

Thoreau PTO

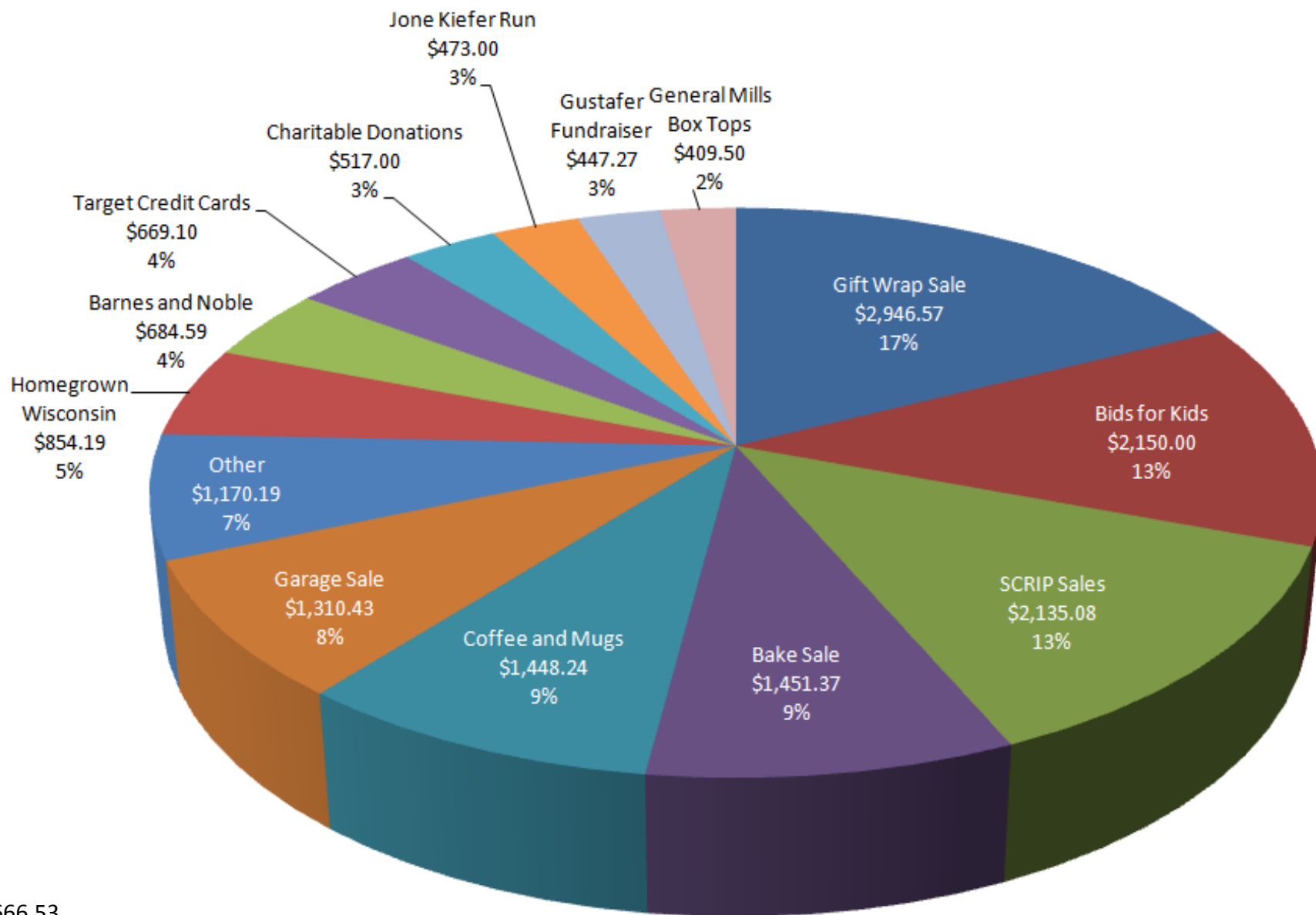
Financial & Legal Matters
October PTO Meeting





