

<b>Sierra Elementary PTA 2022-2023 Budget</b>				
<i>Approved at the April 5, 2022 General Membership Meeting</i>				
			<b>2022-2023</b>	<b>2021-2022</b>
			<b>PROPOSED BUDGET</b>	<b>BUDGET</b>
				<b>YTD ACTUALS</b> (as of 5.9.22)
<b>INCOME</b>				
<b>FUNDRAISERS</b>				
Fall Revenue		15,000.00	15,000.00	18,687.82
Fall Expenses				(3,517)
Spring Revenue		10,000.00	10,000.00	28,514.50
Spring Expenses				(1,318.12)
Net Income Fundraisers		\$ 25,000.00	\$ 25,000.00	\$ 42,367.61
<b>OTHER INCOME</b>				
Amazon Smile		150.00	150.00	310.59
Box Tops		100.00	250.00	109.60
King Soopers		600.00	100.00	1,664.83
Longmont Dairy		400.00	400.00	408.00
Membership (includes dues & donations less state fees)		-	1,250.00	645.16
Restaurant Nights		2,000.00	1,500.00	2,271.18
Prior Year Activity		-	-	1,284.31
Total Other Income		\$ 3,250.00	\$ 3,650.00	\$ 6,852.36
<b>TOTAL INCOME</b>		<b>\$ 28,250.00</b>	<b>\$ 28,650.00</b>	<b>\$ 49,219.97</b>
<b>EXPENSES</b>				
<b>PROGRAMS</b>				
5th Grade Cont/Kinder Grad		300.00	300.00	55.73
Teacher Education Grants		2,000.00	2,000.00	255.29
Arts Night		500.00	500.00	150.24
Community Building Event		300.00	300.00	-
Conference Dinners		600.00	400.00	62.06
EXCEL- Extra Curr Enrichment Learn'g		6,000.00	6,000.00	3,051.30
Field Day		300.00	200.00	194.48
Field Day Popsicles		250.00	250.00	134.16
Ice Cream Social		300.00	300.00	275.44
Reflections		200.00	200.00	52.63
Running Club		500.00	300.00	300.00
Science Fair		1,200.00	1,000.00	898.47
Sierra Cares		1,000.00	1,000.00	40.00
Staff BTS Lunch		600.00	600.00	388.00
Staff Gifts		300.00	300.00	356.08
Student Grants		1,200.00	1,200.00	-
Teacher Appreciation Brunch		700.00	700.00	515.37
Teacher Grants		1,000.00	1,000.00	443.72
Teacher Supply Grant		1,500.00	1,500.00	501.21
Technology Grant		4,000.00	8,000.00	8,000.00
Volunteer Appreciation		250.00	250.00	250.00
Yearbook		100.00	100.00	53.41
Prior Year Activity		-	-	17.40
School Gift Estimate		2,925.00	=	21,000.00
Total Program Expenses		\$ 26,025.00	\$ 26,400.00	\$ 36,994.99
<b>ADMINISTRATIVE</b>				
Bank Fees		100.00	100.00	-
Bonding & Insurance		255.00	255.00	255.00
Copy Charges		300.00	300.00	166.46
Misc.		500.00	500.00	94.19
Office Supplies		200.00	200.00	-
Postage		50.00	50.00	-
PTA Conference		120.00	120.00	-
Website		200.00	200.00	168.00
Total Administrative Expenses		\$ 1,725.00	\$ 1,725.00	\$ 1,418.90
<b>TOTAL EXPENSES</b>		<b>\$ 27,750.00</b>	<b>\$ 28,125.00</b>	<b>\$ 38,413.89</b>
<b>NET INCOME &amp; EXPENSE</b>		<b>\$ 500.00</b>	<b>\$ 525.00</b>	<b>\$ 10,806.08</b>
		Carryover goal is \$500		Updated 5.9.2022

## Attachment to 2022-2023 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 Board<sup>1</sup> (“Board”) or a majority of the Sierra PTA Membership<sup>2</sup> (“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 apportioned equally between the two events.

#### Teacher Education Grants

These funds may be used by Sierra teachers for continuing education. Use of these funds are on a first come-first served basis. These funds must be approved by the Board.

#### 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.

#### 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 items are made without approval from the Board.

#### Conference Dinners

These funds may be used to purchase food, refreshments, or supplies necessary to provide dinner to Sierra teachers and staff during fall and spring parent-teacher conferences.

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

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

### 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. 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.

### 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.

### 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 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.

### 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 Appreciation Brunch

These funds may be used to cover food, refreshments, or supplies for an appreciation event for Sierra teachers.

### 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, software, or access to online education (including Mystery Science). 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 due for any Sierra Elementary Teacher that submits a membership request.