

MAIDU / EXCELSIOR PTC
Budget Category Reference
~ 2009-2010 ~

INCOME:

Additional Fundraising: Fundraising opportunities that may arise during the course of the school year. 04/05 and 05/06 had two unplanned Byer's clothing sales that were not initially planned. Profit made from unplanned fundraisers is bonus money to be allocated toward covering shortfalls in other fundraising efforts, and, if not needed, allocated toward the grant process.

Bank Charges: Formerly known as "NSF Checks" this category records all bank charges including returned checks, check printing fees, stop payment fees, etc. Treasurer will attempt to implement strategies to keep this item at breakeven, including the management of a separate money market account for accumulation of interest to offset unrecoverable fees.

BINGO: A family evening event, which includes food, prizes, and fun. Not intended as a fundraiser.

Book Fairs: Both schools hold separate fairs, and are combined into one category for simpler bottom line tracking. The separate income lines illustrate individual book fair profit levels. Total profits earned from the fairs will be distributed evenly to each school's library. Payment to the libraries is recorded under the "Library" expense category, as it is not considered an expense of putting on the fair.

Change Fund: This category is provided for event coordinators needing to "borrow" general account funds to stock point-of-sale cash boxes. Whatever goes out as an expense is deposited back as income after the event takes place.

Directories: The annual production and sale of school directories. Not intended as a fundraiser.

Donations: For bookkeeping purposes, this category is for unplanned donations received only. If designated for a special purpose, a memo notation will be included with the database entry to reflect the associated expense category (i.e., Jog-a-thon, Science Docent, etc.)

Fall Product Fundraiser: The annual sale of holiday gift wrap, treats and other products.

Jog-A-Thon: The largest and most popular fundraiser is our annual jog-a-thon. Each student by grade level seeks sponsors for their jogging efforts, which are then paid either by lap or flat rate. Efforts are focused on securing corporate sponsorship this year, but with the uncertainty of success, performance expectations have been based on previous performance. Re-evaluate income levels at year-end.

Picnic – Country Faire: Traditionally, this has been an end-of-year family potluck picnic / social event. There has been no charge for attendance. The expense amount was established for the purpose of planning bigger and better activities to attract more people. [The category was expanded in 05/06 to include the district-wide **Country Faire**. During years when there is a Faire, funds will be made available for Maidu and Excelsior booth decorations, game rentals, and supplies – thus canceling the Family Picnic. Fees to attend the Faire are charged from another source. Faire expenses are estimated at \$500.]

However, in 08/09, both events were scheduled. The PTC sponsored event was the Family Luau. No PTC funds were allocated for the Country Faire.

School Activity Night - Excelsior: This is a new event proposed for 09/10 that would replace the Movie Nights. The intent is for an event to be attended only by Excelsior students, and perhaps families. A specific event has not yet been planned.

School Activity Night - Maidu: This is a new event proposed for 09/10 that would replace the Movie Nights. The intent is for an event to be attended only by Maidu students, and perhaps families. A specific event has not yet been planned.

School Apparel: Both schools will continue to offer a number of apparel items for sale including t-shirts, sweatshirts, hats, and hair ties. Not intended as a fundraiser, although history has shown that this category continues to finish the year with profits.

Scrip Account Transfer: Funds accumulated in the Scrip bank account will be transferred during the school year to cover general account expenses. The estimated amount includes all electronic Scrip funding (registered grocery cards, department store cards, and qualifying ATM / credit card purchases), paper Scrip funding (gift cards and certificates), and local restaurant dining-out opportunities.

EXPENSES:

Accounting: Annual tax preparation by our CPA, along with associated filing fees with the Franchise Tax Board and Attorney General of California.

Art Docent Program: Supply items typically hit this category throughout the year along with Placer County Office of Education (PCOE) participation fees of \$100 per grade level (\$300 Excelsior and \$400 Maidu). Expect following year re-stocking expenses to occur at the end of the school year.

Assemblies: Both schools run individual assembly schedules, and in the past have included: animal education (Wild Things), music (Michael Bayard's Rhythm Magic, The Amazing Harmonatras, Phil Tulga, Diane Desmarais, Joe Craven), art (Crocker Art Museum Art Ark @ Maidu every other year), academics (Totally Courageous Basketball), and science (Mad Science). Note: schools may forward their Performing Arts grants of \$500 each to PTC to supplement needed funds in this area and may also request additional funding through ESF.

Birthday Book Club - Maidu: Funding is provided to the Maidu coordinator for printing costs (i.e., labels, printer cartridge) associated with the special stickers placed on the inside cover of the donated library books. Another source provides funding for Excelsior.

