

PTA Budget 2011-2012

A Parent Teacher Association (PTA) is a compliment of its parents, administrators, teachers and community members working together to serve our children, our schools and our community. The countless volunteer hours and dedication are not quantifiable in terms of a financial budget. By no means are the numbers the most important aspect of our organization – we can accomplish many great things with volunteer hours alone; however, budgets are required and offer guidance to the use of our memberships funds. We are fortunate to have a generous and amazing community that gives of their time, talents and resources. It is your commitment and dedication that allow us to accomplish so much. Thank you to our members and our volunteers.

Revenues (Presented Net of Related Expenses)

To support our goals and the mission of the Garden City PTA Unit we need to raise funds. As a member unit of both the NYS and National PTA, we have specific guidelines over fundraisers and even more guidelines how funds raised can be distributed. We have two sources of income; membership dues and fundraising.

- 1) **Membership Drive**, after payment to NYS and related expenses, budget \$14,750.

Did you know that Garden City is an extremely unique PTA unit? We are one PTA entity across seven schools. Therefore, unlike our neighboring school districts, we ask caregivers to join only once and not at every school their children attend. The goal of membership is to always increase participation of our district families and district staff (teachers, administrators and staff) and therefore, our PTA voice. The more members we have the louder the PTA voice. Therefore, we encourage membership for all caregivers living in district; this generally means two cards per household for \$20.00.

We are presently required to remit \$3.50 to NYS for every PTA membership sold. This fee helps defer the costs of our state and national “parent” PTA’s. However the cost membership is expected to increase to \$4.50 this summer, which has been reflected in the 2011-2012 budget. The net proceeds from this **Membership Drive** help cover our **Unit Expenditures** and **School Expenditures** (expenses to facilitate the PTA Boards & meetings at all 7 schools). Any excess proceed after covering such costs will help fund our programs. Efforts continue to enhance our **Membership Drive** each year to encourage 100% participation of our district families, teachers and administrators.

Our **Fundraising** activities are used to fund our **Program Expenditures**. In Fiscal 2011-2012, 100% of our net fundraising dollars goes to support programs. Sources of revenue planned include:

- 2) **PTA Dinner**: Our annual dinner continuously draws over 400 guests to a wonderful evening out with friends for a chance to win great raffles (all generously donated by our families and community) while supporting our mission. **PTA Dinner** is budgeted at \$20,000 for the year.

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- 3) **Photography Rebate:** An outside agency takes and processes the school photo orders and we receive a minimal rebate on the number of paid photography packages. Our photography volunteers help communicate the program, assist on the photo days and distribute the final pictures. **Photography Rebate** is budgeted at \$4,500 for the year.
- 4) **School Supplies:** Parents order school supply packs for their children from an outside company. Similar to the Bank of America "Keep the Change" program we round up the cost of the total supply pack to the nearest dollar. Our volunteers work with the schools to compile supply lists, select products to ensure good quality and competitive pricing, communicate the School Supply Program and distribute the packs on pick up day. **School Supplies** is budgeted at \$5,200 for the year.
- 5) **Balance Brought Forward from Prior Year:** In the prior year the PTA either raised more money than anticipated or managed its operating costs more efficiently. As a result, funds are available to carry forward for the 2011-2012 year's activities. This amount is expected to be \$2,000.

Expenses

Program Expenditures represent program costs or events specific to our mission of serving our children, schools, teachers and community. Our mission is specific and our programs should be a reflection of that mission and the goals of the Executive Committee and our members in a given year. Please refer to Treasurer's Page for additional discussion regarding PTA Goals and Programs: Total **Program Expenditures** are budgeted at **\$36,250** (or 79% of Operating Budget). Planned programs for the upcoming year include:

1. **Anti-Bullying, Teambuilding, Character Building & Recognition Programs**
 - a. **High School Awards** a program celebrating seniors who have demonstrated outstanding character and dedication to others and our community.
 - b. The Middle School programs focus on team building and anti-bullying programs to build friendships and help reduce conflict.
 - c. The High School programs focus on anti-bullying programs and teen pressures to help reduce conflict and protect our children.
 - d. In spirit of the 5th grade F.O.C.U.S. programs, the PTA, the Schools and parents sponsor a **combined 5th grade yearbook** celebrating the uniqueness of our Stewart and Stratford schools while still encouraging unity and friendship as our children enter the middle school and high school years.
 - e. We also sponsored **memory journals** to our primary schools.
 - f. **Co-Sponsor of Post Graduation Event** the PTA and the GCTA co-sponsor a post graduation event to thank parents, teachers and of course our children. Diplomas are distributed to students at this event.

