

Sierra Elementary 2023-2024 FINAL PTA Budget			
Approved at the April 24, 2023 General Membership Meeting			
Amended at Sept 24, 2023 General Membership Meeting			
	FINAL BUDGET 2023-2024	BUDGET 2022-2023	ACTUALS 2022-2023
INCOME			
FUNDRAISERS			
Strides for Sierra Gross Revenue			21,075.72
Strides for Sierra Expenses			(4,463)
Strides for Sierra Total Revenue	15,000.00	15,000.00	16,612.64
Read-a-thon Gross Revenue			30,396.00
Read-a-thon Expenses			(3,316.16)
Read-a-thon Total Revenue	20,000.00	10,000.00	27,079.84
Net Income Fundraisers	\$ 35,000.00	\$ 25,000.00	\$ 43,692.48
OTHER INCOME			
Amazon Smile	-	150.00	810.36
Box Tops	-	100.00	155.40
King Soopers	1,200.00	600.00	2,270.84
Longmont Dairy	450.00	400.00	489.50
Membership (includes dues & donations less state fees)	-	-	225.25
Donations	-	-	225.00
Restaurant Nights	1,800.00	2,000.00	2,324.68
Prior Year Activity	-	-	-
Total Other Income	\$ 3,450.00	\$ 3,250.00	\$ 6,501.03
TOTAL INCOME	\$ 38,450.00	\$ 28,250.00	\$ 50,193.51
EXPENSES			
PROGRAMS			
5th Grade Cont/Kinder Grad	400.00	300.00	
Arts Night	700.00	500.00	250.57
Community Building Event	300.00	300.00	103.12
Conference Dinners - Collections			(2,143.49)
Conference Dinners - Expenses	3,200.00	600.00	2,811.83
Classroom Parties	2,425.00	-	-
Discretionary Fund	500.00	-	-
EXCEL- Extra Curr Enrichment Learn'g	6,000.00	6,000.00	5,535.63
Field Day	300.00	300.00	300.00
Field Day Popsicles	250.00	250.00	49.24
Ice Cream Social	400.00	300.00	271.04
Mystery Science Curriculum	1,400.00	-	-
PBIS Fund	500.00	-	-
Reflections	200.00	200.00	182.71
Sabertooth Sprinters- Collections			(1,869.58)
Sabertooth Sprinters- Expenses	500.00	500.00	2,234.11
Science Fair	1,200.00	1,200.00	1,067.15
Sierra Cares	1,000.00	1,000.00	232.94
Staff Appreciation Week	1,000.00	700.00	628.28
Staff Back to School Lunch	700.00	600.00	584.99
Staff Gifts	300.00	300.00	360.00
Staff Wellness/Team Building	1,000.00	-	-
Student Grants	1,200.00	1,200.00	30.00
Teacher Education Grant	2,000.00	2,000.00	1,995.99
Teacher Grants	1,000.00	1,000.00	590.58
Teacher Supply Grant	1,500.00	1,500.00	916.71
Technology Grant	4,000.00	4,000.00	4,000.00
Volunteer Appreciation	350.00	250.00	250.00
Yearbook	100.00	100.00	(280.32)
Prior Year Activity	-	-	-
School Gift Estimate (Plug amount)	3,600.00	2,925.00	23,000.00
Total Program Expenses	\$ 36,025.00	\$ 26,025.00	\$ 41,101.50
ADMINISTRATIVE			
Bank Fees	100.00	100.00	-
Bonding & Insurance	255.00	255.00	255.00
Copy Charges	350.00	300.00	216.78
Misc.	500.00	500.00	145.50
Office Supplies	200.00	200.00	-
Postage	50.00	50.00	25.50
PTA Conference	120.00	120.00	-
Website	350.00	200.00	324.00
Total Administrative Expenses	\$ 1,925.00	\$ 1,725.00	\$ 966.78
TOTAL EXPENSES	\$ 37,950.00	\$ 27,750.00	\$ 42,068.28
NET INCOME & EXPENSE	\$ 500.00	\$ 500.00	\$ 8,125.23

Attachment to 2023-2024 Final Budget:

Description of Expense Items

For each of the expense items detailed below, unless otherwise noted, reimbursements for the items will be made by approval of the Treasurer together with the Committee Chair, if applicable, or President. Any reimbursement request over \$100.00 must be approved by the President. If reimbursement approval is required by a majority of the Sierra PTA Board¹ ("Board") or a majority of the Sierra PTA Membership² ("Membership") that is noted within the expense description.

5th Grade Continuation/Kindergarten Graduation

These funds may be used for food, refreshments, and decorations for 5th Grade Continuation and Kindergarten Graduation reception. The funds are to be used equally between the two events.

Arts Night

These funds may be used on materials or entertainment for Arts Night, the annual event hosted by Sierra's Art teacher with help from the Sierra PTA.

Classroom Parties

These funds may be used by each classroom's room parent(s) for the classroom Halloween and Valentine's Day Party, as well as for a class-wide activity during the end of year staff appreciation week. Each classroom is allocated \$100 for the entire year to be used at the discretion of the room parent. Physical donations of supplies are allowed, but monetary donations will not be accepted.

