focus on, but that at the moment, no movement. If interest arises, need to form a committee to support grant writing
5. Other revenue. The Ballroom Dancing program donation was discussed and it was decided to expect that this donation would happen this year as well. Given the use of reserve dollars last year, it was discussed to try and not use the reserve this year.
6. Provide draft budget expenditures for SY 2015-2016 (see attached draft budget)
7. Classroom and Teacher Support. The group discussed that the mini-grant approach seemed to work well (spent all expected money). This year, we decided to think about classroom support, fieldtrip support and school event support via the mini-grant mechanism. This is now a new and separate line itam. Money was also allocated for teacher appreciation.
8. School event support. The group decided to provide $100 in for both moving up ceremonies (PK & 6). Also, $160 was allocated for museum night.
9. After school activities support: We expect to get the ballroom dance donation again ($1500, K. Skinner), and minigrants, as available. The process to disburse this money is to be determined.
10. PTA sponsored events. Again, the group decided that $150 to support movie night planning and events through-out the year. Other items. The group decided that supporting Founder’s Day was important, insurance was a necessity, as were the State PTA funds from membership. In addition, the group decided that the babysitting amounts were sufficient. Finally, the group thought that if we exceeded our fundraising goals this year, all additional money would be allocated to the minigrant process. Funds for PTA administration were also discussed.
11. Action Items
12. E. Leckman-Westin will send the draft budget and justification to the committee members for review.

Minutes submitted by: Emily Leckman-Westin

Minutes approved by: [Name]

# DRAFT Budget Justification

Teacher and Classroom Support. The PTA would like to continue to support staff appreciation by allotting $350 for the Operation Appreciation committee to promote staff appreciation.

Mini Grants. The PTA would like to maintain its support of classrooms in the current school year, using the funds as available. Specifically, the mini grants would replace the line items for teach/staff allotments/field trips/school event support/after school programs. In total, we expect to spend $4650 on a first come first serve basis. A committee to decide how to allocate this money is needed and teachers will be encouraged to submit requests as early as possible. If fundraising exceeds goals, additional money will be added to this line item.

School Event Support. **This is now part of the mini grant line item- with the exception of the moving up ceremonies (PreK, K, and 6th) and Night at the Museum ($460). All other events will need a mini-grant to fund them. (Updated after review from Ms. Roberts)**

After School Activities. An expected $1500 donation to support the ballroom dance program provides the bulk of this expense. Additional activities can be supported via the mini-grant program.

PTA Sponsored Events. The PTA proposes to spend $150 on PTA sponsored movie nights. These funds would support the purchasing of food, entertainment, and other needs for these events, as determined by the Events Committee.

Other Items. The PTA expects to spend about $940 on other items. In particular, the PTA would like to support nominating up to 2 individuals for the annual Founder’s day dinner (including their entrance fee and a gift, expected to be $250 or less); continued support of the recycling program with up to $10; continue to provide babysitting for meetings ($200); and the necessary PTA dues and insurance paid to the state PTA. Finally,$10 was allotted to postage and miscellanies.