Thoreau PTO Financials

How the PTO Earned Money Last Year

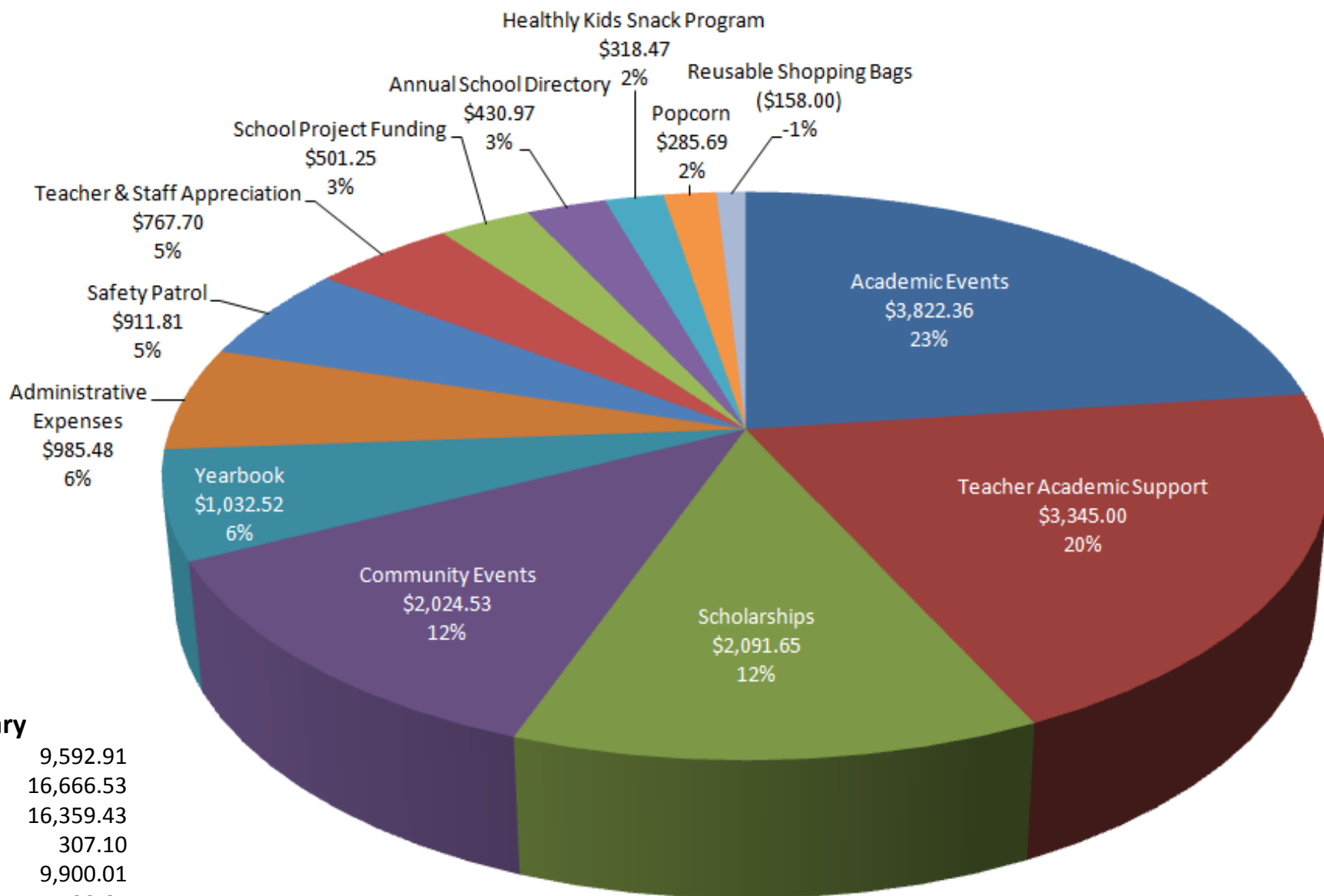


Total Receipts: \$16,666.53



Thoreau PTO Financials

How the PTO Spent Money Last Year



Financial Summary

Starting Cash:	9,592.91
Total Receipts:	16,666.53
Total Expenditures:	16,359.43
Net Increase:	307.10
Ending Cash:	9,900.01
Playground Fund:	7,738.64
Remaining Cash:	2,161.37