Community Building Event

These funds may be used to purchase items necessary for events to foster community within Sierra families. Each community event must be pre-approved by the Board. Once approved, individual reimbursements from this line item are made without approval from the Board.

Conference Dinners

These funds may be used to purchase food, refreshments, or supplies necessary to provide four dinners to Sierra teachers and staff during fall and spring parent-teacher conferences. This amount will cover two dinners for fall conferences and two dinners for spring conferences. Additional supplies can be donated, but monetary donations will not be accepted.

Discretionary Fund

These funds will be used at the discretion of the PTA Board to increase an existing budget item as needed. These funds can only be used for funds directly benefiting a student(s). This is to avoid de minimis amounts of insufficient funding as circumstances change throughout the year. Board

¹ The Sierra PTA Board consists of the President, VP Membership, VP Community Events, VP Committees, Treasurer, and Secretary.

² Approval by Membership would include approval by a majority of dues paying Sierra PTA members attending the meeting where the funding request is considered.

approval is required and any amounts used from this fund will be disclosed during the financial update at the next PTA general meeting.

(An example for this fund is if enrollment for Science Fair increased dramatically from one year to the next, and extra funds are needed so each participant can receive a participation shirt. Etc.)

Extra Curricular Enrichment Learning (“Excel”)

These funds may be used to provide enrichment opportunities for students. They can be used for field trips or other programs, but not for supplies. The funds are eligible as follows: \$2,000 for a program that benefits the entire school, \$500 for a program that benefits the grade level, and \$250 each for programs that benefit Art, Music, PE, and Challenge. Any funds remaining in this account on March 1st are no longer subject to these dollar restrictions. These funds must be approved by the Board.

Field Day

These funds may be used during Field Day to cover the cost of activities.

Field Day Popsicles

These funds may be used to purchase popsicles for students which are distributed at Field Day.

Ice Cream Social

These funds may be used to purchase ice cream for a school-wide ice cream social prior to the first day of school.

Mystery Science

These funds may be used to purchase an annual school-wide subscription for Mystery Science curriculum.

PBIS (Positive Behavioral Interventions and Supports) Fund

These funds may be used to purchase ROAR ticket prizes, resources for teaching expectations, tools for Pause Pads and other items used to incentivize positive student behavior.

Reflections

These funds may be used to purchase awards and recognitions for Sierra students who participate and advance in the Colorado PTA sponsored art contest.

Sabertooth Sprinters Running Club

These funds may be used to purchase necklaces, charms, and other supplies to operate Running Club.

Science Fair

These funds may be used to purchase participant t-shirts and awards for the annual science fair.

School Gifts

These funds may be used to purchase gifts for Sierra Elementary School. All purchases from this line item must be approved by the Membership.

Sierra Cares

These funds may be used to assist any Sierra family facing extreme difficulties due to illness or other circumstances. These funds require approval of the President after a request is made. Any request over \$100 requires approval of the Board. The identity of the requestor will remain anonymous.

Staff Appreciation Week

These funds may be used to cover food, refreshments, activities, or supplies for an appreciation week for Sierra teachers and staff.

Staff Back to School Lunch

These funds may be used to purchase food, refreshments, or supplies necessary to provide lunch for Sierra teachers and staff before the first day of school.

Staff Gifts

These funds may be used to provide gifts up to \$100 to teachers and staff at significant life events including, but not limited to, birth, adoption, wedding, death, or retirement. Each gift shall not be more than \$100 and requires approval by the Board.

Staff Wellness/Team Building

These funds may be used by and at the discretion of the Sierra administration to establish a positive culture through building trust and stronger relationships among staff and community.

Student grants

These funds may be used to cover school fees or field trip fees for any student who needs assistance. If the request is under \$100, these funds may be approved by the Treasurer and the check co-signer at the request of Sierra staff. The recipient will remain anonymous.

Teacher Education Grants

These funds may be used by Sierra teachers for continuing education. If the teacher/staff member would like to take college level classes for personal development, their reimbursement is limited to \$200/year. Use of these funds are on a first come-first served basis. These funds must be approved by the Board.

Teacher Grants

These funds may be used for any item(s) a teacher needs to run his or her classroom. Use of these funds are on a first come-first served basis. Each request must be submitted by the teacher and approved by the Board.

Teacher Supply Grant

These funds may be used to compensate teachers for supplies purchased for their classrooms out of their personal funds. The funds are limited to \$100 per classroom, and are available on a first come-first served basis.

Technology Grant

These funds may be used to purchase any technology to be used by Sierra staff and students. Technology includes chromebooks, chromebook repairs, Mimio boards and software. The funds must be approved by the Board.

Volunteer Appreciation

These funds may be used to purchase food, refreshments, or supplies for an event to recognize volunteers for their time and effort supporting Sierra PTA.

Yearbook

These funds may be used to cover excess costs relating to the yearbook production. Any reimbursement over \$100 must be approved by the Board.

Administrative

These funds may be used as described in the budget. If the request is under \$100, these funds may be approved by the Treasurer and the check co-signer.

Description of Income Items

Membership

The amount listed is the net income from individual and family membership Sierra PTA dues received, less dues per member due to Colorado PTA, less dues for all teacher memberships. The Sierra PTA covers the dues for any Sierra Elementary Teacher that submits a membership request.