2. Enrichment Programs and Cultural Programs

- a. PTA believes all children deserve a quality arts education and encourages students to pursue artistic expression through participation in its annual **National Reflections Program**. The program offers students the opportunity to create works of art for fun and recognition. Students in preschool through grade 12 are encouraged to create and submit works of art in six areas: dance choreography, film production, literature, musical composition, photography, and the visual arts (which include art forms such as drawing, painting, print making, and collage).
- b. The PTA sponsorship of the **5th grade trip to the Metropolitan Opera** has “forever” been a priority of our cultural programs. The PTA purchases the memberships to the Met (essentially the tickets) allowing our children to experience an opera performance – an experience, that for many, will be a once in a lifetime event.
- c. The **1st Grade Cultural Trip** has been a long tradition of the PTA.

3. Parent Education & Information

- a. Each year, the PTA brings relevant **guest speakers** to our parents at both evening and daytime PTA meetings.
- b. Communication – **Website Hosting**. Our PTA website and district e-blasts are available to all district families (members and non-members) in an effort to keep all parents informed and connected to information that impacts our schools and our community.
- c. **Family Connection Programs** that encourage quality family time like *Get Unplugged*, *P.A.R.P* (coming soon) and night with the *Long Island Ducks* or bring closer the school experience and home with *Book Swap* and *Library Poster Contest*.

4. Health & Safety of our Children

- a. The **Health & Safety Committee** is dedicated towards addressing health and safety issues as they relate to the student body within our school district. The committee is school based as well as district based. At the school level the committee representatives are committed to participating in school building safety planning (table drills, fire drills), communicating with the student body via the cafeteria bulletin board (nutrition, staying healthy during flu seasons, exercise, etc.), working together with the school nurse in a collective effort, and running recycling programs. The Health & Safety committee also supports programs for the student body at the different building levels, i.e. Open Airways, Little Doctors, Water Safety, CPR, First Aid classes. On the district level the committee sits in on district meetings related to health, safety, and nutrition. This committee is also dedicated to bringing or supporting efforts commissioning speakers for the general school district population (parents, students, and teachers) which address important issues as they pertain to parenting.

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- b. We will continue to support the school district with co-sponsoring of **Promopoloza Prom Tent** (pre-prom event tent) to promote a safe prom event free of pre-prom drinking.
5. **Staff Appreciation:** Saying thank you to the teachers and staff at our schools have always been part of the PTA activities. In our K-5 classrooms, parents help offset the cost of building staff appreciation luncheons through donations at back to school night. In our MS and HS, where monetary donations are harder to obtain (children have more than 1 teacher – no class parent coordinators), the PTA assist in sponsoring the luncheons through our membership dollars. At all 7 events, it is the generosity and love of our district families that make these events possibly through donations of food, supplies and their time. Other forms of “appreciations” are done throughout the year to say thank you to the countless people who assist us in setting up for meetings and events, as well as, care for our children.
6. **Advocacy** making our members aware of legislative activities that impact our children and our families. This includes the EC efforts related to communicating the district’s school budget. **See website for more information regarding the school budget.**

Unit Operating Expenditures represents costs related to running the PTA chapter. Every effort is made to keep operating costs to a minimum. We are committed to being a “Green PTA” limiting paper through the use of our website and E-Blast communication process. Total **Unit Operating Expenses** are budgeted at \$7,555 for the year.