Character Ed - Maidu: Provides for the support of character education activities at Maidu which focus on a new, positive character trait each month. Books are purchased and presented at school assemblies to students displaying desired character traits (e.g., responsibility, generosity, self control, kindness, honesty, and cooperation.)

Class Assignment Night: A scaled down version of previous Class Assignment Nights that will not generate any income.

In 08/09, the prior year Class Assignment Night event was eliminated and replaced with a much smaller scale First Day Welcome event.

Prior to 08/09, this event was a large event with food being served and school apparel being sold. This event generated income through food sales. The decision was made to scale this event back for 08/09.

Classroom Funding: After the majority of fundraising profits are tallied, this amount is presented to each school and is based on total number of classrooms @ \$125 each. The funds are used to

supplement material needs (e.g., mission projects, field trips, and crafts) and student recognition rewards. The funds are disbursed directly from the school based on spending guidelines defined and regulated by the district. Classrooms with two teachers receive one contribution, however the total amount may need review in January due to classroom size differences – student count may be higher in one classroom versus another. Total funding this year is broken down as follows:

	Excelsior	Maidu
Teacher classrooms	20	24
Librarian	0	0
Reading Lab	1	1
Speech	0.5	0.5
Psychologist	0.5	0.5
Counselor	0.5	0.5
Special Education	1.5	0.5
Band	0.5	0
Music	0.5	0
Total classrooms	25	27
Fund allocation	\$3,125.00	\$3,375.00

Coordinator Appreciation: Used for the year-end coordinator appreciation lunch or dinner hosted by the PTC president(s).

Custodians - Crossing Guards - Office Staff: These funds are used to purchase year-end appreciation gifts.

Destination Imagination: School-sponsored teams compete in building and performance-based challenges on a regional, state, and global level as organized by Destination Imagination, Inc. The purpose is to promote team-building, problem-solving, and creative thinking skills in young children. DI families expend personal funds on expenses related to supplies for responding to DI challenges; DI students also conduct their own fundraising efforts for supplies and to support long-distance travel. Discussion in 06/07 revolved around the accumulation of DI earmarked funds and the eventual possibility of creating a separate bank account as DI funds build beyond carryover potential. Re-evaluate in January for potential fund increase.

PTC has typically committed to paying for the first two mandatory levels of payment for each team (local – \$345 to EUSD as reimbursement for each 5-pak fee paid to the national organization plus \$70 to California Creativity for each individual team). Remaining category funds are then available to teams qualifying for the state tournament level (regional - \$100 per team estimate) and, finally, to teams qualifying for finals (global - \$ dependent on additional DI fundraising and personal family contribution).

Disability Education: A separate assembly event termed "Touch of Understanding" devoted to teaching disability awareness to students.

District Brunch: A fall event that brings staff together from all eight schools in the district. The brunch, hosted by the Kiwanis Club, is followed up by day-long training. It is denoted on the district calendar as a Staff Development Day and total expenses are shared by all district schools. No invoice is expected; include a letter to district, designating applicable district reserve account.

Drama / Music / Talent – Excelsior: This category is intended to help with choir, band, and class performance expenses. The funds were used this past year for the cost of 4th grade musical choreography. The 5th and 6th grades at Excelsior produce "talent shows".

E.S.F. Auction Donation: Each year the PTC sponsors a gift basket or gift certificate at the annual E.S.F. Auction event. Event proceeds are applied against curriculum expenses.

Eagle Recognition – Excelsior: This category is used for the production of Excelsior Eagle Recognition awards for two students per classroom per month from August through May and has included expense for certificate production (paper and ink) and film developing.

Grants: In accordance with the PTC Standing Rules, in the event of a budget surplus the Budget Committee, within the framework of stated PTC objectives and purposes as outlined by the Executive Committee, shall propose the general membership specific outlays for approval, with the remainder of the funds being allocated to the Grants Fund. It is estimated that the solicitation for grants, should they be available, will occur in November with a January post-budget review decision.

Hospitality: Food purchases made for meetings are covered under this category. In the past, it has been used for New Parent Orientation, Coordinator Appreciation, Board Member visitation, Coordinator hand-off, PTC general meetings, and Welcome Wagon.

Libraries: Actual profits made at each book fair are divided equally between the school libraries; amounts are paid upon finalization of book fair paperwork. Should profits be more or less than assumption stated, actual numbers will be reported and will “wash” with profits stated under the Book Fair category.

Proceeds from the 08/09 spring book fair were not distributed to the libraries, at the request of the librarians. \$2,360.04 has been encumbered for distribution to the libraries at the beginning of the 09/10 school year.

