

**February 2020 Treasurer's Report  
TRES PTA**

**Expenditures as of 1/31/2020**

<b>Fund</b>	<b>Spent</b>	<b>Remaining</b>
Academic Enrichment	\$ 1,387.65	\$ 2,212.35
Administrative	\$ 288.39	\$ 61.61
Cares and Concerns	\$ 30.27	\$ 169.73
Classroom Enrichment	\$ 1,454.57	\$ 3,830.43
Cultural Arts	\$ 1075.00	\$ 2,925.00
Fifth Grade Special Activities	\$ 1,152.83	\$ 747.17
Gifts of Gratitude*	\$ 437.98	\$ 0
Hospitality	\$ 464.43	\$ 410.57
Operating Expense (Supplies/Printing / Fees / Misc.)	\$ 574.99	\$ 225.01
Organizational Expense (Membership / PTACHC)	\$ 2,084.75	\$ 215.25
Retriever Rally	\$ 1,187.96	\$ 1,812.04
Silent Auction	\$ 750.84	TBD
Spiritwear	\$ 1241.41	\$ 1458.59
Staff Appreciation	\$ 1,605.72	\$ 2,294.28
<b>Total</b>	<b>\$ 13,739.79</b>	<b>\$16, 362.03</b>

**Income as of 1/31/2020**

<b>Fund</b>	<b>Total Deposited</b>
Membership / Membership Drive Donations	\$ 13,853.30
Direct Donations (PayPal / Square)	\$ 329.92
Spiritwear	\$ 556.10
Profit Sharing (Amazon Smile / School ToolBox)	\$ 551.73
Silent Auction	\$ 145.35
<b>TOTAL</b>	<b>\$ 15,436.40</b>

**Upcoming Expenditures:**

- School Directory / International Night / Staff Appreciation PT Conferences / Winter Dance / Silent Auction Upfront Expenditures

**Ongoing Expenditures:**

- Academic Enrichment / Classroom Enrichment / Hospitality

## Budget Discussion

- Balance as of 1/31/2020: \$58,632.50
- Items of Note since December 31, 2019  
Staff Appreciation (Chinese New Year): \$300  
Awaiting reimbursement requests for School Directory and International Night  
Most numbers remain flat heading into 2020  
One-time transfer from Retriever Rally to Staff Appreciation was made to cover the Parent / Teacher Conferences Dinner
- Silent Auction  
Ticket sales are underway – Get your tickets now to take advantage of the Early Bird pricing.
- Classroom Enrichment  
½ of the staff have utilized their funds. I will reach out to people who have not yet utilized their funds to remind them that they have funds available.
- Academic Enrichment – Remaining Funds  
Kinder: \$568.21  
1<sup>st</sup>: \$446.18  
2<sup>nd</sup>: \$69.72  
3<sup>rd</sup>: \$353.76 (but want to utilize remainder for in-house field trip from RNC - \$625 Total)  
4<sup>th</sup>: \$174.48  
5<sup>th</sup>: \$600.00
- Filed Annual Update of Registration for Maryland Charitable Organizations and Annual Financial Report for Charities (COF-85)
- Need to file 1096 and 1099-MISC (if applicable)

### Reimbursement Process:

All reimbursement requests must be delivered in paper copies with their original receipt or invoice before reimbursement is processed. This will keep our books organized and we will be less likely to have an error. It is also in our bylaws and the PTACHC bylaws. I check the TRES PTA Treasurer Box at least once a week, so please turn in your requests ASAP. The reimbursement form is on our website.

**Remember: No Receipt = No Reimbursement**