Thoreau PTO Financials

How the PTO Spent Money Last Year

Academic Events: 23%

- Opera for the Young
- Talent Show
- Other Cultural Arts
- 2nd Grade Book Club
- 3rd Grade Book Club
- Book Bowls
- Discovery Fair
- Future Problem Solvers

Community Events: 12%

- Fall Pizza Picnic
- Fifth Grade Graduation
- Fun Run
- Ice Cream Party
- Open House/Kindergarten Registration
- Spring School Picnic
- Winter Dance

Scholarships: 12%

- Field Trip Scholarships
- World Language Scholarships

Teacher Academic Support: 20%

- SCRIP Financial allotment to each teacher for books, supplies, materials, etc.

Other: 31%

- Yearbook
- Safety Patrol
- Teacher & Staff Appreciation
- School Project Funding
- Annual School Directory
- Healthy Kids Snack Program
- Popcorn
- Reusable Shopping Bags

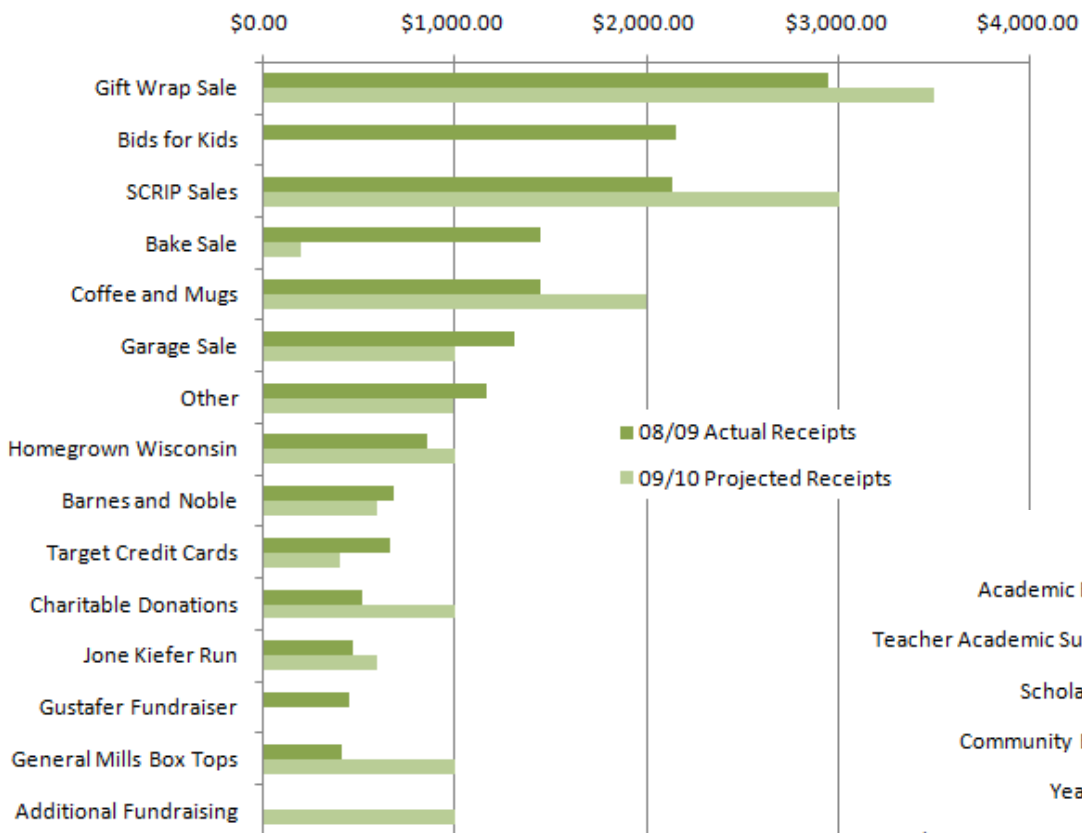
Administrative Expenses: 6%

- Bad Debt Expense
- Grants Committee
- Miscellaneous
- PTO Administrative Supplies
- PTO Meeting Expenses
- Student Council