Maidu Pride: Students are selected each week as Maidu Pride winners and are rewarded with badges, pencils and volunteer-made cupcakes. This is a recognition program for students “Caught Being Good” around campus.

Office Supplies - PTC: Includes paper purchase for PTC use at approximately \$1,200 each year, along with supply expenses needed to run PTC meetings and actions (i.e., meeting folders, binder, envelopes, stamps, photocopies), and Wednesday Folder upkeep.

With the implementation of ‘paperless’ Wednesday folders, it is anticipated that budgeted expenses in this category can be dropped by 25% in 09/10.

Outdoor Education Scholarships – Excelsior: Available to help with the costs of sending 6th graders to Outdoor Education camp. It is expected that there will be a need for at least 20 to 25 scholarships in 09-10.

Parent Education – Maidu: Once a year, Literacy Night is hosted by Maidu and is aimed at helping all students achieve success in reading. Teachers across the district came together in 05/06 to share strategies with parents during individually chosen sessions. Snacks, door prizes, and “free” babysitting have been offered to parents attending.

Principal's Special Fund: The principals at each school requested a fund for staff incentive programs, sympathy remembrances, appreciation tokens, etc. (formerly Principal's Sunshine Fund)

Principal's Student Fund: After the majority of fundraising profits are tallied, this amount is presented to each school to use in purchasing incentives for students. The funds are disbursed directly from the school based on spending guidelines defined and regulated by the district. (formerly Principal's Fund)

Read Across America: A day where community members come together to read their favorite books in class. This event will be scheduled for 09/10.

This event was alternated with Author Day in successive years. However, the Author Day event has been ‘shelved’ due to the expense.

Reading Incentive Program – Excelsior: Previously this category was used to purchase bookmarks and pencils. The school requested additional funds in 05/06 to enhance the program to include a monthly luncheon with rewards for all students meeting reading log requirements. The program will be improved further this year.

RISO Support: After the majority of fundraising profits are tallied, this amount is presented to the district to handle the ongoing costs of running the RISO duplicating machines on both campuses (ink, master rolls, etc.) Maidu maintains an extra RISO to ease in duplication. The payment needs to be accompanied by a letter, designating the applicable district reserve accounts. An invoice will not be sent from the district unless reserve accounts run out.

An increase in Excelsior's budget for this account will be increased in 09/10 assuming that Excelsior begins operation of a 2nd RISO machine.

School Supplies: After the majority of fundraising profits are tallied, this amount is presented to each school to handle ongoing costs of supplies (construction paper, scissors, practice books, run-offs, arts and crafts). The funds are disbursed directly from the school based on spending guidelines defined and regulated by the district.

Science Docent Program: Supply items typically hit this category throughout the year along with Placer Nature Center presentation fees. Expect following year re-stocking expenses to occur at end of the school year.

Staff Appreciation: Covers monthly motivational gifts, staff appreciation week, and annual luncheon for both schools as well as the annual back-to-school breakfasts at both schools.

Staff Development: After the majority of fundraising profits are tallied, this amount is presented to each school and is based on total number of teachers @ \$150 each. The funds are disbursed directly from the school based on spending guidelines defined and regulated by the district. Classroom aides may qualify for available training at the discretion of the school. The total funding this year is broken down as follows:

	Excelsior	Maidu
Total teachers	25	27
Fund allocation	\$3,750.00	\$4,050.00

Staff Lounges: This category will be evaluated at year end. It has been used to stock the lounges at the beginning of the year with beverage treats (hot chocolate, coffee, tea, creamer, etc.) and cups.

Student Planners – Excelsior: Provided to all Excelsior students (4th, 5th, and 6th graders) for everyday use. This item appeared as a carryover request in the past and was added in 06/07 as a regular on-going expense due to the positive results reported by the principal.

Sunshine Fund: This is PTC's fund for sympathy remembrances, appreciation tokens, etc. and was used this past year for the purchase of flowers on behalf of the PTC.

Website – annual domain registration: This represents the estimated, ongoing cost of renewing the annual domain registration for the MEPTC.ORG website.

CATEGORIES ADDED:

CATEGORIES RENAMED:

First Day Welcome → Class Assignment Night
Movie Night/Family Karaoke Night → Family Activity Night

CATEGORIES DELETED:

Author Day: Cost exceeds the benefits of the event.
CAPE Ed
Family Dinner Night: Not held in 08-09, replaced by other events
Fresh Food Service: No ongoing expenses paid by PTC
Historian Maidu: Elimination proposed in 08/09
Miscellaneous: No expenses should be charged to Miscellaneous
Nutrition: Fresh Food Service has rendered this category obsolete
Recycling: No vendor in 09-10
Vision Planners: Rising production costs
Welcome Wagon: Category unused in past two years