

Lynch Elementary PTA  
General Meeting Agenda  
Thursday, August 30, 2018



1: Welcome and Call to Order

2: Secretary's Report

- N/A

3: President & Vice-President Report

- What is the PTA
- Why parents need the PTA
- Member goals for 2018-2019

4: Treasurer Report

- Review end of year audit report
  - Call for a vote on the audit of the 2017-2018 school year
- Propose budget for 2018-2019 schoolyear
  - Call for a vote on the school year 2018-2019 budget

5: Announcements

- PTA Sponsored Calendar of Events
- Fall Spirit Shirt Sale
- Online apparel store
- Social media outlets & PTA website

8: Adjourn

Lynch Elementary PTA  
General Meeting  
Thursday, August 30, 2018



- Attendance: James Johnson, Jennifer Bell, Ruth Brunson, Jennifer Steinbach; see sign sheet for additional attendees
- Call to Order: The general meeting of the Lynch Elementary PTA was held in the school cafeteria on Thursday, August 30, 2018. The president, James Johnson called the meeting to order at 6:05 pm.
- Minutes: N/A
- Executive's Report: Our president, James Johnson and vice-president, Jennifer Bell, discussed the benefits of joining the PTA
- Treasurer's Report: The treasurer, Ruth Brunson reported the opening balance as of August 1, 2018 was \$13,467.52. Income deposits totaled \$691.88. Balance on hand as of August 26, 2018 totaled \$14,159.40.  
Ruth proposed the 2018-2019 school year budget for approval. In addition, Ruth reviewed the 2017-2018 audit report in preparation for an approval.
- Action Items: A vote was called to approve the audit and close fiscal year 2017-2018; the vote was unanimous  
A vote was called to approve of the 2018-2019 budget; the vote was unanimous
- New Business: N/A
- Announcements: PTA sponsored events, fall spirit shirt sale, online apparel store, PTA social media outlets & website
- Adjournment: The meeting was adjourned at 6:25 pm

**Approved As:**

Date: 10/1/18 Corrected: Yes  No

  
Jennifer Steinbach, Secretary



### 2018-2019 Budget

Opening Balance:

\$14,159.40

Income Fundraising	Budget	Monthly	Year to Date	Variance
Box Tops	\$1,600			
Tee Shirts	\$3,000			
Cherrydale Home Sales	\$10,000			
Walk-a-thon	\$6,000			
<b>Non-Fundraising Income</b>	<b>Budget</b>			
Goodwill	\$1000			
Spirit Nights	\$800			
Business Sponsors	\$1000			
<b>Total Income</b>	<b>\$23,400</b>			

Membership	Goal (100)	Monthly	YTD
Membership Dues Collected	\$500		
Membership Expenses	\$350		
Membership Income	\$150		

### Expenses

Administrative	Budget	Monthly	Year to Date	Variance
Insurance	\$355			
Banking	\$200			
Postage	\$50			
Office Supplies	\$400			
Conference/Training	\$700			
Advertising/Marketing	\$2200			
<b>Fundraising Expenses</b>	<b>Budget</b>			
Box Tops	\$300			
Walk a thon	\$3000			
Cherrydale Home sales	\$700			



Program Expenses	Budget			
Spring STEM	\$2500			
Winter Event	\$1000			
Fall Fest	\$2000			
Family Engagement	\$200			
Lion's Den (Behavior)	\$600			
Staff Appreciation	\$2000			
5 <sup>th</sup> Grade	\$4000			
Teacher Mini Grants	\$2000			
Lion Loft/clinic closet	\$200			
Celebrating Student Success	\$500			
All Pro Dads	\$1000			
Kindergarten move up	\$1000			
Health and Wellness	\$1100			
Holiday Shoppe	\$0			
Adopt a PTA	\$355			
School Safety	\$800			
Literacy	\$1500			
Student Enrichment	\$1000			
<b>TOTAL EXPENSES</b>	<b>\$29660</b>			

Summer 2019 Contingency Fund	Budget	Monthly	Year to Date	Variance
General Summer Funds	\$300			
Conference/training	\$400			
Welcome Back Breakfast/Lunch	\$600			
	1300			

**Carry Over Funds: \$14,159.40 + Total Income: \$23,400 = \$37,559.40**

**Total Expenses 2018-2019 = \$29,660 + \$1300 = \$30,960**

**Budget -\$7560**

**Carry over funds used to balance the budget and continue to keep \$6,599.40 in contingency funds**