Thoreau PTO Financials

How we will raise / spend money this year versus last year



Key Points on Receipts

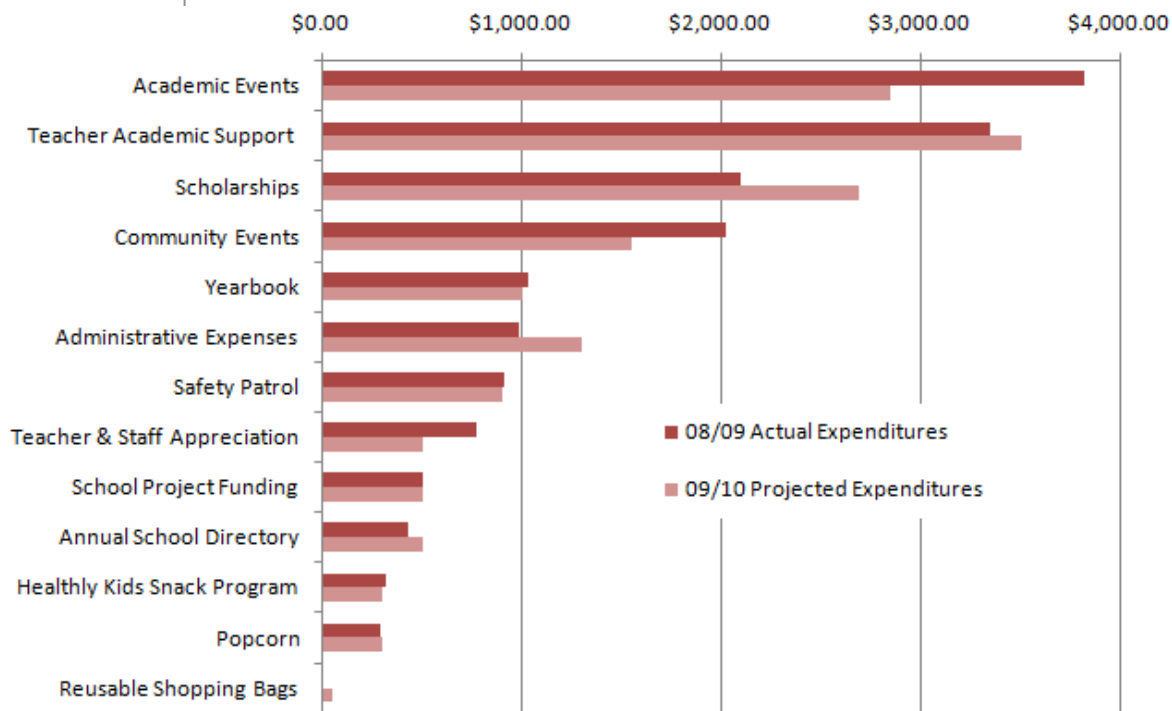
- Bids for Kids is not planned for this year
- Bake sale traditionally does much better in election years
- Hoping to increase Gift Wrap and Coffee Sales
- Looking for additional fund-raising activities

Key Points on Expenditures

- More money is required for Scholarships
- We need to cut back on some items, to meet our budget
- We plan to cut back on administrative expenses, but have other legal and corporate expenses to address

Projected Financial Summary

Starting Cash:	2,161.37
Total Receipts:	16,295.00
Total Expenditures:	15,942.00
Net Increase:	353.00
Playground Fund:	7,738.64
Playground Addition:	0.00
Remaining Cash:	2,514.37





Thoreau PTO Legal / Administrative Matters

Some Administrative / Legal Recommendations for the PTO

- Seek legal status as Incorporation and obtain Insurance
 - Shields parents and school from excessive personal liability
 - Requires formation of By-Laws, Articles of Incorporation and Tax Identification
- Seek Tax-Exempt status
 - Allows us to avoid state sales tax and any federal taxes
 - All donations are tax deductible
 - Requires filing for Tax Exempt status 501(c)(3)

Summary of Articles of Incorporation and By-Laws

- Defines charter and objectives of PTO
- Defines PTO as non-commercial, non-partisan, non-sectarian
- Defines nomination and election procedures
- Defines financial policies (i.e. balanced budget)
- Defines roles played by President, Secretary, etc.
- Defines Meetings and Voting