- **Tax Preparation Fees:** We are a 501(c) (3) organization and are required to file a Form 990 with the IRS by December 15th of every year. We engage an outside accounting firm to compile the tax return.
- **Liability Insurance and Bonding:** We are required to carry liability insurance through a program offered by the NYS PTA. This is paid in June of every year.
- **Support of the Nassau Region PTA:** Our “Parent” PTA unit offers educational forums throughout the year that we attend to in order to support their fundraising efforts.
- **Hospitality and Executive Expenses:** We consider this the “cost of doing business” which includes such items as guests of the PTA to our dinner, hospitality at both the Installation Reception and New Board Training, acknowledgment of our retiring teachers, and Honorary Membership Awards to outstanding teachers or community members.
- **Publicity:** Includes public relation items.
- **Photocopies:** Even though we make every effort to be “green” we sometimes have to make a photocopy. The Budget for this item includes the photocopies for several committees, as well as, the Executive Committee.
- **Postage, Bulk Mail Permit & funding.** Includes stamps and the annual fee for the bulk mail permit at the post office.

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- **Training; Conventions & Conferences:** Costs to send our Executive Committee and Chairs to Nassau Region's sponsored required trainings throughout the year.
- **Office Supplies:** Stationary supplies, etc.
- **Equipment Purchase:** Maintenance of PTA laptop & related software.
- **Bank Fees & Charges:** Minor charges for bank accounts for checks and NSF fees.

School Expenditures represents costs to run local school PTA boards. We have significantly decreased these expenses through the years eliminating or reducing hospitality (sorry bring your own coffee) and paper copies. However, some costs still occur so budgets are established for each school director. These costs include: supplies, photocopies, cost to facilitate back-to-school night and costs associated with summer packet mailings. **School Expenditures** are budgeted at \$2,145.

Cash Accounts

There are 4 operating cash accounts held at Astoria Federal Bank: General Account, Dinner Account, Membership Account and Equipment Reserve.

A significant portion of our expenditures occur in the first half of the school year, while our fundraising lags behind with our largest (the Dinner) occurring in March. Therefore, we are required to maintain an adequate cash reserve to meet expenses. Additionally, these economic times are very uncertain and our communities fundraising dollars are being stretched across many well deserving organizations. Therefore, it is the current position of the Executive Committee (with guidance from Nation PTA) to maintain a cash reserve of no more one year's average operating budget and no less than \$25,000.

Accounts Restricted for Grants to Schools Plant & Sportswear Fundraisers

Fundraising to support this activity is comprised of two fundraising events: PTA/SEPTA Sportswear Sale and our spring Plant Sale. Net proceeds of these events are segregated for a purpose of **Grants** to the school (Visit Treasurer's Page on PTA Website for detailed discussion of Grants to schools).

- **Sportswear Sale:** Sale of sportswear items, after related expenses and SEPTA share, are budgeted at \$12,000. The 2011-2012 fundraisers will continue its cash and carry program. The traditional component of this fundraiser, relates to sportswear orders received in advance of purchase. Proceeds from this fundraiser are principally recorded in December. Some sales of items may continue into the spring. One-third of the net proceeds of this fundraiser are shared with Special Education PTA.
- **Plant Sale:** Sale of spring plants, net of expenses is budgeted at \$3,500. Orders are received in advanced of purchased. The goal of this fundraiser is one plant per district family.

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- **Executive Committee Grants:**
 - Over the past 10 years, funds have accumulated due to more successful fundraisers than planned and less administrative spending than budgeted. Over the past 4 years, additional programs have been put into place to offer more to our students including such items as the High School Awards and the 100th Day Project at our Primary Schools, increasing our overall operating budget and reducing these accumulated funds. In 2010-2011 year, our membership approved a transfer of \$50,000 from the general operating accounts to the **Restricted Accounts** (see below) and agreed to returning the membership funds to our schools in the form of grants. During 2010-2011, the PTA proudly presented the district with a grant of \$30,000 to create the district's first language lab in the high school. The balance of these funds will be granted during the 2011-2012 year. The grant(s) will be initiated by the Executive Committee, approved by membership and will be aligned with our core mission and programs.

Grants to Schools

NOTE: For further discussion on the process of granting gifts to the schools, see Treasurer's Page on under News on the PTA website.

Planned grants to school in 2011-2012 are \$38,790. The Executive Committee is working with the administration and the building principals towards a planned use of these funds aligned with the goals of this organization, the guidelines established by NYS PTA and the needs of the district.